



APPLICATION FOR SITE PLAN CONTROL AGREEMENT

Section 41 of the Planning Act, RSO 1990, as amended

OFFICE USE ONLY

Date Received

Application Number

1. GENERAL INFORMATION

A. Application Type

Full Site Plan ☐

Major Amendment ☐

Minor Amendment ☐

B. Fees

TOTAL ESTIMATED PROJECT COST \$

Application Fees (based on estimated project cost)

Site Plan Review Fee (Full) (includes Engineering Plan Review Fee \$1,369.00)

\$2,832.50 ☐
(less than \$50,000.00)

\$4,296.25 ☐
(\$50,000.00 to \$500,000.00)

\$5,731.50 ☐
(greater than \$500,000.00)

Site Plan Amendment Fee (plus Engineering Plan Review Fee as required \$1,369.00)

\$740.00 ☐
(less than \$50,000.00)

\$1,463.00 ☐
(\$50,000.00 to \$500,000.00)

\$2,182.00 ☐
(greater than \$500,000.00)

All fees must accompany the application.

Please make cheque payable to the Corporation of the City of Sarnia.

[St. Clair Region Conservation Authority to be confirmed with SCRCA](#)

Primary Contact

Owner ☐

Applicant ☐

Consultant ☐

C. Application Checklist

Items required at time of submission.

☐ Pre-Application Meeting
Meeting Date _____

☐ Plan of Survey

☐ Landscape Plan

☐ Site Plan

☐ Building Elevations

☐ Complete Application Form

☐ Site Servicing Plan

☐ Stormwater Management
Plan

☐ Application Fee

☐ Grading Plan

1 digital copy of the submission required.

Please refer to the City of Sarnia

[Site Plan Approval Policy Guidelines and Standards](#)

All Plans shall have an Engineer's or Architect stamp. All plans shall be in black and white or gray-scale and no pictures or copyright statements are permitted on any plan.

2. BACKGROUND INFORMATION	
A. Subject Lands	
Site Address/Location	
Legal Description (Lot, Plan, Concession)	
List any/all previously approved Site Plan Control Agreements	
B. Registered Owner	
Name & Title of Signing Officer (Print)	
Mailing Address	
Telephone	Email
Signature of Signing Officer	
C. Applicant Information (Same as above <input type="checkbox"/>)	
Name & Title of Signing Officer (Print)	
Mailing Address	
Telephone	Email
Signature of Signing Officer	
Applicant Relationship to Owner if not Owner (e.g. Agent, Lawyer, Developer)	
E. Property Transaction Details	
Closing Date	
Name of Registered Owner following transaction	
Mailing Address	
Telephone	Email
Signature of Signing Officer	
Name & Title of Signing Officer (Print)	

3. DEVELOPMENT PROPOSAL

A. Site Designations & Other Applications

Project Name

Current Official Plan Designation

Current Zoning Designation

Current Use of Property

Current Committee of Adjustment Decision (if applicable)

B. Description of Proposal

C. Proposal Data

	Existing	Proposed
Gross Floor Area (GFA) (measured within exterior walls)	m ²	m ²
Total Gross Floor Area (measured within exterior walls)	m ²	m ²
Building Height (maximum)	m	m
Building Coverage (maximum)	m ² %	m ² %
Landscaped Area (minimum)	m ² %	m ² %
Outside Storage	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Parking Stalls	Required Existing	Required Existing
Barrier Free Stalls (min)		
Number of Driveways		

D. Demolition

Will/Have any existing building(s) be/been removed from the site?

Yes ☐

No ☐

Total Area

m²

Will/Have any existing residential building(s) be/been removed from the site?

Yes ☐

No ☐

Quantity

E. Ministry Approval

Is this site located within 45 metres of the limit of a Provincial Highway or within 395 metres of the centre point of a Provincial Highway intersection?

Yes ☐

No ☐

If yes, permit approvals will be required from the Ministry of Transportation (MTO) before development begins.

4. ONTARIO BUILDING CODE

Schedule A - Building Code Design Summary

This form must be completed by the primary design consultant and must accompany the Site Plan Approval Application for **all buildings where Part 3 of the Ontario Building Code applies**.

Part 3 applies to all buildings occupying an area greater than ten square metres (108 ft²) and

- (a) Used for Group A (assembly), Group B (institutional) or Group F, Division 1 (high hazard industrial occupancies, and
- (b) exceeding 600 square meters (6,460 ft²) in building area or exceeding 3 storeys in building height used for major occupancies classified as Group C (residential), Group D (business and personal services), Group E (mercantile) or Group F, Division 2 and 3 (medium and low hazard industrial) occupancies.

Project Location (Municipal Address including lot & plan number)

Use/Activity for which the Structure/Building has been designed

Design Summary

Occupancy Classification	Group	Division
Building Area	m ² ft ²	Building Height Storey(s)
Occupant Load		persons
Building has full sprinkler system in accordance with NFPA 13?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sprinkler system required for conformance to 3.2.2.17 or 18 (1)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sprinkler system supervised by ULC central station?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Basement sprinkler system?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Standpipe and hose system provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fire alarm system provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fire hydrant located within what distance of Building Face which faces a Street and provides access to the Building.	m	ft
Siamese connection located within 45 metres of a hydrant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Building faces how many streets? (circle one)	1 2 3	See O.B.C. 3.2.2.10
Fire Department access routes designated to building face(s)?	N S E W	See O.B.C. 3.2.5.4 - 3.2.5.6
Building construction designed to comply with O.B.C. article:	3.2.2	See O.B.C. 3.2.2.20 - 3.2.2.83

Note Locations of all hydrants, Siamese connections and Fire Department access routes must be indicated on the site plan. Failure to provide the required information may delay the application process.

Site Development Information

Site plan to indicate proposed grades, elevations of first floor of building, existing grade elevations at perimeter of property at the lot lines, existing elevations at the base of existing trees, catch basin locations and elevations, drainage patterns (including locations of swales, etc.) and elevations of centre line of public thoroughfare.

Comments

Designer Signature	Date
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5. DRINKING WATER SOURCE PROTECTION

- 1) Identify the existing and proposed use of the subject land. (Check all that apply)
- ☐ Residential
 - ☐ Agricultural
 - ☐ Commercial
 - ☐ Mixed Use (commercial and residential)
 - ☐ Industrial
 - ☐ Other _____
- 2) Does the existing or proposed use of the subject land involve fuel handling and/or storage?
- ☐ Yes
 - ☐ No
- 3) If "Yes", what is the total combined volume of fuel handling/storage? (Check one)
- ☐ Less than 15,000 L
 - ☐ 15,000 L to less than 34,000 L
 - ☐ 34,000 L or greater
- 4) Is the subject land located in an Intake Protection Zone (IPZ)?
- ☐ Yes
 - ☐ No
- If "Yes"
- | | |
|---|---|
| <input type="checkbox"/> IPZ 1, Score 8 | <input type="checkbox"/> IPZ 1, Score 7 |
| <input type="checkbox"/> IPZ 2, Score 6.4 | <input type="checkbox"/> IPZ 2, Score 6.3 |
| <input type="checkbox"/> IPZ 3 | |
- Is the subject land located in an Event Based Area?
- ☐ Yes
 - ☐ No

To assist with these questions visit the Ministry of the Environment, Conservation and Parks (MOECP) [Source Water Protection Information Atlas](#).
(Search by address - "123 Street, Sarnia" – "location information" will appear on screen)

6. OWNERS AUTHORIZATION

With respect to the lands owned by:

(Print Owner(s) Name/Corporate signing authority)

known as:

(Legal Description/Municipal Address of Subject Lands)

DECLARE that I/We am the registered owner of the lands described in this application, have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I hereby authorize:

_____ of _____
(Name of Agent) (Name of Company)

to act on my/our behalf in this matter. I/We further consent to City of Sarnia staff or a representative thereof, to enter upon the subject lands and premises for the purpose of evaluating the merits of this application and subsequently to conduct any inspections and work on the subject lands and structures that may be required as condition of approval and that the City of Sarnia be authorized to release municipal property tax information to the applicant/agent named within this agreement, for the specific property location referenced within this application.

I/We also acknowledge that the information requested on this form is collected under the authority of the Planning Act, R.S.O. 1990, Chapter P.13, as amended and in the accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

(Date)

(Signature of Registered Land Owner)

(Print Name)

(Date)

(Signature of Registered Land Owner)

(Print Name)

7. ADDITIONAL PROJECT CONTACT INFORMATION	
A. Architect/Designer	
Company Name	
Name & Title	
Mailing Address	
Telephone	Email
B. Civil Engineer	
Company Name	
Name & Title	
Mailing Address	
Telephone	Email
C. Landscape Architect/Designer	
Company Name	
Name & Title	
Mailing Address	
Telephone	Email
D. Planner	
Company Name	
Name & Title	
Mailing Address	
Telephone	Email
E. Other	
Company Name	
Name & Title	
Mailing Address	
Telephone	Email