



## CONSULTATION REQUEST FORM

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All proposals are to be submitted to the Central Elgin Planning Office. Staff will determine whether the information submitted is sufficient to warrant the scheduling of a consultation meeting. If additional information is required staff will advise the applicant.

The Planning Director (or a delegate) the Director of Physical Services (or a delegate), and the Chief Building Official (or a delegate) will attend on behalf of the Municipality. Depending on the nature of the site and proposal, other Municipal staff or outside agencies may also be called on to attend.

Meetings will be scheduled to take place within 10-15 business days of the submission of a complete Consultation Request Form. Meetings are held in the boardroom of the Municipality of Central Elgin Administration Offices, 450 Sunset Drive (lower level of the County of Elgin administration building). A consultation meeting will not be scheduled until the required information has been provided.

In addition to those professionals who will be involved with the designing/managing of the development proposal, in all cases, the Owner of the property should also be in attendance at the meeting. If the owner cannot attend and/or is using an agent, the Authorization found in Appendix A must be completed.

While efforts will be made to schedule a meeting on the applicants preferred date, meetings will be booked on a first come first serve basis. The Municipality reserves the right to limit the number of meetings on any date.

The applicant should be prepared to discuss the proposal in detail and answer general questions about the contents covered within the Consultation Request Form.

### **Submission Requirements for a Consultation Meeting**

A consultation meeting will be scheduled upon receipt of the following information:

- A completed Consultation Request Form with signatures
- A digital (PDF) version of a concept plan, drawn to scale, which illustrates the proposal and includes the following (where applicable):
  - Existing uses and uses adjacent to the lands
  - Setbacks and gross floor area of the existing and proposed buildings and structures
  - Dimensions and area of the lands
  - Existing and proposed pedestrian and vehicular access and parking areas
  - Adjacent streets with labels
  - Existing trees/vegetation, watercourses, slopes and natural features

### **Notes:**

All measurements are to be in metric, the digital plan(s) must be to scale; plan(s) must have a north arrow, title block with date, revision block, and a key map showing the general location of the lands.

The submission requirements are minimum requirements. The submission of other plans and/or documents that inform the application are beneficial and will assist staff in their review. These documents may include surveys, building elevations and floor plans, site services and utilities and restrictive covenants or easements, as examples.

For more information regarding the consultation process please contact the Planning Department:

Central Elgin Planning Office  
9 Mondamin Street, St. Thomas, ON, N5P 2T9  
Phone: 519-633-2560 Email: [planning@stthomas.ca](mailto:planning@stthomas.ca)



## CONSULTATION REQUEST FORM

**Office Use:** Request Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_ Reference # \_\_\_\_\_

### Type of Application

This is a consultation request for (check all that apply):

- Official Plan Amendment
- Zoning By-law Amendment
- Site Plan Approval
- Minor Variance
- Plan of Subdivision/Condominium

### Registered Owner

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Applicant/Agent (if applicable)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Subject Property

Municipal Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

**Description of Proposal** (please provide a separate sheet of paper if required)

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### Current Property Owner

**\*If an applicant/agent is advancing this Consultation Request, see Appendix A - Authorization of Owner.**

\_\_\_\_\_  
Owners Name (Print)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**Appendix A – Authorization of Owner**

If the applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, \_\_\_\_\_, am the owner of the subject lands, and I authorize \_\_\_\_\_, to act on our behalf as the agent for the submissions required for all matters relating to the subject lands, and to provide any of my personal information that will be included in this application or collected during the planning process.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner



## APPLICATION FOR SITE PLAN APPROVAL

NOTE: This application must be filed with the CAO/Clerk and must be accompanied with a cheque (application fee of \$553.75) made payable to THE MUNICIPALITY OF CENTRAL ELGIN.

The undersigned hereby applies to the Site Plan Control Committee for The Municipality of Central Elgin under Section 41 of the Planning Act for approval of the plan(s) attached to this application.

1. Name of Owner/Applicant: ..... Tel. No.: .....

Address (including postal code): .....

- (a) The application shall be signed by the Owner of the lands which are the subject thereof, or by his agent or solicitor.
- (b) Where an applicant is a Corporation, the application shall be signed by an officer of the Corporation and be affixed with the Corporate Seal thereof.
- (c) If the Applicant is not the Owner of the land, proof of the Owner's consent must be filed with the application.

2. Name of Agent (if any): ..... Tel. No.: .....

Address (including postal code): .....

- (a) Where an application is signed by the agent or solicitor of the Owner, it shall be accompanied by a written authorization, signed by the Owner, authorizing the agent or solicitor to sign the application on behalf of the Owner.

3. Names and addresses of any mortgages, holders of charges or other encumbrances:

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.....

4. Location of Land:

Roll Number: ..... Municipal Address: .....

Lot No.: ..... Registered Plan No.: .....

Lot No.: ..... Concession: ..... Reference Plan No.: .....

5. Present use of subject land:

.....  
.....

6. Proposed use of subject land:

.....  
.....

7. Present use of adjacent lands within 125 metres of subject land:

.....  
.....

8. Every application shall have attached thereto 6 working sets of plans showing:

- (i) the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided in conjunction therewith and of all facilities and works required pursuant to the provisions of Section 41 of the Planning Act, R.S.O. 1990, c.P.13.
- (ii) plan, elevation and cross section views for each industrial and commercial building to be erected and for each residential building containing twenty-five or more dwelling units to be erected which are sufficient to display:
  - (a) the proposed massing and conceptual design of the proposed building;
  - (b) the relationship of the proposed building to adjacent buildings, streets and exterior areas to which members of the public have access; and
  - (c) the provision of interior walkways, stairs, and escalators to which members of the public have access from streets, and open spaces and the colour, text and type of materials, window detail, construction details, architectural detail and interior design.
- (iii) the dimensions of the subject lands and of all abutting lands and showing the location, size and type of all buildings and structures on the subject and abutting lands.
- (iv) fee of \$534.50 enclosed with application.

**NOTE:** Plans must be of a professional quality drawn to scale and submitted with the application. Applications without plans prepared to the standards set out in the application and on the "Site Plan Control Criteria" will not be processed.

9. The following information will be of assistance to both the municipality and the Applicant as a check list for the information shown on the plans in Item 8.

1. Dimensions of Subject Lands:

- 1. Frontage ..... on ..... Street/Road/Line
- 2. Depth .....
- 3. Area .....
- 4. Width of Adjacent Street(s) .....

2. Dimensions of all existing and proposed structures on subject lands:

EXISTING

Length .....

Width .....

Height .....

No. of Storeys .....

Ground Floor Area .....

Gross Floor Area .....

Parking Area .....

PROPOSED

Length .....

Width .....

Height .....

No. of Storeys .....

Ground Floor Area .....

Gross Floor Area .....

Parking Area .....

10. What services are available to the subject lands?

Water                      Yes ( ) No ( )      Connected      Yes ( ) No ( )

Sanitary Sewers        Yes ( ) No ( )      Connected      Yes ( ) No ( )

Storm Sewers            Yes ( ) No ( )      Connected      Yes ( ) No ( )

Natural Gas              Yes ( ) No ( )      Connected      Yes ( ) No ( )

11. Present Official Plan provisions applying to the land:

.....  
.....

12. Present Restricted Area By-Law (Zoning By-Law) provisions applying to the land:

.....  
.....

13. Is the property the subject of a current application for minor variance under Section 44 of The Planning Act?

Yes .....                      No .....

14. Is the property the subject of a current application for consent under Section 40 of The Planning Act?

Yes ..... No .....

15. Is the property the subject of a current application of zoning amendment under Section 34 of The Planning Act?

Yes ..... No .....

Additional Comments

.....  
.....  
.....

A F F I D A V I T

OF APPLICANT, SOLICITOR OR AUTHORIZED AGENT

I, .....

of the ..... of ..... in the  
(Municipality) (Name of Municipality)

..... of .....  
(County/Regional Municipality) (Name of County/Regional Municipality)

solemnly declare that:

All the above statements and the statements contained in all of the exhibits transmitted herewith are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the )  
 )  
..... of ..... )  
 )  
in the ..... of ..... )  
 )  
this ..... day of ..... 20.... )  
 )  
 )  
 )  
..... )

(A Commissioner, etc. ...)

\_\_\_\_\_  
(Signature of Applicant, Solicitor or  
Authorized Agent)

## **SITE PLAN CONTROL CRITERIA**

### **A1.00 SITE PLAN AGREEMENT**

The entire Municipality of Central Elgin is designated as site plan control. The developer of all multiple family, commercial or institutional lands shall be required to enter into a "Site Plan Agreement" with the Municipality of Central Elgin prior to the commencement of construction of any building, site work or service within the parcel of land.

### **A2.00 MUNICIPALITY OF CENTRAL ELGIN SERVICES**

The Municipality of Central Elgin is responsible for all sanitary sewers, storm sewers, water mains and lower tier roads and streets.

Drawings showing the location, size, grade, invert elevations, material bedding requirements for all infrastructure shall be prepared and submitted to the Municipality of Central Elgin for approval. Engineering drawings shall also be required for any services which are necessary to service the site and that will be located in the road allowance or on a Registered Servicing Easement. These drawings shall be prepared to the Municipality of Central Elgin's standards and requirements.

The Municipality of Central Elgin is also responsible for the collection of revenue for water consumption and, therefore, the "metering" arrangement for the subject property shall also be approved by the Municipality of Central Elgin.

### **A3.00 PROFESSIONAL ENGINEER**

The Developer shall retain a qualified Professional Engineer to prepare all engineering drawings and to supervise the construction of all engineering services. The Engineer shall act as the Developer's representative in all matters pertaining to the design and construction of all the services in the development.

### **A4.00 ENGINEERING DRAWINGS**

#### **A4.01 REQUIREMENTS**

A minimum of 6 separate engineering drawings will be required for each development. These drawings shall be titled as follows:

- Drawing 1 - Site Grading Plan
- Drawing 2 - Site Services Plan
- Drawing 3 - Landscaping Plan
- Drawing 4 - Electrical Services Plan

Additional Engineering drawings shall be prepared where required, or when requested by the Director of Physical Services, Coordinator of Planning and Development or their designates. Depending on the complexity of the site it may be possible to combine drawings to reduce the size of the drawing package. This must be approved in writing by the Director of Physical Services prior to drawing submissions.

All engineering drawings shall be prepared from one base plan prepared at a minimum scale of 1:200 (metric) and shall contain the following information:

- a) a key plan at a scale of 1:10 000 showing the site location.
- b) a north arrow.
- c) the street names, lot / concession and Registered Plan Numbers, and property dimensions.
- d) the outline of all buildings within the site, unit numbers of buildings and garage locations within each unit.
- e) the roadway and driveways.
- f) adjacent lands.



- g) existing land features (Examples of, but not limited to, trees, watermains, ditches, creeks etc.)
- h) the reference geodetic bench mark used to establish vertical control and the site benchmarks to be used for construction.

A4.01a DRAWING 1 - SITE GRADING PLAN

The site grading plan shall show the following information:

- i) centreline, edge of pavement, top of curb, and centre of ditch grades at 15 metre intervals along the existing streets bounding the property.
- ii) a legend indicating which are existing and proposed elevations.
- iii) contours at maximum 0.6m intervals to indicate the existing elevations of the site. These contours are to extend a minimum distance of 15m beyond the property limits to indicate the grading and drainage patterns of the adjacent lands. As an alternative spot elevations may be noted on the drawings to illustrate the existing grade conditions providing that these elevations are obtained from field survey on a regular grid pattern with an interval not to exceed 15 metres.
- iv) cross sections, as required, to clarify the proposed grading, particularly in relation to adjacent lands.
- v) proposed elevations on paved areas, around proposed buildings, along swales, along roadways, driveways, catchbasin grates, and any other elevations required to establish the grading and drainage patterns for the development. Arrows are to be utilized to indicate the direction of surface drainage.
- vi) all manholes, catchbasins, hydrants, valves to be shown by a symbol with the legend provided.
- vii) all sidewalks and or walkways.
- viii) all building elevations to be established and referenced to "Top of Finished Floor" elevation or a "Finished Entrance Floor" elevation and a finished "Basement Floor" elevation.
- ix) a typical roadway cross section to indicate pavement and granular base design.
- x) roadway/driveway dimensions and curb radii.
- xi) the location and detail of all curbs adjacent to roadways.
- xii) the location of embankments, retaining walls, stairs, etc.
- xiii) all trees, shrubs and plantings adjacent to roadways.

A4.01b DRAWING 2 - SITE SERVICES PLAN

The Site Services Plan shall show the following information:

- i) all existing underground services on the streets and easements adjacent to the property.
- ii) the location, size, grade, invert elevations of all storm and sanitary connections to the property.
- iii) the location and size of all watermain connections to the property.
- iv) the basement floor elevation of all buildings to be constructed.
- v) the location, size, length, grade, for all sanitary services to be constructed within the development.

- vi) the location, size, length, grade for all storm sewers to be constructed within the development.
- vii) the location, size for all watermains to be constructed within the development.
- viii) the location, invert elevations, frame elevations for all sanitary and storm manholes and catchbasins.
- ix) the location of all hydrants, valves and water metres within the development.
- x) the location and size of all sanitary, storm, and water service connections to the individual units.
- xi) the location of all roof leaders and note where they are to be connected. (ie. storm sewer, drywell)
- xii) all construction notes required to describe the construction details or requirements.

A4.01c DRAWING 3 - LANDSCAPING PLAN

The Landscaping Plan shall be prepared by a qualified Landscape Architect. The Landscaping Plan shall show all landscaping details as required by the Site Plan Agreement.

All manholes, catchbasins, hydrants, valves, street lights, signs and other servicing features that appear above grade shall be shown on the Landscaping Plan. Care shall be given to ensure that landscaping features do not interfere with engineering servicing and grading.

A4.01d DRAWING 4 - ELECTRICAL SERVICES PLAN

The Electrical Services Plan shall be prepared by a qualified Electrical Consultant. The Electrical Services Plan shall show all details of the electrical distribution system and the street lighting system. Any security lighting shall be shown on the plan.

The Electrical Services Plan shall be submitted to the applicable Hydro Electrical Authority for approval.

**A5.00 DESIGN REQUIREMENTS**

**A5.01 SITE GRADING DESIGN**

- a) The drainage of the site is to be “self contained”
- b) The grading of the site is to be compatible with the elevation of the surrounding lands.
- c) All grassed embankments shall have a maximum slope of 3:1
- d) The grade of grassed or other landscaped areas shall have a maximum slope of 10% and a minimum slope of 1%. Any change in grades in excess of 10% shall be done through the utilization of terracing and or retaining walls.
- e) Swales on grassed areas shall have a minimum slope of 1% and a maximum slope such that the flow velocity does not exceed 0.15 cu.m/sec.
- f) The maximum length of any drainage swale shall be 80 metres.
- g) The minimum depth of any drainage swale shall be 200mm.
- h) The maximum depth for any drainage swale shall be 600mm

- i) The maximum side slope for any drainage swale shall be 3:1.
- j) All driveways shall have positive drainage toward the roadway from the property line only. A break in grade is required at the property line and surface drainage shall be directed back onto the site.

#### **K5.02 ROADWAY DESIGN**

- a) All roadways shall be designed in accordance with the most recent engineering requirements of the Municipality of Central Elgin.
- b) The minimum pavement design for all multiple family roadways shall be:
  - subgrade compacted to 95% Standard Proctor Density
  - 250mm compacted depth of Granular 'B' (100% SPD)
  - 150mm compacted depth of Granular 'A' (100% SPD)
  - 40mm compacted depth of HL8 Asphalt Base course.
  - 40mm compacted depth of HL3 Asphalt Surface Course.
- c) All driveways in multiple family projects shall be paved asphalt from the edge of roadway to the garage. The minimum pavement design is as follows:
  - subgrade compacted to 95% SPD
  - 200mm of Granular 'A' compacted to 100% SPD
  - 50mm of HL3 Asphalt (driveway mix)
- d) the minimum width of a multiple family roadway for two-way traffic with no street parking shall be 7.30m.
- e) All roadways servicing multiple family projects shall be designed to facilitate passage of emergency vehicles. Curb returns having a 7.62m radius and inside bends having at least 15.24m radius are required. On dead end streets provisions shall be made to accommodate vehicle turning.
- f) The minimum grade for any multiple family roadway shall be 1% and the maximum grade shall be 6%.
- g) The minimum grade for any driveway in a multiple family project shall be 1% and the maximum grade shall be 8%. This maximum grade creates an undesirable condition and should only be used as a last resort.

#### **A5.03 SITE SERVICES DESIGN**

- a) All storm sewers shall be designed in accordance with the requirements of the Ontario Building Code, Ontario Provincial Standard Specifications and Drawings and the Municipality of Central Elgin.
- b) All storm sewers shall be located within the limits of the roadway
- c) Where required yard catchbasins shall be provided for drainage of landscaped area.
- d) Catchbasin manholes may be used for roadway drainage.
- e) Maximum spacing for catchbasins utilized for roadway drainage shall be 61m.
- f) Double catchbasins shall be utilized at the low point in the road.
- g) All Watermains shall be designed in accordance with the Ontario Building Code and the Municipality of Central Elgin. The Watermain design shall be submitted to the Municipality of Central Elgin for approval of watermain layout and hydrant locations.

**A5.04 LANDSCAPING DESIGN**

The landscaping requirements shall be detailed in the Site Plan Agreement, as per the requirements of the Municipality of Central Elgin.

**A5.05 ELECTRICAL DESIGN REQUIREMENTS**

The requirements for the design of the electrical distribution system and the street lighting shall be agreed upon with the appropriate hydro Electric Commission prior to the commencement of the design.

**A6.00 AS CONSTRUCTED DRAWINGS**

After all construction is complete, the design drawings shall be amended to incorporate the changes and alterations made during construction in order that the drawings as amended represent the services and conditions constructed.

**A7.00 CERTIFICATION**

Upon completion of construction the Consulting Engineers shall provide proper certification to the Municipality of Central Elgin that all works have been constructed in accordance with the approved plans and specifications and in accordance with good engineering practices.

**A8.00 FINAL INSPECTION**

Upon completion of all construction the Municipality of Central Elgin shall carry out a final inspection of the works. All deficiencies found during the final inspection shall immediately be remedied by the Developer at their expense. This final inspection is carried out for the benefit of the Municipality and in no way relieve the Developer from their obligations under the Condominium Act and/or the Site Plan Agreement.