



Township of South-West Oxford
312915 Dereham Line
Mount Elgin, ON N0J 1N0
Phone: 519-485-0477 – 519-877-2702
Fax: 519-485-2932 www.swox.org

OFFICE USE ONLY:

File Number: _____ Received: _____
Date Considered: _____ Complete: _____

**TOWNSHIP OF SOUTH-WEST OXFORD
SITE PLAN APPROVAL APPLICATION FORM**

The undersigned hereby requests the Township of South-West Oxford to consider a Site Plan Control application pursuant to Section 41 of the Planning Act on the lands hereinafter described.

1. Background Information

a) Applicant/Agent:

Name: _____
Mailing Address: _____
City: _____ Postal Code: _____
E-mail: _____
Telephone Number: _____

b) Registered Owner: (if other than applicant)

Name: _____
Address: _____
City: _____ Postal Code: _____
E-mail: _____
Telephone Number: _____

c) Location of Subject Land:

Lot Number(s): _____ Plan/Concession: _____
Part Number(s): _____ Reference Plan: _____
Lot Number(s): _____ Registered Plan: _____

This form is available in a paper printout and/or alternate format upon request to the Township. Please call the Township at 519-485-0477 ext. 7023 to request an alternate format.



Street Address (or 911 Number): _____

The subject land is located on the _____ side of the street between
_____ and _____.

Assessment Roll Number: 3211- _____ - _____ - 0000

d) New Development _____ or Expansion of Existing Development _____

If new, is any demolition of existing buildings on the site proposed?

Yes ___ No ___

Are there previous site plan or development agreements registered against these
lands?

Yes ___ (File no.: _____) No ___

e) Existing use of Subject property:

f) Proposed uses of land and buildings (including number of units, tenure,
etc.):

g) Official Plan Designation

Schedule “___-1” Township Land Use Plan _____

Schedule “___-2” Village of _____ Land Use Plan _____

Other Schedules and Appendices _____

h) Zoning By-law

Existing Zoning: _____

Requested Zoning: _____



If related to a recent or current Zone Change application, please indicate the:

File No. _____ Status _____

2. Site Information

Note: Under Parts 2(a) and 2(b) below, where the proposed dimension / feature does not meet the By-law regulation, a Minor Variance(s) or Zoning By-law Amendment will be required. A decision on the Site Plan application cannot be made without first securing approval of the required Minor Variance(s) or Zoning By-law Amendment.

Table with 3 columns: Zoning Provisions, REGULATION by Zoning By-law 25-98, and PROPOSED. Rows include Lot Frontage, Lot Depth, Lot Area, Lot Coverage, Front Yard, Rear Yard, Interior Side Yard, Exterior Side Yard (corner lot), Landscaped Open Space (%), No. of Parking Spaces, No. of Loading Spaces, Width of Planting Strip, Driveway Width, Handicap Spaces, Other (Specify), Minimum Distance Separation (MDS) if applicable, To Barn, and To Manure Storage Facility.



Off-Street Parking and Loading Facilities

Total number of off-street parking spaces existing: _____

Number of off-street parking spaces proposed (include existing & proposed): _____

Number of off-street loading facilities existing: _____

Number of off-street loading facilities proposed (include existing & proposed): _____

b) Proposed Building Size:

Ground Floor Area of Existing Buildings(s): _____

Ground Floor Area of Proposed Development: _____

Total Ground Floor Area (including existing & proposed): _____

Number of Storeys proposed: _____

Building Height Proposed: _____

Total Gross Floor Area Proposed (including existing and proposed): _____

3. Complete as applicable:

Note: If the application includes a combination of residential, commercial, industrial, institutional or open space development on the same site, the applicable sections must be completed.

a) Multiple Family Residential

Landscaped Area: _____ m² (or ft²)

Conversion or Addition to Existing Residential Buildings: Yes _____ No _____

Amenity and/or Children's Play Area: Yes _____ No _____



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Unit Breakdown

Type	Number of Units	Floor area of Unit Type (m ² or ft ²)
Bachelor	_____	_____
One-Bedroom	_____	_____
Two-Bedroom	_____	_____
Three-Bedroom	_____	_____

Other Facilities provided (e.g. play facilities, underground parking, games rooms, swimming pool, etc.)

b) Commercial / Industrial Uses

Describe Type of Business Proposed: _____

No. of Buildings Proposed: _____

Conversion or Addition to Existing Building: _____ Yes _____ No

If yes, describe _____

Gross Floor Area (breakdown by type of use - office area, retail, storage etc.):

Seating Capacity (if applicable): _____

Number of employees – Initially: _____ In future (5 yrs): _____

Open Storage Required: Yes _____ No _____

If yes, describe type, location, area m² (ft²) and buffering provided (if any): _____

Phasing of development/construction if any: _____

If residential use proposed as part of, or accessory to commercial/industrial use, please complete Sec. 3 a).



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c) Institutional, Open Space or Other Uses

Proposed Use: _____

No. of Beds (if applicable): _____

Gross Floor Area by Type of Use (office, common rooms, storage, etc.) _____

Landscaped Area: _____ m² (ft²)

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4. Authorization

NOTE: The property owner or the authorized agent must complete the application. Where an agent is making the application, the written authorization of the owner must be completed below. If the application is being made under an agreement of purchase and sale, a copy of the agreement must be attached and will remain confidential.

Authorization of Owner(s) for Applicant/Agent to Make the Application

I/We, _____, am/are the owner(s) of the land that is the subject of this application for site plan and I/we authorize _____, to make this application on my/our behalf.

Signature of Owner(s) Date

Signature of Owner(s)/Applicant Date

5. Declaration:

I/We, _____ of the Township of South-West Oxford in the County of Oxford.

DO SOLEMNLY DECLARE THAT:
All of the statements contained in this application 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 and by virtue of the Canada Evidence Act.

Signature of Owner(s) Signature of Owner(s)

DECLARED before me at the Township of South-West Oxford in the County of Oxford
this _____ day of _____ 20 _____.

A Commissioner for Taking Affidavits, etc.

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Appendix "A" - Checklist for Site Plan Drawing Requirements

The following is a checklist of the information to be provided on the site plan drawing.

- Site plan at a maximum scale of 1:200 and a minimum scale of 1:300.
- All measurements must be in metric.
- Location/key map at a 1:2000 scale with north arrow.
- Applicant's and owner's name, address and telephone number.
- Project name, municipal address and legal description (Lot and Plan number)
- Site Plan and Building Statistics:
 - Zoning Category / Symbol
 - Lot Area
 - Lot Coverage – proposed and permitted
 - Gross Floor Area – proposed and required
 - Gross Leasable area (if applicable)
 - Landscaped Open Space Area – proposed and required
 - Paved Area
 - Parking spaces – proposed and required
 - Loading spaces
 - Accessible parking spaces provided
- All bearings and dimensions of the property.
- Adjacent land uses, zoning and existing structures.
- Adjacent street names.
- Above ground utilities;
- Existing municipal sidewalks.
- Dimensions of all buildings and structures.
- Building setbacks to lot lines and rights-of-way (including overhead canopies).
- Centre line setback of buildings from major roads
- Existing and proposed easements, rights-of-way and site triangles
- Location and dimensions of parking spaces (including accessible parking), aisles and loading spaces.
- All vehicular entrances (widths and radii).
- Dimensioned landscape amenity areas.
- Existing and proposed grades around the perimeter of the site and critical points within site, including the base of existing trees to be preserved.
- Finished floor elevations of existing and proposed buildings.
- Retaining walls (top and bottom of wall spot elevations, material)
- Building entrances, including spot elevations at entrances to indicate flush thresholds.
- Existing natural features and vegetation.
- Type and location of all hard surface areas – walkways, stairs, ramps.
- Garbage storage and handling areas.



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- Snow removal and storage areas.
 - Sign locations.
 - The location and turning radii for Fire and Emergency Service access route.
 - Professional stamp (engineer or architect).
 - Property dimensions certified by an Ontario Land Surveyor

Appendix “B”: Application Fee

The total application fee for Site Plan Approval in the Township of South-West Oxford is \$2,900.00. This fee includes:

- Municipal Site Plan Approval Fee: \$400.00
- Public Works Review Fee: \$500.00
- Site Plan Agreement Deposit: \$2,000.00

There is an additional fee added to the initial Municipal Site Plan Approval fee for “after-the-fact” applications. This fee is \$600.00.

Site plan amendments incur a \$400.00 municipal fee.

Municipal fees are payable to the “Township of South-West Oxford”.

Payment is accepted through cash, debit, cheque and/or e-transfer to dlarder@swox.org (including “Site Plan Application and the Property Address” in the notes section).

Appendix “C”: Next Steps

Please utilize this section to record any important dates/information pertaining to this application.

Site Plan Application Number: _____

Council Date(s): _____

Building Permit: _____

Final Inspection Complete: _____

Security Deposit Released: _____

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