



**The Corporation of
The Township of Southgate**

Application for Site Plan Approval

Fees Effective January 1, 2023

By-law 2022-180

**** Pre-consultation is required with the Township before any zoning or official plan amendment applications will be accepted (By-law 66-2012)****

Instructions:

- Please check all applicable boxes and answer all applicable questions
- All measurements must be in metric units. (Imperial Units will not be accepted)
- Additional information may be attached if necessary
- Incomplete applications will be returned
- The Township reserves the right to ask for more information or clarification pertaining to this application at a later time
- Further information is on the last two pages for your reference
- Applications are not accepted without the required fees
- Applications are not accepted without pre-consultation with staff

For office use only

File No: _____
Date received: _____
Date accepted: _____
Accepted by: _____
Roll # 42 07 _____
Conservation authority fee
required: _____

Other information: _____

Please check box for what you are applying:

	Application Fee	Contingency Fee
Pre-Constulation Fee	\$ 500.00	
☐ Minor Site Plan (no changes to municipal property or servicing, no major drainage plans)	\$1700.00	\$1,000.00
☒ Larger Site Plan (minor changes to municipal property or servicing, minor stormwater management)	\$3400.00	\$5,000.00
☐ Major Site Plan (Changes to municipal property and/or servicing, and/or major stormwater management)	\$5000.00	\$10,000.00
☐ Amendment to a Site Plan Agreement	\$950.00	\$1,000.00

It is a requirement that any potential applicant pre-consult with the Planning Department prior to submitting any planning application, for the initial pre consultation meeting, please provide a drawing or sketch of your proposal accompanied by a written description

The application fees were adopted and approved under the Township of Southgate's fees and charges By-law and will only be accepted once the application is deemed complete by the Township of Southgate Planning Department.

All required application fees shall be paid in cash or by cheque made payable to the Township of Southgate at the time of submission of the application.

Contingency fees will be utilized to cover costs associated with this application when deemed necessary by the Township of Southgate, i.e. professional consultants and legal advice. Any portion of the contingency fee not used in connection with the review and completion of an application will be returned. The applicant further agrees to pay any additional costs and expenses beyond the initial contingency fee, which shall be determined by staff of the Corporation of the Township of Southgate in the event that the amount of the initial contingency fee taken is insufficient.

To be completed by applicant:

Project Name: DUNDALK STORAGE

Project Address: 7 ECO PARKWAY

Legal Description: PARTS 1, 2, 3 PLAN 16R-11514

Assessment Roll #: 42-07.090.005.06011.0000

Registered Owner (s): BRAD WESLEY HOLDINGS INC

Address: [REDACTED]

Postal Code: N0B 1T0

Telephone: [REDACTED] Fax: [REDACTED]

E-mail: [REDACTED] Cell phone: [REDACTED]

Is the property affected by the regulations of:

- S.V.C.A. ☐ YES ☒ NO
- G.R.C.A. ☒ YES ☐ NO

Send Communications to:

Applicant/Consultant/Project Manager: CLARE RIEPMA

Address: [REDACTED] Postal Code: [REDACTED]

Telephone: [REDACTED] Fax: [REDACTED]

E-mail: [REDACTED] Cell phone: [REDACTED]

Contact Information: CLARE RIEPMA

Project name: DUNDALK SELF STORAGE

Registered Owner: BRAD WESLEY HOLDING INC.

Agent: CLARE RIEPMA

Property and Project Information:

Zoning Existing: M1 EP proposed if applicable: —

Official Plan Existing: INDUSTRIAL proposed if applicable: —

Site Information:

Water - Municipal ✓ Private —

Sewer - Municipal ✓ Private —

Proposed Use(s): SELF STORAGE

Site Area (sq. m/ha): 24,279m² # of Units: —

Building Area (sq. m) proposed 8,110 existing (if applicable) —

Mezzanine Area (sq. m) proposed — existing (if applicable) —

Exterior Materials & Colours —

Legal Information for Agreement Preparation

Certificate of Title Required — Enclosed ☐

Is the property mortgaged? No (Yes/No) Mortgagee: —

Do you anticipate a new mortgage being added in the near future? —

Who has authority to bind the corporation? [REDACTED]

The Submission must be completed, in accordance to the Site Plan Guide Lines and Check List. Submissions can be forwarded via E-mail provided fees have been paid in full.

I hereby declare that the statements herein are to the best of my knowledge a true and complete representation of the purpose and intent of this application.

Signature [REDACTED] Date: JUNE 15/23

Fee Enclosed: _____

Owners Authorization for Agent

I/we [REDACTED] Authorize CLARE RIEPMA
to act as our agent(s) for the purpose of this application.

[REDACTED]
(Signature of owner)

DATED at the TOWN of ERIN, this
____ day of JUNE, 20 23.

Owners Authorization for Access

I/we, KEVIN MESSER of the TOWN
of ERIN in the ~~RANDOLPH~~ COUNTY OF WELLINGTON
hereby permit Municipal staff and its representatives to enter upon the premises during regular business hours for the purpose of performing inspections of the subject property.

[REDACTED]
Signature of Owner

[REDACTED]
Signature of Witness

Site plan checklist for complete submission

- a) Cover letter detailing the proposed development, intent of application and listing of submission material
- b) Application form fully completed
- c) Appropriate application fee
- d) Letter of Authorization, if applicant is not the owner
- e) Site Plan

	Minimum Required	Plan Number	Yes	No
Site Plan	1			
Grading and Drainage Plan	1			
Site Servicing Plan	1			
Landscaping Plan and Details	1			
Building Elevations	1			
Floor Plans	1			
Interior Mechanicals	1			
Storm Water Management Report	1			
Survey	1			
Deed	1			

	Minimum Required	Plan Number	Yes	No
Completed Application Form	1			
Letter of Authorization (if not the owner)	1			
Appropriate Fee				
Cost Estimates	1			
Other Requirement (i.e. road widening information, required letters, etc.)				
Explain: _____				
First Submission				
Re-Submission				
Final Submission				

Scale of plans to be one of: 1:200, 1:250, 1:300, 1:400, 1:500 (metric)