



The Corporation of The Township of Southgate

Application for Site Plan Approval

Fees Effective January 1, 2024

By-law 2023-109

**** 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

SP8-25

File No: _____

Date received: March 28, 2025

Date accepted: _____

Accepted by: _____

Roll # 42 07 110-001-41300

Conservation authority fee required: _____

Other information: _____

Please check box for what you are applying:

	Application Fee	Contingency Fee
Pre-Consultation Fee	\$500.00	
<input type="checkbox"/> Small Scale Site Plan (No changes to municipal property or servicing, no major drainage plans)	\$1,700.00	\$1,000.00
<input checked="" type="checkbox"/> Large Scale Site Plan (Minor changes to municipal property or servicing, minor stormwater management)	\$3,400.00	\$5,000.00
<input type="checkbox"/> Major Site Plan (Changes to municipal property and/or servicing, and/or major stormwater management)	\$6,000.00	\$10,000.00
County of Grey Review Fee	\$400.00	
<input type="checkbox"/> 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: BWDSB Highpoint Community School SiteworksProject Address: 351 Main St W, Southgate, ON N0C 1B0Legal Description: CON 2 SWTSR PT LOTS 229 AND;230 AND RP 16R10113 PART 1Assessment Roll #: 420711000141300Registered Owner (s): Bluewater District School BoardAddress: 351 1st Ave N, Chelsey, ONPostal Code: N0G 1L0Telephone: 519-364-2014 Fax: _____

E-mail: _____ Cell phone: _____

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: SRM Architects Inc., c/o Jeff AtchisonAddress: 279 King Street West, Suite 200, Kitchener, ON Postal Code: N2G 1B1Telephone: 519.885.5600 x240 Fax: N/AE-mail: jatchison@srmarchitects.ca Cell phone: N/AContact Information: N/AProject name: BWDSB Highpoint Community School SiteworksRegistered Owner: Bluewater District School BoardAgent: SRM Architects Inc., c/o Jeff Atchison**Property and Project Information:**Zoning Existing: CF (Community Facility) *proposed if applicable:* N/AOfficial Plan Existing: Neighbourhood Area *proposed if applicable:* N/A

Site Information:

Water – Municipal Yes Private _____Sewer – Municipal Yes Private _____Proposed Use(s): School (existing)Site Area (sq. m/ha): 3.8 Hectares # of Units: N/ABuilding Area (sq. m) proposed N/A existing (if applicable) 2,892 m²Mezzanine Area (sq. m) proposed N/A existing (if applicable) N/AExterior Materials & Colours N/A**Legal Information for Agreement Preparation**Certificate of Title Required No Enclosed ☐Is the property mortgaged? No (Yes/No) Mortgagee: N/ADo you anticipate a new mortgage being added in the near future? NoWho has authority to bind the corporation? Andrew Lowe, Superintendent of Business Services & Treasurer

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.

Fee Enclosed: \$0 - Southgate to invoice

I/we Doald Bluhm, BWDSB authorize SRM Architects Inc., c/o Jeff Atchison
to act as our agent(s) for the purpose of this application. _____

DATED at the Town of Chesley, this
4th day of March, 2025.

I/we, Donald Bluhm, of the Bluewater District School Board
of Municipality of Arran Elderslie in the County of Bruce

CONFIDENTIAL

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)