

— TOWN OF —
GRIMSBY

**APPLICATION FOR
SITE PLAN APPROVAL**

Revised: July 2024

The Application Process

1. Pre-consultation Meeting

Prior to submitting an application, it is recommended that the applicant apply for a pre-consultation meeting. This meeting will allow for Town Departments including Planning, Public Works, Building, and other provincial and regional agencies to provide preliminary guidance and confer with the applicant about any additional requirements or studies.

2. Submission of a Complete Application

NOTE: The applicant and/or their authorized representative are encouraged to make an appointment to submit their completed application. Email planning@grimsby.ca to make an appointment.

After accepting a complete application, the Town will circulate copies to Town Departments, provincial and regional agencies, commissions, authorities and others who may be concerned, to obtain information, comment and recommendations. Any incomplete application will be returned to the applicant.

3. Comments

Review comments are relayed to the applicant. Comments typically request changes to meet requirements, provide additional clarification or information, etc. A meeting between Town and/or agency staff and applicant may be required.

4. Site Plan Agreement Draft

Town staff will prepare a draft site plan agreement which will incorporate site plan approval conditions. This draft agreement will be finalized with site plan approval and signed by the owner, who agrees to perform development in accordance with the approved plans. With the signed agreement, the owner must provide a letter of credit. The applicant must also pay the Development Servicing Engineering Review and Administration Fee.

5. Site Plan Approval

Once the applicant has addressed all comments appropriately, the Director of Planning, or their designate, will approve the site plan and outline conditions.

6. Building Permit

Once the owner signs the agreement, the Mayor and Town Clerk will sign the agreement, the agreement will be registered on title, and a building permit can be applied for.

7. Abandoned Applications

Where an application has been inactive for one year or more, and there has been no contact with the Town by the applicant, the Town may deem the application abandoned.

Site Plan Application Requirements Checklist

1. **Recommended Pre-consultation Meeting**

2. **Completed Application Form**

One (1) copy of the Town of Grimsby Application for Site Plan Approval, signed by the owner and agent (if any).

3. **Affidavit**

The person signing the affidavit must appear before a Commissioner of Oaths and must show proof of identity via Government issued photo identification such as a driver's licence, or passport. The person signing the affidavit must sign the document in the presence of the Commissioner.

Please note that an appointment is required to see the Commissioner. Contact Town Hall at 905-945-9634 or email clerks@grimsby.ca to inquire about appointment availability.

4. **Site Plan Application Drawings**

One (1) high quality digital copy as described in the Site Plan Drawing Requirements.

5. **Detailed Sketch Up Drawing File**

One (1) detailed Sketch Up (.skp) drawing.

6. **Building Code Matrix (required when a building is proposed)**

7. **Grimsby Power Electrical Planning Requirements Form**

8. **Copy of Property Deed or Legal Description**

9. **Application Fees**

Planning & Development

A cheque made out to the Town of Grimsby in accordance with the fee schedule. (Refer to the Rates & Fees section of Town of Grimsby website: <https://www.grimsby.ca/en/town-hall/rates-and-fees.aspx>) Applicants should contact the Planning Department to confirm fees prior to submitting an application.

Application types are as follows:

TYPE 1: Applies to all site plans not defined as Type 2 or Type 3.

TYPE 2: Site plans that include the following:

- a) Site changes only, without new buildings
- b) Minor additions to existing buildings (up to 464.5 square metres or 50% of the existing floor area).

- c) Modifications to existing site plans within the designated industrial area for additions up to 1,395.5 square metres.
- d) Street townhouse developments where internal servicing is not required.

TYPE 3: Site plans that encompass minor applications where an applicant is requesting the waiver of site plan agreement requirements and where no planning, engineering or environmental studies are required and no agency circulation is required.

NPCA Review Fees

Where Niagara Peninsula Conservation Authority (NPCA) review is required, additional fees will be required. Please contact the NPCA directly with respect to fees.

The Region of Niagara

A cheque made out to the Region of Niagara should be submitted to the Town of Grimsby at the time of application. Please contact the Region of Niagara with respect to these fees.

Phone: 905-980-6000

Toll-free: 1-800-263-7215

- 10. **Supporting Studies, as indicated in the Pre-Consultation Meeting**
- 11. **Electronic copies of all required items sent to the Town of Grimsby's Planning Department.**

Please contact planning@grimsby.ca for more information about how to provide electronic copies.

Additional Requirements

1. Development Servicing Engineering Review and Administration

Development Servicing Engineering Review and Administration fees are payable prior to signing the site plan agreement, calculated as a percentage based upon the Town's estimated cost of construction of all services (internal and external) as shown in the development agreement's Financial Schedule. Charges are outlined at <https://www.grimsby.ca/en/town-hall/rates-and-fees.aspx>

2. Cost Estimate of Site Works

Prior to final approval of the site plans, the applicant will be required to submit a cost estimate (for primary and secondary services) and an estimated schedule of quantities of all materials approved for the development with the exception of any materials associated with the construction of any buildings.

3. Letter of Credit

Upon approval of the site plans, Town staff prepare a site plan agreement. This agreement is signed by the owner, who agrees to perform development in accordance with the approved plan. With the signed agreement, the owner must provide a letter of credit in an amount specified in the agreement, to a value of 20% of onsite Primary Services and onsite 50% of Secondary Services (for site plan applications associated with condominium applications, a value of 20% of Primary Services and 100% of Secondary Services is applied). A value of 100% of the estimated cost of offsite Primary and Secondary Services will be collected.

Upon the substantial completion of primary works outlined in the agreement, the municipality will entertain written requests for a reduction in the Letter of Credit. The municipality will establish a final date which will serve as a commencement date for a twelve (12) month to thirty-six (36) month guarantee period. During this period, the municipality will retain 10% of the cost estimate of site works. Should any deficiencies in the site or service works be discovered at the time of the final inspection date, the municipality will retain an additional percentage of the Letter of Credit to cover the deficiencies.

— TOWN OF —
GRIMSBY

**APPLICATION FOR
SITE PLAN APPROVAL**

Revised: July 2024

For Office Use Only	
Date Received	Date Application Deemed Complete
Application Reviewed by	

1. Pre-Consultation Meeting

Pre-Consultation Meeting Date

2. Registered Owner (as shown on the deed and title of the property)

Name	Company Name	Municipality	
Mailing Address		Unit #	Postal Code
Province	Email	Telephone	

3. Authorized Agent or Solicitor (if one has been authorized)

Name	Company Name	Municipality	
Mailing Address		Unit #	Postal Code
Province	Email	Telephone	

Contact for all future correspondence (select one): Registered Owner Authorized Agent

4a. Other Parties (consultant, surveyor, lawyer, etc.)

Contact Name	Company Name	Municipality	
Role to application (consultant, surveyor, lawyer, etc.)			
Mailing Address		Unit #	Postal Code

Province	Email	Telephone
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4a. Other Parties (consultant, surveyor, lawyer, etc.)

Contact Name	Company Name	Municipality
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Role to application (consultant, surveyor, lawyer, etc.)

Mailing Address	Unit #	Postal Code
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Province	Email	Telephone
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5. Details of the Subject Lands

Municipal Address

Legal Description

Are there any: easements, restrictions, or other covenants applicable to the property? If yes, provide a description of each easement, restriction or covenant, and its effect.

Frontage of land affected (metric)

Average width of land affected (metric)

Average depth of land affected (metric)

Area of land affected (metric)

What is the current land use?

What is (if any) the adjacent land use?

6. Proposed Land Use

Residential Information (if applicable):

Number of Residential Units	Ground Floor Area
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Please indicate the number and type of each unit:

Bachelor/Studio	2 Bedroom
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1 Bedroom	3+ Bedroom
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Please indicate the number and type of parking spaces:

Total Number of Parking Spaces	Number of Resident Parking Spaces
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Number of Visitor Parking Spaces	Number of Customer/Client Parking Spaces
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Accessible (Type A) Parking Spaces	Accessible (Type B) Parking Spaces
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Number of Bicycle Parking Spaces within a Covered Bicycle Storage Area	Number of Bicycle Parking Spaces within a Designated Bicycle Parking Space
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Commercial and Industrial Information (if applicable):

Number of Commercial/Industrial Units	Dimensions (metric)
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Total Floor Area

Please indicate the number and type of parking spaces:

Total Number of Parking Spaces	Number of Employee Parking Spaces
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Number of Customer/Client Parking Spaces	Number of Other Parking Spaces (Please indicate type)
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Accessible (Type A) Parking Spaces	Accessible (Type B) Parking Spaces
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Number of Bicycle Parking Spaces within a Covered Bicycle Storage Area	Number of Bicycle Parking Spaces within a Designated Bicycle Parking Space
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7. Planning Information

Niagara Official Plan Designation

Is the proposal in compliance with the Niagara Official Plan? Yes No

Is an amendment to the Niagara Official Plan required? Yes No

Has a Niagara Official Plan Amendment been applied for? Yes No

Grimsby Official Plan Designation

- Is the proposal in compliance with the Grimsby Official Plan? Yes No
- Is an amendment to the Grimsby Official Plan required? Yes No
- Has a Grimsby Official Plan Amendment been applied for? Yes No

If a Grimsby Official Plan Amendment has been applied for, please indicate the type of application, file number, status of application and the purpose of the Official Plan amendment.

Current Zoning

- Is the proposal in compliance with the Zoning By-law? Yes No
- Is an amendment to the Zoning By-law required? Yes No
- Has a Zoning By-law Amendment been applied for? Yes No

If a Zoning By-law Amendment has been applied for, please indicate the type of application, file number, status of application and the purpose of the Zoning By-law amendment.

8. Access (select all that apply)

Identify how the subject lands will be accessed:

- | | | |
|---|---|--|
| <input type="checkbox"/> Regional road | <input type="checkbox"/> Other public road | <input type="checkbox"/> Private road |
| <input type="checkbox"/> Municipal road | <input type="checkbox"/> Provincial highway | <input type="checkbox"/> Right of way/Easement |

9. Servicing (select all that apply)

Identify how the subject lands will be serviced:

- | | | |
|--|--|---|
| Water | Wastewater | Stormwater |
| <input type="checkbox"/> Municipal water | <input type="checkbox"/> Municipal wastewater | <input type="checkbox"/> Sewers |
| <input type="checkbox"/> Private individual well | <input type="checkbox"/> Private individual septic | <input type="checkbox"/> Ditches/swales |
| <input type="checkbox"/> Private communal well | <input type="checkbox"/> Private communal septic | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Lake or other waterbody | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Other: _____ | | |

Affidavit

I, _____ OF THE _____
Applicant Name *Name of City, Town, or Township etc.*

IN THE _____, SOLEMNLY DECLARE THAT
Name of Regional Municipality

the information and material contained within this application, including this form and all documents that accompany it, is accurate and complete. 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 in _____ in the _____
Name of City, Town, or Township etc. *Name of Regional Municipality*

on this ____ day of _____, 20____
Month *Year*

Signature of Applicant or Authorized Agent

Signature of Commissioner of Oaths

Acknowledgement of Agreement of Registered Owner

I (we), _____, REGISTERED OWNER(S) OF THE SUBJECT LANDS,
Name of Registered Owner(s)

ACKNOWLEDGE AND AGREE AS FOLLOWS:

- i. I am the registered owner of the Subject Lands.
- ii. All information requested on this form is collected and maintained under the authority of the *Planning Act*, R.S.O 1990, c. P.13 for the purpose of creating a record that is available to the general public within the meaning of section 17 of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56.
- iii. I hereby grant the Town permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means for the purpose of application review.
- iv. Employees and agents of the Town to which this application is made ("the Municipality"), Niagara Region, and any relevant commenting agency may enter onto the Subject Lands, without notice, to view, survey, and/or photograph the Subject Lands to obtain information required by the Municipality to process this application.
- v. All information and material requested on this form and/or obtained by entering onto the Subject Lands is required by the Municipality to process this application and will be used for that purpose.
- vi. For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application and correspondence purposes. Questions about this collection should be directed to the Town Clerk, Town of Grimsby, 160 Livingston Ave, Grimsby, Ontario L3M 0J5, telephone 905-945-9634.

Signature of Registered Owner

Date

The section below is only to be completed by the Corporate Owner or an Agent of the Corporate Owner (if applicable).

Name: _____

Date: _____

I have the authority to bind the corporation.

Owner's Authorization of an Agent

If an agent is employed, the Owner(s) must complete the following:

I (we) _____,
Name of Registered Owner(s)

REGISTERED OWNER(S) OF THE SUBJECT LANDS, hereby authorize

Name of Agent

to prepare and submit an Application for Site Plan Approval.

Signature of Registered Owner

Date

Site Plan Drawing Requirements

One (1) digital copies of each plan to be submitted with the application.

A. Existing Conditions

1. Legal Description:

Lot, block and registered plan numbers of the property and those adjacent thereto in detail sufficient for registration purposes. North arrow must be included in all plans.

2. Dimensions:

All dimensions should be noted in metric units. Length of each boundary, also showing future streets; property and division lines; area of property, in both square metres and hectares proposed or planned division of property; exact location and description of existing buildings and structures on abutting properties.

3. Rights-of-Way:

All streets with both sides and centre line shown; street widening with curb lines (existing and proposed); 0.3 metre reserves; type and extent of all easements, etc., both on and adjacent to the property with their dimensions.

4. Utilities:

Such as overhead power and telephone lines, all fire hydrants, water mains, storm and sanitary sewers, either on or adjacent to the property.

5. Natural Features:

Such as preservable trees, springs, watercourses, and rock outcroppings with their exact locations.

6. Grades:

Over the entire property in spot elevations for both existing and proposed at 15m intervals as a minimum and at grade changes, crown of adjacent roads, curbs and public sidewalks – all shown in geodetic levels. The location of all existing and proposed infrastructure, swales, retaining walls, accesses, etc. shall be shown. Grading spot elevations shall extend 5m onto adjacent properties to demonstrate the existing drainage patterns for the site and surrounding area. The site shall be designed for drainage to be self-contained, discharging to a suitable outlet.

7. Plans:

To be 1:250 to 1:500 and provided on an Arch D sized document.

B. Proposed Development

1. Buildings:

Locating dimensions and overall dimensions; identification by type of each building and number of floors.

2. Parking Areas and Spaces:

Designated as to garages, carports or open parking; with capacity (breakdown and totals) and dimensions of access-ways and all parking spaces, truck loading bays, bicycle parking, etc.

3. Driveways & Ramps:

With dimensions, indicating grades of ramps, vehicular circulation and one-way traffic and curbs (double line). Show curve radii of curbs at all street access and driveway intersections.

4. Other Features:

With dimensions, main as well as accessory buildings; garden and retaining walls; protective railings; walks; areas for recreation, plat lots, landscaped areas; service and delivery access; extent of underground garage and location of ramps, stairwells, garbage depots; location of electrical transformers and electrical room, etc.

5. Finished Ground Grades:

First floor elevations of all buildings; proposed finished ground grades shown in geodetic levels – sufficient to show steepness, drainage and direction of all slopes and extent of deviation from original (natural) grades.

6. Engineering Servicing Plans:

Servicing plans (plan and profile) for Public Works Department review may include (but will not be limited to):

- storm water management
- lot grading and drainage
- water distribution system
- storm and sanitary sewers
- traffic movements
- erosion and sediment control measures
- lighting

For further details and requirements, see Public Works document #PW-ENG-TI-SOG-010-001 viewable through <https://www.grimsby.ca/en/doing-business/planning-resources.aspx>.

7. Site Statistics: (in chart form)

Showing areas – the following expressed both in square metres and as a percentage of the total lot area:

- main building(s)
- accessory building(s), if any
- parking (paved)
- other paved areas (drives, bays, loading areas, etc.)
- landscaped areas (remainder)

8. Plans:

To be 1:250 to 1:500 and provided on an Arch D sized document.

9. Multiple Housing & Commercial Projects:

a) Multiple Dwellings Statistics (in chart form)

1. Net area of lot (in square metres) and hectares excluding public roads and road widening to be dedicated to the Town.
2. The lot area (in square metres) per suite.
3. Number of suites: bachelor, 1 bedroom, 2 bedroom, 3 bedroom, etc., and a list by floor total.

b) Commercial Projects Statistics (in chart form)

1. Net area of the lot (in square metres and hectares) excluding public lands, public roads and road widening.
2. Ground floor area – measured from the outside walls of building(s) for land coverage.
3. Gross Floor Area – measured from the outside walls – of all floors of building(s) designed for commercial purposes, less:
 - unexcavated or 'void' (sq.m.)
 - exterior walls (sq.m.)
 - furnace (sq.m.)
 - laundry rooms (sq.m.)
 - interior vehicle parking area (sq.m.)
 - washrooms (sq.m.)
 - stairwells (sq.m.)
 - elevator shafts (sq.m.)
 - waste disposal areas (sq.m.)
 - permanent storage areas (sq.m.) (also include in floor plans)
 - areas for mechanical equipment (sq.m.)
 - REMAINDER – total business (sq.m.)
4. Commercial Floor Space of all Buildings of the Project
 - Gross floor area (sq.m.)
 - Gross retail floor area (sq.m.)
 - Public floor area (restaurant, tavern, bar, pub, commercial fitness centre) (sq. m.)
 - Seating capacity (theatre)

10. Key Map:

To be north-oriented and at a scale not smaller than 1:5000 showing development as related to the surrounding street system and existing land uses (including: *schools, churches, parks, shopping centres and other community facilities*). May be included with plot plan (*i.e., drawn on same sheet*).

11. Architectural Drawings:

Architectural drawings should include all elements required in section 41(4) of the *Planning Act*.

12. Landscape Plans:

1. Main Features of the Plot Plan

All buildings, parking areas and driveways, together with physical features of the site for the purpose of establishing the location and relationship of planting and related construction (ramps, underground garages, stairwells, easements, walks, outdoor seating areas, garden walls, etc.)

2. Distribution of Plantings

Location and identification of all plant materials (using symbols), outline of planting beds, existing trees to be preserved, transplanted or removed.

3. Plant Materials List (in explanation of the symbols used)

Giving size, quality or other pertinent description common to the trade. Standardized botanical plant names preferred.

4. Recreational Facilities

Such as play areas, equipped play lots, tennis courts, swimming pools, etc.

5. Other Items

These should include any patios; earth mounds; walks; steps; benches; all paved areas; location and type of light standards; garbage collection stations; fences; free-standing screen or garden walls; retaining walls; ornamental pools; guardrails; free-standing sculptures and other exterior constructions.

NOTE:

It is strongly recommended that for larger projects and especially those in which extensive landscaping or regading is contemplated, that a professionally qualified landscape architect be engaged (and preferably at an early stage of the design process) who also will be responsible for the supervision of the landscaping job.

13. Accessibility Requirements

The Town of Grimsby is committed to creating an accessible community and meeting its obligations under the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11. To that end, site plan applications will be reviewed to determine if basic accessibility criteria is being met.

The accessibility review does not apply to the following:

- Houses – including semi-detached houses, duplexes, triplexes, townhouses, row houses, and boarding or rooming houses with fewer than 8 boarders or roomers.
- Buildings of Group F, Division 1 major occupancy, and;
- Buildings which are not intended to be occupied on a daily or full time basis, including automatic telephone exchanges, pump houses and substations.

In order to assess an application for compliance, details relating to the following should be submitted with your application or included with the site plan:

- a) **Access to Parking Areas** – including location of accessible parking spaces and parallel parking spaces (as applicable), parking space access aisles, posted parking space signage and curb cuts/ramps at adjacent walkways (as applicable).
- b) **Exterior Passenger Loading Zones** (as applicable) – including access aisles, curb cuts/ramps and clearance height.
- c) **Exterior Walks** – including width of pathways/walkways, location and slope of ramps (as applicable), and curb cuts/ramps as applicable.
- d) **Curb Cuts/Ramps** – including location, gradient, width, length and detectable warning surface (i.e. grooves).
- e) **Ramps** – slope, width, landing at top and bottom.
- f) **Entrances** – including number of accessible entrances, width of doorways, existence of automatic door opener.

Questions about Accessibility Requirements should be forwarded to the Building Department at 905-309-2020 or building@grimsby.ca.