



**Site Plan Application Form  
City of Cambridge**

Development Planning Division  
 Planning and Development Department  
 50 Dickson Street, 3<sup>rd</sup> Floor, P.O. Box 669  
 Cambridge, Ontario, N1R 5W8  
 (519) 740-4650

<b>Applicant:</b>			
<b>Site Location:</b>			
<b>Proposal:</b>			
<b>Application Type</b>	<input type="checkbox"/> New Site Plan	<input type="checkbox"/> Site Plan Amendment	<input type="checkbox"/> Redline Rev.

(For Office Use)

<b>Date Received:</b>	<b>Date Accepted:</b>	<b>Fee Paid:</b>	<b>File No.</b> <b>SP</b>
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Resubmission of an earlier Site Plan?	Yes (File No. <b>SP</b> ____) No Unknown
Redline Revision to an Approved Plan?	Yes (File No. <b>SP</b> ____) No Unknown
Was a Pre-consultation Required?	Yes (File No. <b>P</b> ____) No

**Part 1: Site Plan Approval Submission Requirements**

**Effective June 1<sup>st</sup>, 2015, no Site Plan application will be accepted without digital copies of all plans, forms and supportive materials.**

1. **Complete** Site Plan Application Form;
2. **Application Fee**;
3. **Cover Letter** outlining the project background, the scope and details of the proposed development;
4. **List of Materials Submitted** (this would have been detailed in the Pre-consultation comments) See also Part 1(b) for completion;
5. **Response Letter** (if applicable) explaining how the Pre-consultation comments were addressed.
6. **Materials (drawings/reports/documents)**
  - a. **Drawings**
    - i. **6 Copies** for a Local Road
    - ii. **8 Copies** for a Regional Road

- b. **A Compact Disk (CD) of the digital drawings in PDF format.** Individual file sizes are not to exceed 2mb and shall be labeled utilizing the following format: drawing name\_number.pdf (for example Site Plan\_SP\_1.pdf).
- c. **Reports**
  - i. **6 Copies** of all reports
- d. **Folded and collated** drawings to 8.5x11 or 8.5x14 format (**rolled, stapled or non-collated drawings will not be accepted**).

**7. Redline Revisions Submissions:**

- a. **Completed Application Form;**
- b. **Applicable Fee;**
- c. **Six (6) Copies of the required drawings.**

**Part 1(b) Required Drawings and Reports**

<b>Check Required</b>	<b>Drawings / Reports</b>	<b>No. of Copies Provided</b>	<b>Comments (as needed)</b>
1. <input type="checkbox"/>	Legal Survey		
2. <input type="checkbox"/>	Site Plan		
3. <input type="checkbox"/>	Site Plan Details		
4. <input type="checkbox"/>	8.5x11 Fire Route Diagram		
5. <input type="checkbox"/>	Landscape Plan		
6. <input type="checkbox"/>	Landscape Plan Details		
7. <input type="checkbox"/>	Tree Inventory and Preservation Plan		
8. <input type="checkbox"/>	Original Conditions Plan		
9. <input type="checkbox"/>	Erosion Control and Siltation Plan		
10. <input type="checkbox"/>	Site Grading Plan / SWM Plan		
11. <input type="checkbox"/>	Site Servicing Plan		
12. <input type="checkbox"/>	Plan and Profile		
13. <input type="checkbox"/>	Lighting/Photometric Plan		
14. <input type="checkbox"/>	Building Elevations (all) + one rendered copy		
15. <input type="checkbox"/>	Underground Parking Plan		
16. <input type="checkbox"/>	Building Floor Plans (include Roof)		
17. <input type="checkbox"/>	Architectural Cross Sections		
18. <input type="checkbox"/>	Axonometric (two viewpoints)		
19. <input type="checkbox"/>	Streetscape Plan		
20. <input type="checkbox"/>	Truck / Vehicle Maneuvering Plan		
21. <input type="checkbox"/>	Phasing Plan		
22. <input type="checkbox"/>	Vegetation Management Report		
23. <input type="checkbox"/>	Environmental Impact Statement		
24. <input type="checkbox"/>	Shadow Study		

25. <input type="checkbox"/>	Urban Design Report/Brief		
26. <input type="checkbox"/>	Building Massing Models		
27. <input type="checkbox"/>	Stormwater Management Report/Brief		
28. <input type="checkbox"/>	Geotechnical Report		
29. <input type="checkbox"/>	Functional Servicing Report		
30. <input type="checkbox"/>	Traffic Impact Study/Brief		
31. <input type="checkbox"/>	Record of Site Condition		
32. <input type="checkbox"/>	Other:		
33. <input type="checkbox"/>	Other:		
34. <input type="checkbox"/>	Other:		

## Part 2: Site Plan Contact Information:

<b>Part 2(a): Registered Owner</b>			
Name:			
Company Name (if applicable):			
Street Address:			
City:	Province:	Postal Code:	
Bus Tel:	Email:	Fax:	
<b>Part 2(b): Agent (if different than Owner)</b>			
Name:			
Company Name (if applicable):			
Street Address:			
City:	Province:	Postal Code:	
Bus Tel:	Email:	Fax:	

**Part 2(c): Agent to Submit Site Plan Application (to be completed by Owner)**

If the applicant is not the Owner of the Land(s) that is subject to this application, confirmation by the Owner that the Agent is authorized to make the application on his/her behalf must be completed below:

I/we, \_\_\_\_\_

the Registered Owner(s) of

\_\_\_\_\_ (municipal address or legal description)

hereby authorize \_\_\_\_\_  
(print: name of agent)

to act as an agent for this Application for Site Plan Approval.

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Signature:

**Part 3: Property Information:**

**Part 3(a): Address, etc.**

Street Address (list all properties):

Legal Description (if known):

Existing Official Plan Designation:

Existing Zoning:

Existing Number of Units (if applicable):

Existing Gross Floor Area (if applicable)

Is or was the project subject to an Official Plan Amendment, Zoning By-law Amendment or Minor Variance Application?

Yes, File No.: \_\_\_\_\_

No

**Part 3(b): Existing Conditions:**

Existing use of the Property? (i.e. vacant, commercial, etc.).

<p>Are there any existing natural features on site or adjacent to the site (trees, streams, steep slopes, wetlands, etc.)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, Please identify:</p> <p>_____</p>	
<p>Are there existing municipal services (i.e. water/sanitary) on the site?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> If yes, please show the details such as size and location</p> <p><input type="checkbox"/> If privately serviced, please specify servicing arrangements (i.e. septic tank and well water).</p>	
<p>Are there any buildings on or adjacent to the subject land that are designated under the <i>Ontario Heritage Act</i> or are identified as Properties of Interest:</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, Explain _____</p>	
<p>Is the site regulated by the Grand River Conservation Authority? If yes, Owner is responsible for obtaining all necessary clearances.</p> <p><input type="checkbox"/> No <span style="margin-left: 200px;"><input type="checkbox"/> Unknown</span></p> <p><input type="checkbox"/> Yes</p>	
<p>Is the site a known or suspected contaminated site?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p>	
<p>Have any environmental site contamination studies been completed? (i.e. Phase 1, 2010, Phase 2, 2012):</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, Explain: _____</p>	
<p>Has a Record of Site Condition been filed with the Ministry of the Environment?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes (please attach).</p>	
<p>Is the site located on a Regional Road? If yes, the Owner will be required to obtain a Regional Access permit approval and clearance prior to Site Plan Approval.</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p>	

**Part 4: Proposed Development:**

<b>Proposed Use:</b>	
<b>Part 4(a): Site Information and Statistics:</b>	
Total Lot Area	m <sup>2</sup>
	Hectares

Lot Frontage	Metres	
<b>Residential Proposals</b>	<b>Existing or Permitted</b>	<b>Proposed</b>
No. of Dwelling Unit(s)		
No. of Storeys		
Gross Floor Area (GFA)		m <sup>2</sup>
Density (Units/Ha)		
Floor Space Index (FSI)		
Building Height (max)		Metres
Building Coverage		%
Common Amenity Area		m <sup>2</sup>
Private Amenity Area		m <sup>2</sup>
Required Parking		
<b>Non-Residential Proposals</b>	<b>Permitted/Required</b>	<b>Proposed</b>
Building Height	m <sup>2</sup>	m <sup>2</sup>
Building Coverage	m <sup>2</sup>	m <sup>2</sup>
Landscape Buffer Strip	Metres	Metres
Outside Storage	Yes / No Screened from view Yes / No	Yes / No Yes / No
Gross Retail Commercial Floor Area (GRCFA) Max m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>
Gross Floor Area (GFA) include Mezzanine Space	m <sup>2</sup>	m <sup>2</sup>
Max Lot Coverage %	%	%
Parking Requirements Total No.: % of Lot Area:	No. %	No. %

**Notes:**

- All site development must conform to the City's Official Plan and Zoning By-law, as amended.
- Urban Design Guidelines have been adopted in all three Core Areas (Galt, Hespeler and Preston). Please consult these documents prior to making a submission for Site Plan Approval. Copies can be obtained by visiting the City's Website at <http://www.cambridge.ca/article.php?ssid=500>.
- Signage shall conform to the City's Sign By-law and separate permits must be obtained as applicable.
- All Engineering Submissions are subject to the Engineering Standards and Development Manual.
- Site grading is subject to the City of Cambridge Site Alteration By-law No. 160-09.
- Only one (1) water connection per property is permitted by By-law No. 146-03.
- The Owner/Applicant is responsible to receive clearances from commenting and approval agencies prior to Site Plan Approval, unless otherwise specified.
- The City of Cambridge has a Demolition Control By-law for the demolition of residential buildings.

**Part 5: Permission to Enter Property and Collection of Personal Information:**

**Part 5(a): Permission to Enter Property:**

I/we hereby authorize the members of the Site Plan Committee and staff members of the Corporation of the City of Cambridge to enter upon the subject lands and premises during normal business hours for the purposes of evaluating the merits of this application and subsequently to conduct any inspections and work on the subject lands that may be required as condition of approval of this application. Should there be a need for the accompanying of a staff member or a Site Plan Committee Member on a site inspection due the operations of the business (security/health and safety), please confirm this by checking the box below and to whom the inspection should be arranged with.

- Due to security/health and safety reasons, members of the Site Plan Committee and/or city staff will need to be accompanied while on site by trained personnel.

Inspections shall be arranged with:

- Owner;
- Agent;
- Other: \_\_\_\_\_

Subject Lands: \_\_\_\_\_  
(municipal address or legal description)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(I have authority to bind the corporation)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(I have authority to bind the corporation)

**Part 5(b): Notice With Respect to the Collection of Personal Information:**

I/we acknowledge that the information requested on this form is collected pursuant to the Planning Act, R.S.O., 1990, Chapter 13, as amended. This information is required in order to process this Site Plan Application and forms part of the public record. The name of the business address of the applicant and/or authorized agent is public information. Any personal information collected will only be used for the internal processing of this application. Please also note that drawings will be made available to the public for viewing or dissemination upon request.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(I have authority to bind the corporation)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(I have authority to bind the corporation)



**City of Cambridge Contaminated Sites Screening Questionnaire**  
(MOEE Guideline for use at Contaminated Sites in Ontario - June 1996 (Guideline))  
**Subject Lands and/or Premises**

(a) Address: \_\_\_\_\_

(b) Legal Description: \_\_\_\_\_

(c) File Number: \_\_\_\_\_

1. Does the application propose development on private services (septic system) or redevelopment on a site where private services either are or were used?

Yes \_\_\_ No \_\_\_

2. Does the application involve lands or is it adjacent to lands where there is reason to believe that the lands may be contaminated due to historical land use\*?

Yes \_\_\_ No \_\_\_

Please specify:

\_\_\_\_\_

**Note:** Possible offending uses can include: disposal of waste materials, raw material storage, residues left in containers, maintenance activities and spills, application of fertilizers. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or like uses upon a site could potentially increase the number of chemicals that are present.

3. Does the application involve land or is it adjacent to lands where filling had occurred?

Yes \_\_\_ No \_\_\_

4. Is the nearest boundary line of the application within 500 m of the nearest boundary line of an operational/non-operational public or private landfill or dump? Yes \_\_\_ No \_\_\_

5. Are you aware of any underground storage tanks and/or buried waste on the property? Yes \_\_\_ No \_\_\_

6. Has an Environmental Site Assessment been or is one being prepared for the site?

Yes \_\_\_ No \_\_\_

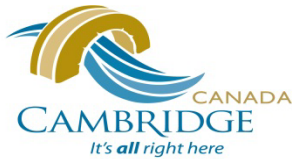
Note: Policies adopted by Cambridge City Council require the owner to certify that the site meets the criteria of the 'Guideline' for the proposed use before the application is

accepted for processing and further the application will not receive final approval or may include holding provisions where site clean-up is required.

To the best of my knowledge, there are no other reasons to believe that the site is contaminated.

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Signed with corporate seal by Owner



## Site Plan Review Committee 2015 Meeting Schedule

<b>Site Plan &amp; Pre-consultation Application Deadline*</b>	<b>Site Plan Meeting</b>
December 11, 2014	January 8, 2015
January 8, 2015	January 29, 2015
January 29, 2015	February 19, 2015
February 19, 2015	March 12, 2015
March 12, 2015	April 2, 2015
April 2, 2015	April 23, 2015
April 23, 2015	May 14, 2015
May 14, 2015	June 4, 2015
June 4, 2015	June 25, 2015
June 25, 2015	July 16, 2015
July 16, 2015	August 6, 2015
August 6, 2015	August 27, 2015
August 27, 2015	September 17, 2015
September 17, 2015	October 8, 2015
October 8, 2015	October 29, 2015
October 29, 2015	November 19, 2015
November 19, 2015	December 10, 2015
December 10, 2015	January 7, 2016

\*Complete applications are **due at 4:00 p.m.** on the date noted. There will be a limitation of four (4) **new site plan** submissions scheduled for review at the Site Plan Review Committee. Staff strongly advises that applications be submitted well before the deadline in order to ensure a slot at the subsequent meeting. If more than four (4) applications are received for a meeting, the additional applications will be held for the next circulation cycle.