



# SITE PLAN APPROVAL APPLICATION FORM

September 2025

## The Application Process

### Pre-consultation Meeting

Pre-Consultation with Township Staff is recommended to aid in determining the level of detail, types of studies, and number of copies required for a complete application. Advice will also be offered as to any other agencies which may be involved in reviewing the application and their requirements.

For a standard Site Plan approval application, the following should be submitted to the CAO/Clerk-Treasurer for the Township of Alberton:

- **Complete Application Form** – please sign and submit the attached application form in its entirety.
- **Letter of Explanation** – include a cover letter detailing the proposal to accompany the application.
- **Plans, Drawing & Reports/Studies** – as set out in the Township of Alberton’s Site Plan Control Guide and documents and through pre-consultation with Township Staff.
- **Application Fee(s)\***
  1. Application Base Fee \$750.00\* *Applicants should confirm current fees with Township staff prior to submitting an application.*
  2. Site Plan Agreement Fee (if required) \$2,500.00
  3. PLUS All consultant and legal fees and costs, advertising and all costs, disbursements and charges incurred by the Township.
  4. Additional Fees as applicable – the applicant is responsible for all external agency review fee(s) incurred (including but not limited to, legal, engineering, surveying, Ministry of Transportation, Conservation Authorities etc.).
  5. Fees may be subject to change. For a complete copy of the Fee & Charges By-law please visit the Township of Alberton’s website at [www.alberton.ca](http://www.alberton.ca)
  6. Upon approval, the Applicant is responsible for registering the Site Plan Agreement on the title of the subject lands and provide proof of same to the Township.

Contact: Township of Alberton  
3 Highway 611 South, RR#1 – B2  
Fort Frances, Ontario P9A 3M2  
807-274-6053 (phone) [albertonadmin@alberton.ca](mailto:albertonadmin@alberton.ca) (email)

## Site Plan Approval Application Process Checklist

### Draft Plan



One (1) physical and one (1) high quality digital copy is required. Draft plans shall be Arch D (24" x 36"). The draft plans shall be signed by the owner and surveyor.

The *Planning Act* (S.51(17)) requires that the following be shown on the draft plans.

- The boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor.
- The locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts.
- On a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part.
- The purpose for which the proposed lots are to be used.
- The existing uses of all adjoining lands.
- The approximate dimensions and layout of the proposed lots.
- If any affordable housing units are being proposed, the shape and dimensions of each proposed affordable housing unit and the approximate location of each proposed affordable housing unit in relation to other proposed residential units.

- Natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided.
- The availability and nature of domestic water supplies.
- Soil condition.
- Existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided
- The municipal services available or to be available to the land proposed to be subdivided.
- The nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.
- Any additional supporting documentation or report(s) that speak to the above items as required.

## Detailed SketchUp Drawing File



- One (1) detailed SketchUp drawing file (.skp)

## Planning Report Requirements

One (1) physical and one (1) digital copy of a planning report shall be submitted. The background information report shall address each of the following:

- Provide an appraisal and evaluation of the site, describing the existing land uses, vegetation, topography and drainage on the site and on adjacent lands.
- Describe any adverse environmental effects from the development on the surrounding area, such as traffic, noise, odours, pollution of water bodies, runoff, etc. Outline measures taken to mitigate adverse environmental effects. Examples may include buffering, berms, setbacks, etc. In agricultural areas, refer to the Agricultural Code of Practice. Where potential adverse environmental impacts are foreseen, consultation with the appropriate Agency is recommended.
- Describe the proposed project's conformity with Provincial Policy
- Describe the proposed project's conformity with the Regional Official Plan
- Local Official Plan policies for the site and surrounding neighbourhood and whether the Official Plan needs to be amended.
- Status of adjacent lands, including current use, development or redevelopment proposals, etc.
- Proposed integration of roadways within subdivision and vehicular circulation pattern in the surrounding area.
- Location of parklands and other public lands (other than travelled roadways) in the vicinity of the site.
- A description of any sustainable features included in the proposed development.
- **NOTE:** Where possible, the above should be shown on the draft plan as well as being included in this report.

## Engineering Requirements

As part of a Site Plan Control Application the following Plans/Reports *may* be required as part of a complete application submission:

- Functional Servicing Report
- Stormwater Management Report
- Geotechnical Report
- Site Plan
- Pre and Post Stormwater Drainage Area Plan
- Site Servicing Plan
- Lot Grading and Drainage Plan
- Erosion and Sediment Control Plan
- Construction Management Plan
- Traffic Impact Study
- Environmental Impact Study (information purposes only)
- Noise (Acoustic and Vibration) Study (information purposes only)

Please be advised that Township staff will provide the specific plan/report requirements.

## 9. Application Fees

### Planning & Development

A cheque made out to the Township of Alberton in accordance with the fee schedule found on page 1 of this application. Applicants should contact the Township to confirm fees prior to submitting an application.

### Contact information:

Phone: 807-274-6053

Email: [albertonadmin@alberton.ca](mailto:albertonadmin@alberton.ca)

**Supporting Studies, as indicated in Pre-Consultation Meeting**



The Planning Act (S.51(18)) provides the approval authority may require that the applicant provide other information that is required to assess the application. This includes such information as noise studies, traffic studies, etc.



**Electronic copies of all required items sent to the Township of Alberton.** Please contact [albertonadmin@alberton.ca](mailto:albertonadmin@alberton.ca) for more information about how to provide electronic copies.



# SITE PLAN AGREEMENT APPLICATION

September 2025

## For Office Use Only

Date Received

Date Application Deemed Complete

Application Reviewed by

## Pre-Consultation Meeting

Pre-Consultation Meeting Date

## Type of Application

### Site Plan Approval Application

Application Number

Roll Number 5911-000-000 \_\_\_\_\_-0000

Application Fee date received

### Application TYPE:

Site Plan Approval

Site Plan Amendment to File #

NOTES:

## 1. 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 (please indicate if measurement is in feet or metres)

Depth (please indicate if measurement is in feet or metres)

Area (in acres or hectares)

Date the Subject Land was acquired by the current Owner

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

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	

**4b. 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	

**4c. Other Parties** (Holders of any mortgage, charge or encumbrance)

Contact Name	Company Name	Mortgage number (if applicable)	
Role to application (Mortgagee, charge or encumbrance)			
Mailing Address		Unit #	Postal Code
Province	Email	Telephone	

**5. Access** (select all that apply)

Identify how the subject lands will be accessed:

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

**6. Servicing** (select all that apply)

Identify how the subject lands will be serviced:

- | Water  | Wastewater   | Stormwater                              |
|--|--|---|
| <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: _____            |  |   |

## 7. Land Use

Identify the existing Zoning and use(s) of the subject lands:

If known, what was the previous use of the subject lands?

What is the proposed use of the subject lands?

**NOTE:** The Developer is hereby advised that prior to commencing any work within the subject lands, the Developer must confirm that:

- (1) sufficient wire-line communication/telecommunication infrastructure is currently available within the proposed development to provide communication/telecommunication service to the proposed development. In the event that such infrastructure is not available, the Developer is hereby advised that the Developer may be required to pay for the connection to and/or the extension of the existing communication/telecommunication infrastructure for the effective delivery of communication/telecommunication services for emergency management services (i.e. 911 Emergency Services).
- (2) Sufficient hydro and gas utility infrastructure is currently available within the proposed development for utility service to the proposed development. In the event that such infrastructure is not available, the Developer is hereby advised that the Developer may be required to pay for the connection to and/or the extension of the existing utility connections (i.e. Hydro One Networks Ontario or Enbridge Natural Gas).

## 8. Proposed Buildings, Structures, and Uses (if applicable)

Identify the proposed use(s) of the subject lands:

Proposed Land Use(s)	Number of EXISTING Buildings/Structures	Number of PROPOSED New Buildings/Structures	Area (ha)	Density (units/ha)	Number of parking spaces	Condominium Applications Only	
						Date of Construction	Floor Coverage
Single Detached Residential							
Double or Semi-Detached Residential (residential building containing two dwelling units)							
Row & Town Housing (a residential building containing 3 or more units with individual access)							
Apartment (a building containing 3 or more dwelling units each with access via a common corridor)							
Other Residential:							
Commercial							
Industrial							
Institutional							
Parks and Open Spaces							
Roads							
Other:							
<b>TOTAL</b>							

**9(a). Describe the size, type and location of all buildings or structures that are proposed to be removed / demolished prior to development of said lands. Also describe the area (m2), type and location of all existing and proposed outside storage or display on the subject lands**

**9(b). If one single building is proposed to be divided into multiple uses, please outline how the space will be divided (ie. Warehouse, office, retail etc.)**

## **10. Provincial Conformity**

Explain how the proposed plan is consistent with policy statements issued under Section 3(1) of the *Planning Act*.

Explain how the proposed plan conforms or does not conflict with the *Provincial Planning Statement, 2024*.

## 11. Regional/Municipal Conformity

Identify the current Municipal Official Plan designation(s) of the subject lands and explain how the proposed plan conforms with the Municipal Official Plan.

Identify the current Municipal Zoning Bylaw regulation(s) of the subject lands:

## 12. Previous Applications (if applicable)

Is the subject land currently or has it been the subject of an application under the *Planning Act*:

Plan of Subdivision:  Yes  No

Consent:  Yes  No

Minor Variance:  Yes  No

Approval of Site Plan:  Yes  No

Official Plan Amendment:  Yes  No

Zoning Bylaw Amendment  Yes  No

Ministers Zoning Order  Yes  No

If yes to any of the above, identify the application information below:

Application Type	File Number	Status of the Application

### 13. Concurrent Applications (if applicable)

If known, are the subject lands the subject of a **concurrent** application (by the applicant and/or owner) under the Planning Act for:

- Plan of Subdivision:  Yes  No
- Consent:  Yes  No
- Minor Variance:  Yes  No
- Official Plan Amendment:  Yes  No
- Zoning Bylaw Amendment  Yes  No
- Ministers Zoning Order  Yes  No

If yes to any of the above, identify the application information below:

Application Type	File Number	Status of the Application

### 14. Archaeological Potential

Do the subject lands contain any areas of archaeological potential?  Yes  No

### 15. Site Plan will be registered on title in Ontario

In Ontario a Site Plan Agreement is a binding contract between the municipality and the developer. The Site plan Agreement outlines the site plan and ensures that the development is conducted as per the plan.

Upon approval, the Applicant is responsible for registering the Site Plan Agreement on the title of the subject lands and provide proof of same to the Township.

After registering the site plan agreement on the title, a developer can apply for a building permit, which allows them to begin construction.

If a developer fails to comply with the site plan agreement, they may face legal consequences as outlined in the terms of the agreement. The site plan approval process is crucial for municipalities to ensure that proposed developments align with land use, municipal by-laws and comply or do not contradict, the *Provincial Planning Statement, 2024*.

# Declaration

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

IN THE \_\_\_\_\_, SOLEMNLY DECLARE THAT  
*Name of 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 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. The Owner/Agent hereby agrees that he/she shall reimburse the Township of Alberton on demand for all costs incurred by the Township of Alberton in processing this application over and above the application fee, including, but without limiting the foregoing, the costs of planning assessment and planning surveys, legal fees, the costs of servicing notices, advertising, survey fees and engineering fees.
- iii. 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 27 of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56.
- iii. I hereby grant the Township 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 Township to which this application is made ("the Municipality"), Township of Alberton, 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*, 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 CAO/Clerk-Treasurer, Township of Alberton, 3 Highway 611 South, RR#1-B2, Fort Frances, Ontario P9A 3M2, telephone 807-274-6053.

\_\_\_\_\_  
*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*