The Corporation of
The Township of Southgate

Application for Site Plan Approval

Fees Effective February 9, 2026

**** Pre-consultation is strongly encouraged with the Township prior to submitting any zoning or official plan amendment applications. ****

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-Consultation Fee**	**$500.00**	
❑ **Minor Site Plan** (No changes to municipal property or servicing, no major drainage plans)	**$2,600.00**	**$2,000.00**
❑ **Major Site Plan** (Changes to municipal property and/or servicing, and/or major stormwater management)	**$6,150.00**	**$10,000.00**
❑ **Amendment to a Site Plan Agreement**	**$989.00**	**$1,000.00**

Potential applicants are strongly encouraged to 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.

It is the responsibility of the applicant to ensure that progress is being made on their application. Applications that show no meaningful progress for an extended period may be deemed inactive and may be cancelled as per section 7.20 of the Township Official Plan.

To be completed by applicant:

Project Name: _____

Project Address: _____

_____

Legal Description: _____

Assessment Roll #: _____

Registered Owner (s): _____

Address: _____

Postal Code: _____

Telephone: _____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: _____

Address: _____Postal Code: _____

Telephone: _____Fax: _____

E-mail: _____Cell phone: _____

Contact Information: _____

Project name: _____

Registered Owner: _____

Agent: _____

Property and Project Information:

Zoning Existing: _____*proposed if applicable:* _____

Official Plan Existing: _____*proposed if applicable:* _____

Site Information:

Water – Municipal _____Private _____

Sewer – Municipal _____Private _____

Proposed Use(s): _____

_____

If an On Farm Diversified Use is being proposed, please specify the use (woodworking, metal works, plastics, etc.) and if there will be paint applications on site: _____

Building Code Occupancy Classification (if known): _____

_____

Site Area (sq. m/ha): _____# of Units: _____

Building Area (sq. m) proposed _____existing (if applicable) _____

Mezzanine Area (sq. m) proposed _____existing (if applicable) _____

Exterior Materials & Colours _____

Legal Information for Agreement Preparation

Certificate of Title Required: (Yes/No)

Is the property mortgaged? (Yes/No)

Mortgagee: _____

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

_____

Who has authority to bind the corporation?

_____

The Submission must be completed, in accordance with the Site Plan Guidelines 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: _____Date: _____

Fee Enclosed: _____

Owners Authorization for Agent

I/we _____authorize _____

to act as our agent(s) for the purpose of this application.

_____
(Signature of owner)

DATED at the _____of _____, this

_____day of _____, 20_____.

Owners Authorization for Access

I/we, _____, of the _____

of _____in the _____

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.

_____ _____
Signature of Owner 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)

1.0 Site plan drawing requirements

The following identifies required drawing information for the various plan submissions. All plans must be prepared in *Metric Units* only in a scale size of 1:100, 1:200, 1:250, 1:300, 1:400, 1:500, 1:750.

1.1 Site Plan

1. Clear delineation of the property boundary;
2. Key plan showing the location within the Township of Southgate rotated to the same northing as the drawing;
3. North arrow and scale;
4. Legal description including the lot and concession number, registered plan, block or lot reference whatever applicable;
5. Abutting uses the subject property;
6. Issues/revised block;
7. Bollard and curbing details if applicable;
8. Location of all signs and other regulatory or traffic control signs;
9. Existing and/or proposed street widening and 0.3 metre (1 foot) reserves;
10. Abutting road right-of-ways width including the location and width of traffic islands, hydro poles, fire hydrants, and side walks where applicable;
11. Layout of parking spaces, aisles and driveways showing dimensions and accessible parking, employee's parking, visitors parking, one-way drive, fire routes, etc., wherever applicable;
12. Location and design of garbage disposal facilities including the measures and details to enclose and screen with landscaping on the landscape plan;
13. Snow depot areas identified on the site plan and landscape plan, stormwater management facilities;
14. Summary of statistics showing site area, gross building floor area, building coverage, landscaped area, paved area, height, mezzanine;
15. Existing and proposed contours and/or spot elevation and the direction of drainage on both the site and in the vicinity of adjacent properties;
16. Location, size, species and conditions and measures to preserve existing trees and shrubs, a tree preservation plan when deemed appropriate;
17. Layout of pedestrian access and walkways to buildings;
18. For fire protection purposes, the building code classification data, fire route, the location of any existing hydrants within 100m/300' of the proposed building face and the proposed location of additional hydrants spaced at a maximum of 100m/300' whether on public or private lands, the location of Fire Department (Siamese) connections, and identify the principle entrance to each building; and;

1.2 Landscape Plan

1. The landscape plan must be coordinated with the site plan, be prepared with the same base information and be stamped by a Landscape Architect.
2. The entire site, excluding buildings and driveway must be landscaped.
3. Landscaping shall mean combinations of trees shrubs and groundcovers together with other special features such as walls, signs, fences, gateway features, landscape structures and recreation amenities.
4. The landscaping plan must include the finished first floor elevation of any structures and the grades adjacent to entries. Provide landscape grading including direction of drainage on "soft" areas and grading associated with special features.
5. Plant materials must meet Municipal standards for size and condition.
6. The landscape plan must include a detailed planting list (species, quantity, size and condition) and detailed drawings for all of the elements on the plans.
7. Portions of the site left vacant for future development must be left in a condition that is acceptable to the Municipality.
8. Plantings shall complement building facades that are visible to public streets. Plantings shall be complimentary and contribute to the Municipality's streetscape including providing shade trees along the municipal road right-of-way.
9. All existing vegetation shall be preserved where possible in accordance with the Municipality's regulations to the Municipality's standards and details.
10. Underground services, site grading and site planning shall be designed to minimize impact within the dripline of existing trees.

Please do not return instructions

11. Should significant existing trees be removed or lost during construction, replacement trees will be required.
12. Parking lots shall be landscaped including screening at-grade parking that is visible along public roads and planting parking lot islands and medians to provide micro-climatic relief.
13. Transformers and other utility infrastructure shall be screened. Electrical services shall be buried.
14. Where commercial or industrial uses abut residential lands, landscape screening comprised of planting and/or berming and fencing shall be required.
15. Existing or proposed recreational trails or bicycle lanes shall be identified on the Landscape plan.

1.3 Grading And Drainage Plan

1. Show existing contour lines and/or spot elevations referenced to the Benchmark extending 10 metres beyond the property line;
2. Show existing spot elevation at all lot corners along the development boundary;
3. Show existing spot centerline of road elevations;
4. Show existing features and the elevation of existing features i.e. culverts, retaining walls, headwalls;
5. Show existing watercourses;
6. Storm-water runoff to be self-contained;
7. Show proposed spot elevations around permanent structures and throughout the site where grade changes occur;
8. Show the finished ground floor elevation and spot elevation at all building entries;
9. Show the proposed overland drainage patterns (direction of drainage) and features;
10. Show flood plain boundary as per the Conservation Authority and other environmental constraint features;
11. Show proposed downspout location;
12. Show grades per cent(%) swales overland drainage patterns and elevation of inlets;
13. Show sediment and erosion control measures; and
14. Show grading on all landscaping ensuring positive drainage.

1.4 Storm – Water Management Facility

1. Storm-water management facilities shall be designed in accordance with the Ministry of the Environment (MOE) Storm-Water Management Planning and Design Manual;
2. Storm-water management (SWM) will be addressed on a by site basis. Submission of a (SWM) report may be required by both the Township and the Conservation Authority;
3. If a (SWM) retention system is required as a method of temporary on-site storage of storm-water. The Developer will be required to have Professional Engineer competent in storm-water management practices to submit a report to Engineering Services for the approval of the design of storm-water retention system;
4. Upon completion of construction, the developer will be required to have the Professional Engineer certify that the retention pond was constructed in accordance with approved design.

1.5 Site Servicing Plan

1. Material shall be used in accordance with the Township's Development Standards;
2. Wherever possible use municipal services;
3. Show existing/proposed sanitary/storm main, servicing, structure;
4.
5. Label pipe diameter, effluent type (sanitary/storm), grade (2% recommended) directional flow arrow;
6. Label finished grade, invert of sanitary/storm structure;
7. Show control manhole at property line;

Please do not return instructions

8. Show location of existing water main;
9. Show water main/service isolation valve/curb stop at property line;
10. Label water main/service diameter, pipe materials and any buried fittings;
11. Label finished grade and cover over the proposed water main/service;
12. Show other utility locations (where applicable); and;
13. Show septic beds (where applicable).

Please do not return instructions