



## TOWN OF PETROLIA Application for Site Plan AMENDMENT

Roll No. 3819-000 - \_\_\_\_\_ Street Address \_\_\_\_\_

1. Name of Owner: \_\_\_\_\_  
(If numbered company please also indicate the name of principal(s))

Address: \_\_\_\_\_  
*Street Name* \_\_\_\_\_ *P.O. Box* \_\_\_\_\_

\_\_\_\_\_ *City* \_\_\_\_\_ *Province* \_\_\_\_\_

\_\_\_\_\_ *Postal Code* \_\_\_\_\_

\_\_\_\_\_ *Telephone Number (day)* \_\_\_\_\_ *Telephone Number (other)* \_\_\_\_\_

\_\_\_\_\_ *Email Address* \_\_\_\_\_

Authorized Agent: \_\_\_\_\_  
(If numbered company please also indicate the name of the principal(s))

Agent interest in subject lands/application: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Name* \_\_\_\_\_ *P.O. Box* \_\_\_\_\_

\_\_\_\_\_ *City* \_\_\_\_\_ *Province* \_\_\_\_\_

\_\_\_\_\_ *Postal Code* \_\_\_\_\_

\_\_\_\_\_ *Telephone Number (day)* \_\_\_\_\_ *Telephone Number (other)* \_\_\_\_\_

\_\_\_\_\_ *Email Address* \_\_\_\_\_

All correspondence should be sent to:  owner  agent

Who can be contacted during the day for further information?  owner  agent

Title and name of person who has authority to enter into \_\_\_\_\_  
The Site Plan agreement (name on Deed) \_\_\_\_\_

2. Date and By-Law of Original Site Plan: \_\_\_\_\_

3. Name of holder of any mortgage (or charge or encumbrance): \_\_\_\_\_

Address: \_\_\_\_\_

4. Location of subject property/legal description:

Lot Number(s), Concession and survey: \_\_\_\_\_

Registered Plan Number/Lot No.: \_\_\_\_\_

Reference Plan/Part No.: \_\_\_\_\_

5. Current Designation in Official Plan: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Does the project comply with the Zoning By-law: Yes \_\_\_\_\_ No \_\_\_\_\_

6. Proposed Amendment to approved Site Plan \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New access required Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, detail: \_\_\_\_\_

7. Other applications – Indicate if the subject land ***is or has been*** subject to an application under the Planning Act for:

Official Plan amendment (under Section 22):

File No. \_\_\_\_\_ Status \_\_\_\_\_

Plan of Subdivision (under Section 51):

File No. \_\_\_\_\_ Status \_\_\_\_\_

Zoning By-law amendment (under Section 34):

File No. \_\_\_\_\_ Status \_\_\_\_\_

Consent to Sever (under Section 53):

File No. \_\_\_\_\_ Status \_\_\_\_\_

Minor Variance (under Section 45):

File No. \_\_\_\_\_ Status \_\_\_\_\_

Site Plan (under Section 41):

File No. \_\_\_\_\_ Status \_\_\_\_\_

8. Other related matters (please explain):

Applications/Approvals from other agencies \_\_\_\_\_

\_\_\_\_\_

Work orders \_\_\_\_\_

Certificates of approval \_\_\_\_\_

Designation under other Acts (ie: Ontario Heritage Act, Brownfield Legislation)

\_\_\_\_\_

Reports or Studies (ie: environmental assessments, archaeological, drainage)

\_\_\_\_\_

**PLEASE NOTE :**

**It is the responsibility of the applicant to ensure that the application contained herein is fully completed and all the information requested is incorporated in the proper manner prior to submission of the application.**

**Incomplete applications will result in delays and additional costs in processing the application. Please ensure that all information requested is included prior to submission of the application.**

Information submitted through online forms or other formats (e.g. emails, letters, petitions, applications, etc.) may be placed in a public agenda and become part of the public record.

Your personal information will be collected and maintained for the purpose of creating a record and may be available to the general public pursuant to the [Municipal Act 2001](#), the [Municipal Freedom of Information and Protection of Privacy Act](#) (MFIPPA), and any other relevant acts.

**Three (3) original copies of the completed amendment application and all accompanying plans, survey, sketches, etc., together with the required application fee must be filed with the Town of Petrolia.**

**Application processing will not commence until a complete application with all necessary accompanying information is received.**

**The application must be accompanied by a Site Plan drawn on ledger size 11" x 17" paper drawn at such a scale that the proposed development occupies at least 75% of the ledger paper. The Site Plan must conform to all zoning regulations and is to include the following information; as a minimum**

- a) a Key Plan showing the locations of the subject property in the Municipality;
- b) a true dimensions of the property;
- c) a north directional arrow;
- d) the location, height, floor area, dimensions and use of all existing and proposed buildings and structures, the use of open lands and outdoor storage areas;
- e) the dimensions of front, rear and side yard setbacks and the location and typical dimensions of off-street parking spaces, off-street loading facilities;
- f) the location and type of existing and proposed landscaped areas, planting strips and islands and other surface amenities;
- g) all buildings, structures, pavements, fences, poles, sidewalks, driveways, hedges, trees and hydrants within three (3) metres (10') of the site;
- h) a written indication of the architectural style and features of the proposed building;
- i) all existing and proposed on-site drainage improvements.
- j) All natural features such as wood lots, steep slopes, watercourses and top of bank elevation, etc;
- k) The location of private water supply and sewage disposal facilities;
- l) The application may be required to be accompanied by a copy of the deed to the subject property.
- m) Walkways and walking ramps, including the surfacing thereof, and all other means of pedestrian access/egress.
- n) Facilities for lighting, including flood lighting of the land or of any buildings or structures.
- o) Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste materials.

**The application must also be accompanied by an identical copy of the Site Plan without a Key Plan, which shall be used for the registration of any legal agreement.**

**Fees**

Site Plan Agreement Amendments to Approved Plan: \$400.00

Payment received: \_\_\_\_\_ Cash: \_\_\_\_\_ Chq: \_\_\_\_\_ DB: \_\_\_\_\_

Additional Legal Fees may be applicable to the application for the following, and will be invoiced to the Owner:

- Preparation of a Development Agreement or Amended Development Agreement;
- Preparation of an Easement; Lease Agreement; or any other legal document as may be required;
- Registration of Agreements;

**Timing**

Site Plans vary considerably in their complexity. Therefore, the time period needed for processing will vary from approximately 4 weeks or longer.

**For Municipal Use – Clerks Department**

Date Application Received \_\_\_\_\_

Date forwarded to Planner \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

Completed Application Checked  
By **County of Lambton Planner** \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

By making this application, permission is hereby granted to any Municipal Staff member and Town Planning Consultant to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Planning Act, Municipal Act and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application. If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

**DECLARATION OF APPLICANT**

I/We, ..... , of the ..... of ..... in the ..... of ..... , solemnly declare that:

1. All the statements contained in this application and provided by me are true and 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. I have been advised that incomplete and/or inaccurate information will delay the processing of my application and result in additional costs to me.
2. I hereby acknowledge receiving and reviewing the user fee tariff and have reviewed the tariffs relating to planning matters. I further understand and agree to be bound by the tariff and specifically agree that I shall pay full cost recovery for any items with a tariff listed as such. I agree that such costs, if not paid for forthwith after being invoiced, shall be paid by the Town and added to my municipal tax bill and collected in the same manner as taxes.

.....  
Signature of Owner/Authorized Agent

.....  
Date

.....  
Witness

.....  
Date

**SCHEDULE "A"****Environmental Site Screening Questions**

Previous Use of Property

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Residential   | <input type="checkbox"/> Agricultural |
| <input type="checkbox"/> Industrial    | <input type="checkbox"/> Parkland     |
| <input type="checkbox"/> Commercial    | <input type="checkbox"/> Vacant       |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> Oil Field    |

Other Uses : Please Provide Details \_\_\_\_\_

If Industrial or Commercial, specify use:  
  
\_\_\_\_\_

Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?

- Yes                       No                       Unknown

Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?

- Yes                       No                       Unknown

Has there been petroleum or other fuel stored on the subject land or adjacent lands?

- Yes                       No                       Unknown

Are there or have there ever been underground storage tanks, oil/gas wells or buried waste on the subject land or adjacent lands?

- Yes                       No                       Unknown

Have the lands or adjacent lands ever been used as an agricultural operation where pesticides have been applied to the lands?

- Yes                       No                       Unknown

Have the lands or adjacent lands ever been used as a weapons firing range?

- Yes                       No                       Unknown

Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private landfill or dump?

- Yes                       No                       Unknown

If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which contain designated substances (e.g. asbestos, PCB's)?

- Yes                       No                       Unknown

Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?\*

Yes                       No                       Unknown

\*Possible uses that can cause contamination include: oil field operations, operation of electrical transformer stations, disposal of waste materials, raw material storage, and residues left in containers, maintenance activities and spills. 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 contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals which are present.

If previous use of property is industrial or commercial, or if YES to any of questions above, please attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

#### ACKNOWLEDGEMENT CLAUSE

*I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations and guidelines and the Town's Official Plan policies pertaining to contaminated sites. I acknowledge that as a condition of approval of this application that the Town may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the Town of acknowledgement of this Record of Site Condition by the Ministry of Environment. I acknowledge that the Town may require the qualified person signing the Record of Site Condition to submit to the Town a Declaration acknowledging that the Town may rely on the statements in the RSC. I further acknowledge that the Town of Petrolia is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in (or as a result of) any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the Town of Petrolia, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.*

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant(s)(Owner)

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant(s)(Owner)

**Completed Forms are to be submitted, along with the required application fee to:**

**Town of Petrolia  
Box 1270  
411 Greenfield Street  
Petrolia, Ontario N0N 1R0**

Inquiries can be made to:

Rob Nesbitt, Planner Rob Nesbitt [rob.nesbitt@county-lambton.on.ca](mailto:rob.nesbitt@county-lambton.on.ca)  
Mike Thompson, Director of Operations: [mthompson@petrolia.ca](mailto:mthompson@petrolia.ca)  
Mandi Pearson, Deputy Clerk/Operations Clerk [mpearson@petrolia.ca](mailto:mpearson@petrolia.ca)