



THE CORPORATION OF THE CITY OF OWEN SOUND  
 COMMUNITY SERVICES DEPARTMENT  
 PLANNING DIVISION  
 APPLICATION FOR SITE PLAN APPROVAL

City Hall 808 2nd Avenue East Owen Sound, Ontario PH: 519-376-1440 FAX: 519-371-0511
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Please complete and submit the following application with the appropriate fee (see below), copy of deed to the subject lands, and ten sets of plans to the Planning & Development Division to apply for site plan approval from City Council.

Pre-consultation <sup>1</sup>	\$500
Residential (Major)	\$2,500 base fee plus \$50/dwelling unit (up to a maximum of \$5,000)
Commercial (Major)	\$2,500 base fee plus \$50/100 m <sup>2</sup> gross floor area (up to a maximum of \$5,000)
Residential or Commercial (Minor) <sup>2</sup>	\$800

<sup>1</sup> A pre-consultation submission and fee are required prior to submitting a formal site plan application. Please contact the Planning Division to determine what is required.

<sup>2</sup> A Minor Site Plan approval Application for Residential or Commercial development includes any any classes of development that may be considered by the delegate as further described in the Site Plan Control By-law 2011-034, as amended

**OWNERSHIP INFORMATION:**

REGISTERED OWNER (Be certain to write name accurately):

AUTHORIZED SIGNING OFFICER(S) (If Owner is Company):

ADDRESS AND PHONE # OF OWNER OR AGENT TO WHICH CORRESPONDENCE IS TO BE SENT:

IF THERE IS A PENDING PURCHASE PLEASE INDICATE THE NAME, SIGNING OFFICERS (If Applicable), ADDRESS AND PHONE NUMBER OF PROSPECTIVE PURCHASER:

**DESIGN FIRM (Planner, Architect, Engineer, etc.):**  Check Here If The Design Firm is to act as Agent

FIRM NAME, CONTACT, ADDRESS AND PHONE # OF FIRM:

**PROPERTY INFORMATION:**

MUNICIPAL ADDRESS:

ANTICIPATED START DATE:

ADDITIONAL COMMENTS (Previous Development Agreements, Unusual Site Conditions or other information to assist in review of site plan):

**OFFICE USE ONLY:**

DATE RECEIVED:	FEE RECEIVED:	RECEIPT NUMBER:
SITE PLAN FILE #:	INITIALS:	

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This application will be used by the Planning & Development Division for administrative purposes and will be distributed to other City Departments and agencies for comments. All information of a personal or private nature is protected by the Municipal Freedom of Information and Protection of Privacy Act. SO 1989. Information on this application may be subject to disclosure under the Act if circumstances warrant.

**THE CORPORATION OF THE CITY OF OWEN SOUND  
DEVELOPMENT REVIEW AND APPROVAL PROCESS**

This brief overview cannot cover every variable that might arise during preparation of plans for a development project. Procedures may be somewhat different depending upon the nature of the development project. City staff can assist in determining what specific requirements will apply.

To obtain a building permit, the Developer will need to obtain approval from a variety of City Departments. The following outlines briefly the process used in Owen Sound and the contacts the Developer will need to make to address the requirements of the development project.

**SITE PLAN APPROVAL**

- \* The site plan development and approval process is administered by the City's Planning Division, who can provide information on the City's standards and plan requirements.
- \* Site Plan Approval is given by City Council except where delegated to the Director of Community Services. If a development agreement is required, the City requires that it be executed and required securities posted, prior to issuance of a building permit.
- \* Prior to submitting a formal application, a pre-consultation submission and fee will be required. Please consult with the Planning Division. Contact:  
Owen Sound Planning Division  
808 2nd Avenue East  
Owen Sound ON N4K 2H4  
Phone (519) 376-1440  
FAX (519) 371-0511

**BUILDING PERMIT**

- \* The City's Building is responsible for reviewing plans in context with Building Code and City By-laws; the City's Fire Department is responsible for reviewing plans in context with Building Code and the City's Fire Route By-Law.
- \* No building permit will be issued until plans have been approved by the City's Planning Division, Engineering Division, Fire Department, and Hydro One. The Developer is strongly encouraged to circulate the plans to various departments for approval prior to a building permit application being made; doing so will save time when a building permit application is made.
- \* Details on the City's Development Charges By-law can be obtained from the Building Division.
- \* Contact: Owen Sound Building Division Owen Sound Fire Services  
808 2nd Avenue East 1209 3rd Avenue East  
Owen Sound ON N4K 2H4 Owen Sound ON N4K 2L6  
Phone (519) 376-1440 Phone (519) 376-2512  
FAX (519) 371-0511 FAX (519) 372-0757

**MUNICIPAL SERVICES**

- \* Service details are needed for Site Plan Approval and prior to issuance of a building permit.
- \* The Developer is responsible to obtain necessary approvals.
- \* The City's Engineering Division is responsible for water, sanitary and storm sewers, grading and drainage, roads and access, sidewalks, street lighting, and other municipal hard services. The Hydro One is responsible for hydro (electrical) services.
- \* Contact: Owen Sound Engineering Division Hydro One Networks  
1900 20<sup>th</sup> Street East P.O. Box 5700  
Owen Sound ON N4K 5N3 Markham ON L3R 1C8  
Phone (519) 376-4530 Phone (800) 235-7049  
FAX (519) 372-1209

**OTHER SERVICES**

- \* The Developer is responsible for making arrangements for telephone, gas and cable TV.  
Union Gas Bell Alliant Rogers Cable Systems  
P.O. Box 340 P.O. Box 400 1 Sperling Drive  
Waterloo ON N2J 4A4 Owen Sound ON N4K 5P7 Barrie ON L4M 6B8  
Phone 1-888-774-3111 Phone (519) 371-3125 Phone(705)737-4660 x.6925

**OTHER AGENCIES**

- \* Site Plan Approval or the issuance of a building permit does not preclude the Developer's responsibility to obtain any permits or approvals required by other government agencies.

Ministry of Environment and  
Climate Change  
101 17<sup>th</sup> Street East,  
Owen Sound ON N4K 0A5  
Phone (519) 371-2901

Ministry of Natural Resources  
1450 7<sup>th</sup> Avenue East  
Owen Sound ON N4K 2Z1  
Phone (519) 376-3860

Ministry of Transportation  
1450 7<sup>th</sup> Avenue East  
Owen Sound ON N4K 2Z1  
Phone (519) 376-7350

Niagara Escarpment Commission  
99 King Street East, Box 308  
Thornbury ON N0H 2P0  
Phone (519) 599-3340

Grey Sauble Conservation Authority  
237897 Inglis Falls Road, RR 4  
Owen Sound ON N4K 5N6  
Phone (519) 376-3076

Grey Bruce Health Unit  
101 17<sup>th</sup> Street East  
Owen Sound ON N4K 0A5  
Phone (519) 376-9420