

# Site Plan Guidelines



## Township of Puslinch

7404 Wellington Road 34  
R.R. #3 Guelph, ON N1H 6H9  
Tel: (519) 763-1226  
Fax: (519) 763-5846

Dec22/11 VER

### Applicability

A Site Plan Application is required for proposals to:

- Construct a new building or structure,
- Construct an addition to an existing building or structure,
- Undertake major building renovations, which have the effect of increasing the size or usability of a building or structure,
- Establish a commercial parking lot

Site Plan approval is not required for the construction of:

- A detached dwelling;
- A semi-detached dwelling;
- A duplex dwelling;
- A farm-related building or structure.

The site plan must be prepared by a qualified professional (e.g. architect, engineer, planner or surveyor) and drawn to metric scale. Applicants should refer to 'Site Plan and Drawing Requirements' for submission requirements. Should you require clarification concerning the site plan process or applicability of site plan control, please contact the Municipal Office.

### Application Fees

Each application must be accompanied by the application fee in the form of a cheque payable to the Township of Puslinch. This fee shall be considered a deposit which is used to pay all legal, planning and other associated costs with respect to the processing of the subject application. If the total costs incurred by the municipality should exceed the amount of the application fee, the applicant is required to pay the outstanding balance.

**Fees:** \$ 2,000.00 Non-refundable Deposit

### Authorization

If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner should accompany the application which authorizes the applicant to act on behalf of the owner as it relates to the subject application (see page 2 of the application form).

### Process

All applicants are encouraged to consult with the Township of Puslinch prior to filing an application for site plan approval. Puslinch Design Guidelines may apply to your application and are available on-line or at the municipal office. An application form, the required fee and all required plans should be provided. Complete and accurate information should be presented in the application to ensure that it can be processed without unnecessary delay. The application will then be reviewed for completeness.

The application will be circulated for comment to review agencies and peer review consultants, as necessary. If necessary, staff may contact the applicant during this process to discuss development issues as they may arise and offer advice regarding any required modifications to the site plan application.

Upon completion of the application review, the application may be refused, approved, or approved subject to conditions. In some instances a site plan agreement must be registered and executed prior to final site plan approval.

### Further Information

Mr. Robert Kelly, CBO  
Township of Puslinch  
7404 Wellington Road 34  
R.R. #3 Guelph, ON N1H 6H9

Tel.: (519) 763-1226  
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Office Hours: Monday to Friday  
9:00 a.m. to 5:00 p.m.  
(except noon hour)

### Copies

**Ten (10)** copies of this application, including the drawing and other information as may be specified, shall be required.