



## APPLICATION & GUIDELINES FOR DEVELOPMENT APPROVAL

### Introduction

Site plan control is established under Section 41 of the [Ontario Planning Act](#).

The County of Wellington Official Plan identifies the whole of the County of Wellington, including the Township of Wellington North, as a proposed Site Plan Control Area with the following exceptions:

- a. Single detached, semi-detached, duplex, triplex and three unit street townhouse dwellings, except to establish lot grading and drainage approval on lots where such requirement does not otherwise apply through the provisions of a subdivision development agreement, or to protect a feature of the Greenland system as identified in the County of Wellington Official Plan;
- b. Buildings or structures for residential purposes on a parcel of land, if that parcel of land contains no more than 10 residential units;
- c. Agricultural buildings and structures;
- d. Agricultural uses, but not including farm related commercial or industrial uses;
- e. Building and structures for flood control or conservation purposes;
- f. Portable classrooms on a school site of a district school board.

Council has delegated its approval authority for Site Plan Applications to Township staff.

### Why do I need to make a Site Plan Application?

Site plan applications are processed by the Planning and Development Department to ensure:

- Compliance with the County of Wellington Official Plan, Township of Wellington North zoning by-laws, development standards, and municipal by-laws;
- Safe, functional and orderly development having high standards of sustainable design and efficiency of land uses and servicing

### The Site Plan Application Process

**A BUILDING PERMIT CANNOT BE APPLIED FOR UNTIL FINAL SITE PLAN APPROVAL HAS BEEN GRANTED**

Here is a description of the Site Plan Review Process:

- Applicant submits Development Approval Application Form and Deposit Agreement with the required Pre-Consultation fee and applicable Deposit fee;
- Applicant pre-consults with the Township of Wellington North to discuss their preliminary site plan (see application, for fees required);
- Applicant receives a Pre-Consultation Meeting follow up form outlining a list of required documents to be submitted with their application;

- Applicant submits their first submission for township review, based on the pre-consultation list of required documents received in the previous step, **along with the applicable Application Fee** (following);
- Planning and Development circulates the submission to relevant Township departments and outside agencies with a request for comments and conditions;
- Comments and conditions from the Township departments and outside agencies are received by the Planning and Development department;
- Comments will be provided to the Applicant;
- Applicant submits revised submission addressing previous comments to Planning and Development. The Township may deem the application complete;
- If necessary, the applicant will submit revised plans to Planning and Development who will re-circulate the plans to all relevant Township departments and outside agencies for review;
- An Agreement is typically required and must be executed prior to Final Approval being issued;
- Security deposits and other fees may be collected as part of the Agreement;
- An application can be made for a building permit once Final Approval has been obtained;
- All site works are completed by Applicant and inspected by Township Staff prior to release of any securities.

### **Deposit Agreement**

**A Deposit Agreement** (following) is required for each planning application. To find the appropriate deposit amount, please refer to the [Planning Fee Schedule](#). The deposit monies are held for payment to external agencies and consultants where necessary.

### **Helpful Links:**

- [Community Growth Plan](#)
- [Municipal Servicing Standard](#)
- [Sewage Allocation Policy](#)
- [Zoning By-law](#)
- [Zoning By-law Amendment Application](#)
- [Minor Variance Application](#)

## DEVELOPMENT APPROVAL APPLICATION 2025

### Type of Approval Application Required:

APPLICATION TYPE		APPLICATION FEE		DEPOSIT FEE	NOTES
Mandatory Pre-Consultation	<input type="checkbox"/>	\$515.00		Req'd as Below	
Development Agreement:	<input type="checkbox"/>	\$2,060.00	<input type="checkbox"/>	\$5,000.00	
Site Plan Control (Minor):	<input type="checkbox"/>	\$2,060.00	<input type="checkbox"/>	\$3,500.00	
Site Plan Control (Complex):	<input type="checkbox"/>	\$3,090.00	<input type="checkbox"/>	\$7,500.00	
Site Plan Control – Amendments:	<input type="checkbox"/>	\$309.00	<input type="checkbox"/>	\$1,000.00	
Review of Draft Plan of Subdivision, Condominium or Official Plan Amendment:	<input type="checkbox"/>	\$6,180.00	<input type="checkbox"/>	\$5,000.00	
Subdivision Agreement:	<input type="checkbox"/>	\$10,300.00	<input type="checkbox"/>	\$15,000.00 \$30,000.00 \$40,000.00	Under 100 Units 100 – 300 Units Over 300 Units
Condominium Agreement:	<input type="checkbox"/>	\$2,060.00	<input type="checkbox"/>	\$5,000.00	
The following may be applied for, once one of the above applications has been submitted:					
Pre-Servicing Agreement:	<input type="checkbox"/>	\$2,060.00	<input type="checkbox"/>	\$7,500.00	
Site Alteration Agreement	<input type="checkbox"/>	\$2,060.00	<input type="checkbox"/>	\$7,500.00	
Site Alteration Agreement (Major)	<input type="checkbox"/>	\$4,120.00	<input type="checkbox"/>	\$20,000.00	

Deposit Fee will be used to pay for any third-party review required for your application.

**Roll No.:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Legal Description of Property					
Lot No:		Plan/Concession No:			
Civic No:		Street Name:			
Frontage:		Depth:		Area:	

2. Owner's Information			
Name:			
Email:			
Address:			
Phone No:		Cell Phone:	

3. If Applicant is other than Owner			
Name:			
Email:			
Address:			
Phone No:		Cell Phone:	

4. Pre-Consultation			
Date of Pre-Consultation(s)			
Have all identified requirements, studies and drawings been completed and submitted?			
Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>

5. Property & Building Information			
Current Zoning:			
Official Plan Designation:			
Is this property subject to other applications pursuant to the Planning Act?			
Zone Change?	<input type="checkbox"/>	Land Severance?	<input type="checkbox"/>
Minor Variance?	<input type="checkbox"/>	Official Plan Amendment?	<input type="checkbox"/>
Other?			
Current Use of Property:			
Proposed Use of Property:			
Current Use of Building(s):			
Proposed Use of Building(s):			

6. Application Fee
The applicant submits with the application the fee in the amount of \$ _____
No assurance is given that the payment of the fee will result in approval. The application will be processed according to the policy of council.

7. Submissions
Submissions are to be made in a Portable Document Format (PDF). Plans, specifications, documents, and other information are to be legible when printed to scale.
PDF submissions shall have layers unlocked to permit mark-ups and additional notes.

8. Authorization of Applicant
The undersigned hereby applies to the Council of the Township of Wellington North for approval under the Planning Act, R.S.O. 1990, c. P. 13 and in accordance with Township By-laws on lands described in this application.

**Owner / Authorized Agent:**\_\_\_\_\_  
Print Name\_\_\_\_\_  
Signature of Applicant\_\_\_\_\_  
Date\_\_\_\_\_  
Print Name\_\_\_\_\_  
Signature of Applicant\_\_\_\_\_  
Date**Authorization for Agent (If Required)**

I / we \_\_\_\_\_

The Registered Owners of: \_\_\_\_\_

Hereby authorize: \_\_\_\_\_

To act as agent for the Development Control Application which deals with the above noted lands.

\_\_\_\_\_  
Print Owners Name\_\_\_\_\_  
Signature of Owner\_\_\_\_\_  
Print Owners Name\_\_\_\_\_  
Signature of Owner

Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 202\_\_\_\_

**For Office Use:**

Date: \_\_\_\_\_ Amount Rec'd \$ \_\_\_\_\_

Required Information, Reports & Studies. (Not necessarily be limited to the following.)  
*Required Documents will be outlined during Pre-Consultation.*

Building Elevations	<input type="checkbox"/>
Landscape Plan	<input type="checkbox"/>
Legal Description	<input type="checkbox"/>
Lighting Plan	<input type="checkbox"/>
Ontario Building Code Analysis Sheet	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>
Site Servicing and Grading Plan	<input type="checkbox"/>
Tree Preservation & Compensation Plan	<input type="checkbox"/>
Zoning Matrix	<input type="checkbox"/>
Archaeological Assessment	<input type="checkbox"/>
Environmental Impact Study	<input type="checkbox"/>
Environmental Site Assessment (ESA)	<input type="checkbox"/>
Functional Servicing Report or Servicing Design Brief	<input type="checkbox"/>
Geotechnical/Slope Stability Report	<input type="checkbox"/>
Heritage Impact Assessments & Conservation Plan	<input type="checkbox"/>
Hydrogeological Investigation	<input type="checkbox"/>
Noise Impact Study	<input type="checkbox"/>
Odour Impact Study	<input type="checkbox"/>
Planning Justification Report	<input type="checkbox"/>
Record of Site Condition (RSC)	<input type="checkbox"/>
Soil Report	<input type="checkbox"/>
Storm Water Management Report (SWM)	<input type="checkbox"/>
Traffic Impact Study (TIS)	<input type="checkbox"/>
Water Consumption & Justification Report	<input type="checkbox"/>
Water Distribution Report	<input type="checkbox"/>
Sewage Discharge Report	<input type="checkbox"/>
Sewage Allocation	<input type="checkbox"/>
Source Water Protection Screening Form	<input type="checkbox"/>
Source Water Protection (WHPA Q – Quantity)	<input type="checkbox"/>

## **THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**

### **DEPOSIT AGREEMENT**

The undersigned applicant for *(Please check appropriate item)*:

Condominium Agreement:	<input type="checkbox"/>	Review of Draft Plan of Subdivision or Condominium:	<input type="checkbox"/>
Site Plan Control - Amendments	<input type="checkbox"/>	Site Plan Control (Complex)	<input type="checkbox"/>
Site Plan Control (Minor):	<input type="checkbox"/>	Subdivision Agreement:	<input type="checkbox"/>
Development Agreement:	<input type="checkbox"/>	Review of Official Plan Amendment:	<input type="checkbox"/>

hereby agrees with the Corporation of the Township of Wellington North (the "municipality") that the Applicant shall forthwith pay to the municipality's Treasurer a deposit in the amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ ) to assure the municipality that all applicable planning fees and costs shall be paid promptly.

The undersigned applicant acknowledges and agrees that:

1. The deposit monies shall be placed in trust with the municipality;
2. The deposit or any remaining balance shall only be refunded upon final disposition of the planning application, including all appeals related thereto;
3. The Township may disburse funds from time to time from the deposit monies in order to pay third party fees (e.g. engineering, legal, planning, township staff technical review) incurred by the Township during the review of the application. The applicant may be required to top up the deposit, at the discretion of the Township. If the applicant fails to replenish the deposit within thirty (30) days of the request by the Township, the Township shall cease any further processing of the planning application until such time as the originally required deposit has been replenished. The Township will provide an itemized statement listing all transactions when any such request is made and when the file is closed;
4. If any Official Plan Amendment, Zoning By-law or Zoning By-law amendment, passed by the Township, is appealed to the Ontario Land Tribunal by any person other than the applicant, the applicant shall pay a further deposit of Five Thousand Dollars (\$5,000.00), said deposit to be given to the Township either by way of cash or a letter of credit prior to the amending by-law being forwarded to the Ontario Land Tribunal. Any unused portion of said deposit shall be refunded to the applicant after all Township expenses have been paid. If the total costs incurred by the municipality in defending the application before the Ontario Land Tribunal exceed the Five Thousand Dollars (\$5,000.00), the applicant agrees to pay the additional costs, and

5. The required deposit amount is based on the Township of Wellington North's Fees and Charges By-law for Planning Applications, a copy of which Schedule is attached hereto and forms a part of the deposit agreement.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_\_\_\_

**TOWNSHIP OF WELLINGTON NORTH**

\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Development Clerk, Clerk,  
Deputy Clerk, Treasurer or Deputy Treasurer.

**SIGNATURE OF OWNER REQUIRED (IF DIFFERENT FROM APPLICANT)**

I/We, \_\_\_\_\_

(property owner(s) for the planning application)

hereby authorize any monies refundable be paid to:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated at the \_\_\_\_\_ of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Owner(s)



**SCHEDULE "F"**  
**PLANNING**

DESCRIPTION	2025 FEE	
Committee of Adjustment – Minor Variance	\$2,575.00	
Zoning Amendment	\$10,300.00	
Holding Zone Removal By-law	\$1,030.00	
Any other applications pursuant to the provisions of the Planning Act i.e. Consent Agreement	\$1,030.00	
Certificate of Compliance	\$250.00	
Plan of Subdivision/Condominium, Site Plan and Development Agreements	\$250.00	
Part Lot Control	\$1,030.00	
Clearances for Severance Conditions	\$250.00	
Cash in Lieu of Parkland	\$7,500.00 per unit	
Fee for services provided by Municipal employees	\$125.00 (per hour, per employee)	
Copy of Zoning By-law	\$50.00	
	ADMINISTRATION (non-refundable)	DEPOSIT (refundable)
Plan of Subdivision or Condominium	\$10,300.00	under 100 units \$15,000.00
New or Amendment including conditions of approvals to both Wellington North and the County of Wellington		100-300 units \$30,000.00
		over 300 units \$40,000.00
Review of Draft Plan of Subdivision, Condominium or Official Plan Amendment	\$6,180.00	\$5,000.00
Site Plan Control Approval and Agreement Minor	\$2,060.00	\$3,500.00

**SCHEDULE "F" (CONTINUED)  
PLANNING**

Site Plan Control Approval and Agreement Complex	\$3,090.00	\$7,500.00
Site Plan Control Amendments	\$309.00	\$1,000.00
Development Agreement	\$2,060.00	\$5,000.00
Condominium Agreement	\$2,060.00	\$5,000.00
Pre-consult	\$515.00	Deposit required as listed above for corresponding application
Pre-servicing Application	\$2,060.00	\$7,500.00
Site Alteration Application	\$2,060.00	\$7,500.00
Site Alteration Application - Major	\$4,120.00	\$20,000.00

**Deposits**

- Deposits less the disbursement fees and third party fees will be refunded. upon final disposition of the planning application, including all appeals related thereto.
- Disbursements may include but are not limited to: postage, laminating, registration of documents and photocopying, faxing, etc.
- Third Party fees including, but are not limited to, planners, engineers, solicitors and township staff technical review, site inspections, attend meetings, review of security reduction request, advertising of notices and similar costs.
- Every applicant for a planning matter referred to in Schedule "F" hereof shall make an application on forms provided by the Municipality and in addition shall sign a deposit agreement in the prescribed form and pay any applicable deposit to the Municipality.
- The Clerk/Deputy Clerk/Development Clerk and/or Treasurer/Deputy Treasurer are hereby authorized to execute the deposit agreement on behalf of the Township.