



**Haldimand  
County**

# Application for Site Plan Waiver Approval

**NOTE:** All applications are to be submitted via Portal, through the County's website. Portal, along with further instructions can be found at the following link:

<https://portal.haldimandcounty.on.ca/cityviewportal>

An incomplete or improperly prepared application may not be accepted and could result in processing delays.

**For Office Use Only**

File No. **PLSP-HA-2026-**\_\_\_\_\_

Roll No. \_\_\_\_\_

Date Submitted \_\_\_\_\_

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

Sign Issued \_\_\_\_\_

Planner's Initials \_\_\_\_\_

**A. APPLICANT INFORMATION**

1. Owner(s) \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

2. Agent \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_ Fax No. \_\_\_\_\_

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

\_\_\_\_\_ Email \_\_\_\_\_

Please specify to whom all communications should be sent:  Owner  Agent

**B. LOCATION/LEGAL DESCRIPTION OF PROPERTY**

Geographic Township \_\_\_\_\_ Urban Area / Hamlet \_\_\_\_\_

Concession Number \_\_\_\_\_ Lot Number \_\_\_\_\_

Registered Plan Number \_\_\_\_\_ Lot(s) Block(s) \_\_\_\_\_

Reference Plan Number \_\_\_\_\_ Part Numbers \_\_\_\_\_

Property Address \_\_\_\_\_

**C. PURPOSE OF APPLICATION**

1. Please explain what you propose to do on the land/premises:

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**D. SUPPORTING MATERIAL TO BE SUBMITTED WITH THE APPLICATION**

In order for your application to be considered complete, the following must be included as part of this application (***all figures must be provided in bold numerals, black ink, and metric units***):

1. Site Plan. The minimum requirements for acceptance of a site plan waiver application are as follows:

	One concept plan on 215 mm x 275 mm (8 ½" x 11") white paper prepared in black ink
	Municipal Address and legal description
	North arrow
	All dimensions of the property
	Dimensions of all buildings and structures
	All building setbacks (in metres)
	Names of adjacent streets
	Vehicular entrances
	Location, dimensions, number of parking spaces (including visitor and disabled) and aisles
	Refuse disposal and storage areas including any related screening
	Location of winter and snow storage
	Size, type and location of all signs, fencing, screening, buffering and lighting
	The location, size and distances to buildings and property lines of any existing sewage system treatment units (septic tanks) and distribution piping (septic beds) on the subject lands

2. Application fee of \$815.00.

3. Conservation Authority fee, if applicable (information available from staff. Conservation Authority fee schedules are also available at these websites: Niagara Peninsula Conservation Authority:



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[www.conservation-niagara.on.ca](http://www.conservation-niagara.on.ca); Grand River Conservation Authority: [www.grandriver.ca](http://www.grandriver.ca); and Long Point Region Conservation Authority: [www.lprca.on.ca](http://www.lprca.on.ca).

4. Any other information required by staff.

**Note:** in case other documentation/supporting material become necessary, you will be asked to submit that prior to processing of your application.

### **E. COLLECTION OF PERSONAL INFORMATION**

Personal Information collected on this form is collected pursuant to the Planning Act and will be used for the purposes of processing this application. Questions about this collection may be directed to Haldimand County’s Planning and Development Division at 905-318-5932 ext. 6209 or [planning@haldimandcounty.on.ca](mailto:planning@haldimandcounty.on.ca).

### **F. DECLARATION**

Through submission of this application, I/we solemnly declare that I/we have reviewed and completed this application and all of the above statements and the statements contained in all of the exhibits/attachments transmitted herewith are true and correct. I acknowledge that all legislation and requirements governing this type of application shall be complied with whether specified herein or not. 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.

### **G. AUTHORIZATION**

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed by the owner.

#### **AUTHORIZATION OF OWNER (S)**

I/we \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this site plan application. I/we authorize \_\_\_\_\_ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application.

Acknowledgement of Owner(s) Authorization

\_\_\_\_\_  
Signature (s)

\_\_\_\_\_  
Date