

Fees as of January 2026:**Site Plan Control - \$4,760.00**(Fee Breakdown: \$1,710 Town, \$450 County, \$2,600² PW)**Site Plan Amendment - \$2,130.00**(Fee Breakdown - \$430 Town \$150 County \$1,550² PW)***See last page for additional fees and/or deposits****Town of Ingersoll**

File No: _____

Date Received: _____

Date Deemed Complete: _____

Application for Site Plan Approval ☐**OR** (Please check one)Application for Site Plan Amendment ☐

The undersigned hereby request the Town of Ingersoll to consider a Site Plan Control Application pursuant to Section 41 of the *Planning Act* on the lands hereinafter described.

1. Background Information**a) Applicant Information**

Applicant's Name: _____

Applicant's Address: _____

Telephone Number: _____

Alternate Phone Number: _____

Email Address: _____

b) Registered Owner (if other than Applicant)

Owner's Name: _____

Owner's Address: _____

Telephone Number: _____

Alternate Phone Number: _____

Email Address: _____

c) Location of Subject Land

Lot Number(s): _____

Plan No. or Concession: _____

Part Number(s): _____

Reference Plan: _____

Street Address (if any): _____

The subject land is located on the _____ side of the street lying between
_____ Street and _____ Street.

P.I.N.: _____

Have any previous Site Plan or Development Agreements been registered against these lands? Yes: ☐ No: ☐

If yes, indicate year: _____ file number (if known): _____, and any particulars:

d) Existing Use of the Subject Property

e) Specific Indication of Proposed Uses of Land and Buildings

f) Official Plan Designation (where applicable)

Schedule I – 1 – Land Use Plan:
Schedule I – 2 – Residential Density Plan:

g) Zoning By-Law

Existing Zoning:
Requested Zoning:

2. Site Information

a) Zoning Provisions

Required
Zoning By-law 04-4160, as amended

Proposed

Proposed

Lot Frontage			
Lot Depth			
Lot Area			
Lot Coverage			
Front Yard			
Rear Yard			
Interior Side Yard			
Exterior Side Yard (corner lot)			
Landscaped Open Space (%)			
No. of Parking Spaces			
No. of Loading Spaces			
Width of Planting Strip			
Driveway Width			
Accessible Spaces			
Other (Specify)			

b) Off-Street Parking and Loading Facilities

Total number of off-street existing parking spaces:
Number of proposed off-street parking spaces (include existing & proposed):
Number of off-existing street loading facilities:
Number of proposed off-street loading facilities (include existing & proposed):

c) Proposed Building Size

Ground Floor Area of Existing Building(s):
Ground Floor Area of Proposed Development:
Total Ground Floor Area (including existing & proposed):

3. Complete as Applicable**a) Multi-Use Residential**

Landscaped Area: _____ sq. m.																				
Conversion or Addition to Existing Residential Buildings: Yes ☐		No ☐																		
Amenity and/or Children's Play Area: Yes ☐		No ☐																		
<table border="1"><thead><tr><th colspan="3">Unit Breakdown</th></tr><tr><th>Type</th><th>Number of Units</th><th>Floor Area of Unit Type</th></tr></thead><tbody><tr><td>Bachelor</td><td></td><td></td></tr><tr><td>One-Bedroom</td><td></td><td></td></tr><tr><td>Two-Bedroom</td><td></td><td></td></tr><tr><td>Three-Bedroom</td><td></td><td></td></tr></tbody></table>			Unit Breakdown			Type	Number of Units	Floor Area of Unit Type	Bachelor			One-Bedroom			Two-Bedroom			Three-Bedroom		
Unit Breakdown																				
Type	Number of Units	Floor Area of Unit Type																		
Bachelor																				
One-Bedroom																				
Two-Bedroom																				
Three-Bedroom																				
Other Facilities provided (e.g. play facilities, underground parking, games rooms, swimming pool, etc.) _____ _____																				

b) Commercial/Industrial Use

No. of Buildings Proposed:	
Conversion or Addition to Existing Building: Yes ☐	No ☐
Describe Gross Floor Area (breakdown by type of use, e.g. - office area, retail, storage, manufacturing area, etc.): _____ _____	
Seating Capacity (for rest, or assembly hall, etc.):	
Describe the Type of Business Proposed:	
No. of Staff Proposed – Initially:	In Future (5 yrs.):
Open Storage Required: Yes ☐	No ☐
Describe Type, Location, and Buffering (if any): _____	
Phasing, if any: _____	
If residential use is proposed as part of, or accessory to the commercial/industrial use, please also complete Sec. 3 a)	

c) Institutional, Open Space or Other Uses

Describe Type of Use Proposed:
No. of Beds (if applicable):
Gross Floor Area by Type of Use (e.g. office, common rooms, storage, etc.):
Landscaped Area: _____ sq. m.

4. Authorization

Note: The property owner or the authorized agent must complete the application. When an agent is making the application, the written authorization of the owner must be completed below. If the application is being made under an agreement of purchase and sale, a copy of the agreement must be attached and will remain confidential.

a) Authorization of Owner(s) for Applicant/Agent to Make the Application (where applicable)

I / We, _____, of _____
(name of owner/signing authority) (company, if applicable)

am/are the owner(s) of the land that is the subject of this application, and I/We authorize _____, of _____ to make this
(name of applicant) (company, if applicable)

application on my/our behalf.

Date Signature of Owner(s)/Signing Authority Signature of Owner(s)

b) Affidavit

I/We, _____ of the _____ of _____
Owners Name(s) Town/City

_____ in the _____ of _____
Name of Town/City County Name of County

DO SOLEMNLY DECLARE THAT:

All of the statements contained in this application are true and I/We 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 and by virtue of the Canada Evidence Act.

Date _____, 20_____
Signature of Owner/Applicant

DECLARED before me at the _____ of _____
in the _____ of _____
this _____ day of _____, 20_____

Commissioner for Taking Affidavits, etc.

c) Site Plan Registration

I/We acknowledge that the Site Plan Agreement shall be registered and that should I/we choose to have the Town of Ingersoll register the Site Plan Agreement it will be at an additional expense to the Owner.

Owner

Owner

Submission Checklist:

Please refer to the Town of Ingersoll's Site Plan Approval Guidelines for further information on Ingersoll's approval process and site plan application requirements.

- ☐ Complete application¹
- ☐ Commissioner of Oaths signature

Plan Drawings:

- ☐ Site Plan Drawings
- ☐ Landscaping and Drainage Plan (Storm Water Management)
- ☐ Site Servicing Plan
- ☐ Elevation and Cross Section Drawings (if required)
- ☐ **THREE** full-size printed copies of all plans and drawings (Full-size copies **MUST BE FOLDED**)
- ☐ Digital copies of all drawings and reports
- ☐ Application Fee paid in accordance with the following:
 - Site Plan Control Fee: **\$4,760.00** (plus the cost of site plan registration)
(Includes \$445.00 Site Plan Control Agreement preparation fee, all payable upon submission of the application)
 - Site Plan Amendment **\$2,130.00** (plus the cost of site plan registration)
- ☐ Peer Review Deposit³ paid in accordance with the following:
 - Site Plan - Minor: \$5,000.00
 - Site Plan Amendment: \$5,000.00
 - Site Plan - Major: \$10,000.00

Additional Information/Fees:

- Site Plan Review 3rd Engineering submission and thereafter - \$500
- Staff Inspection for Certification - \$250 each
- Security Deposit – Per Development Administration Policy

¹Please note: further drawings/reports may be required at the discretion of Town Staff for an application to be considered complete. In addition, development charges may also apply at the time of the building permit.

²Oxford County Public Works Review Fee + Oxford County Public Works Water Wastewater Modelling Fee

³Balance refundable in accordance with the Peer Review Administration Policy