



For Office Use Only	
Date Received	
Related Site Plan File Number(s)	
Planner	

Site Plan Waiver Request Form

Note: in order for your request to be considered, please complete the form and provide all requested information. If you need assistance, please contact our office at planning@norfolkcounty.ca or (519) 426-5870 extension 1842.

A. Date of Request _____

B. Applicant Information

Name _____

Address _____

Town and postal code _____

Phone number _____

Email address _____

I am the registered owner of the subject lands

I am an agent acting on behalf of the registered owners of the subject lands

Names of all property owners _____

C. Site Information

Note: if multiple properties are involved, please include information for all of them on the lines below and attach a separate sheet if necessary.

Property assessment roll number _____

Parcel identification number (PIN) _____

Municipal civic address _____

Legal description (include plan and lot number) _____

Frontage _____

Width _____

Depth _____

Lot area _____

(All measurements must be in metric units)

What is the property zoned? _____



For Office Use Only	
Date Received	
Related Site Plan File Number(s)	
Planner	

Is there an existing site plan for this site? Yes No

If yes, what is the file number? _____

D. Reason for Request

Explanation of proposed use on subject lands / premises (provide a full summary of the proposed use)

Please explain how the proposal does not constitute “development” within the context of Section 41(1) of the Planning Act (if additional space is required, please attach a separate sheet). “Development” in this case means “the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out and establishment of a commercial parking lot or of sites for the location of three or more trailers.”:

E. Declaration

I hereby declare that all of the above statements are accurate and true, and that I have submitted this request with the knowledge and consent of the owner.

Applicant Signature

Date



For Office Use Only	
Date Received	
Related Site Plan File Number(s)	
Planner	

F. Required Attachments Sketch

Please attach a drawing of what you propose to do on the subject lands/premises, including parking. All measurements must be in metric units.

For Office Use Only		
Property subject to approved site plan	Yes	No
Proposed use meets requirements of zoning by-law	Yes	No
Sketch included showing the location of the proposed use	Yes	No
Lands are within a Conservation Authority regulated area	Yes	No
If yes, circulate the appropriate Conservation Authority		

Site plan approval is hereby waived for the development as outlined within this document.

Approved by _____

Signature _____

Date _____

File number _____