



## STAMP PLAN 'B' & SITE PLAN CONFIRMATION LETTER

Development & Housing Approvals  
 200 King Street West, 6th Floor P.O. Box 1118, Kitchener ON N2G 4G7  
 519-741-2426; [planning.applications@kitchener.ca](mailto:planning.applications@kitchener.ca)

### USING THE APPLICATION FORM

This application form is to be used to apply for:

**Stamp Plan 'B' applies for the following situations and those of similar scope:**

- Housekeeping/As-built revisions of a minor nature;
- Minor changes are required to the approved Site Plan to maintain in compliance with the Development Agreement;
- Plans to recognize parking layout for an existing developed site;
- Existing building conversions that require minimal site work (such as adding an additional dwelling unit to an existing building)

**Site Plan Confirmation Letter:**

- Formal documentation of minor site works where there is no approved site plan of record and formal site plan response letters of similar scope.

### COMPLETENESS OF THIS APPLICATION

The information requested in this application must be provided by the applicant and will be used to process the application. Prior to acceptance of the application, all information and drawings along with the required fee are to be submitted. If the application is incomplete, the City may return the application or refuse further consideration of the application until receipt of all the required information and fees have been provided.

Please note that this application contains two sections which must be completed by the applicant. If you have any questions on completing these sections please contact **Garett Stevenson, Director of Development & Housing Approvals** at 519-783-8922.

#### SECTION ONE – Fees and Submission Requirements

#### SECTION TWO – Application Information

### SITE PLAN APPLICATION PROCEDURE:

Stamp Plan 'B' and Site Plan Confirmation Letter applications typically take 2 to 4 weeks to receive approval. The process generally involves the following steps:

1. The application is received and reviewed by the Director of Development & Housing Approvals to ensure all required information is provided on the application form, that the appropriate fee is submitted, and that drawings are submitted in accordance with the City's requirements.
2. Planning staff will review the proposed site plan and circulate to other city departments and outside agencies as may be required. The applicant will be advised of any conditions of approval and required revisions to the site plan.
3. The applicant will revise the site plan as may be necessary and resubmit the updated site plan.
4. Following receipt of the final site plan the applicant will be formally advised in writing, as to the final disposition of the proposed development. An approval letter and approved site plan will be forwarded to the applicant.

## SECTION ONE: FEES & SUBMISSION REQUIREMENTS

Failure to comply with submission requirements will delay the acceptance and processing of the site plan application.

### FEE:

- Stamp Plan 'B' **\$764.00**

### OR

- Site Plan Confirmation Letter **\$309.00**

NOTE: Fees are payable by cash or cheque only. Please make cheques payable to the City of Kitchener

### OTHER FEES:

The following are other fees that may apply to the application. These fees will be requested by staff, if required, and should not be submitted until requested to confirm applicable amounts.

- Plan Review Fee – **5%** of the cost estimate for "Site Development Works" The Plan Review Fee will only be applied where plans such as Landscape, Lighting, Irrigation, Grading and Erosion Control, Site Servicing, Fire Flow Demand Analysis, Storm Water Management, Multiple Unit Identification Signage, Building Elevations and Emergency Fire Route Plans are required prior to final site plan approval.

## SUBMISSION REQUIREMENTS:

### Digital Submission Requirements:

- A completed application form and copy of the application fee cheque
- Site plan and other plans, studies and reports as required
- City standard template site plan in PDF and .DWG (AutoCAD) or.DGN (MicroStation)
- All submission materials shall be provided in one email through [planning.applications@kitchener.ca](mailto:planning.applications@kitchener.ca) (maximum 10MB); for larger files please upload directly to the City's **ShareFile** account with corresponding email to advise that the application has been submitted. To get access to the City's ShareFile account contact **Garett Stevenson** (519-783-8922) [garett.stevenson@kitchener.ca](mailto:garett.stevenson@kitchener.ca).

### Paper Submission Requirements:

- Completed application form and fee (cheque) mailed or delivered to **City Hall, Planning Division** to the attention of **Garett Stevenson**. Appropriate Fee (as calculated below)
- For applications that do not have an existing approved site plan, please provide a scaled and scalable drawing highlighting the revisions to the property.

## Clean Water Act Requirements

*Is the subject site located within a Source Protection Area?* Yes ☐ No ☐

*If YES, has the following information been provided?*

Notice of Source Protection Plan Compliance (Section 59 Notice) to be obtained from the Regional Municipality of Waterloo

For more information, visit the Region's website at: <http://www.regionofwaterloo.ca/sourceprotection>

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## SECTION TWO: APPLICATION INFORMATION

### Description of Property

Municipal Address:
Assessment Roll number:
Legal Description:
Lot Area (square metres):
Lot Width (metres): (the horizontal distance between the side lot lines measured at the minimum required front yard )
Are there any known easements, right-of-ways, restrictive covenants or other rights over adjacent properties (i.e. mutual driveways), affecting the subject property?
Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please identify the abutting lands: _____ _____

### Current and Proposed Land Use

Official Plan Designation:
Zoning: _____ Ward #: _____
Current use of the land:
What is the proposed use of the land: _____
Please describe the as-built conditions, revisions or modifications that are being proposed: _____ _____ _____

### Registered Owner

Name:		
Principal of Company (if Owner is a Company Name):		
Address:		
City/Province:	Postal Code:	Email:
Phone:	Ext:	Cell Number:

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**Applicant** (If other than the registered owner, written authorization from registered owner must accompany the application – see Applicant Authorization page)

Name of Primary Contact:		
Company Name:		
Address:		
City/Province:		Postal Code:
Phone:	Ext:	Email:

**All persons or institutions who have any mortgage, charge or encumbrance on the property**

Name:		
Principal of Company (if Owner is a Company Name:		
Address:		
City/Province:		Postal Code:
Phone:	Ext:	Email:

## OWNER Submission Acknowledgements & Applicant Authorization

### I fully understand that:

1. This application and all studies in support of this application may be made available for public review pursuant to the provisions of the Freedom of Information and Protection of Privacy Act.
2. Information on this form is collected under the authority of the Planning Act and will be used to determine compliance with The City of Kitchener By-laws.
3. Plans submitted in conjunction with this application are not reviewed for compliance with the Ontario Building Code (O.B.C.) and related regulations. It is the responsibility of the owner/agent and designer to ensure that all plans submitted with this application comply with the basic requirements of the O.B.C. If you need assistance in determining whether your plans comply with the O.B.C. please contact the Building Division, Development Services Department, 200 King Street West, Kitchener.
4. All vegetation on the subject lands must be maintained during the processing of this application.
5. No re-grading is permitted onsite during the processing of this application.
6. There may be additional approvals (e.g. building permit, etc.) and additional fees and charges (e.g. plan review fee, building permit fee, cash-in-lieu parkland dedication, development charges) associated with any development approved in conjunction with this application.
7. Additional information may be required to assist the City in assessing the application and that the City may not be able to process the application unless the additional information is submitted.
8. Projects requiring site plan approval cannot obtain any building permit until final site plan approval has been granted by the City.
9. All submitted drawing(s) and information provided are to be accurate and current, Inaccurate drawings may cause a lack of compliance with City By-laws resulting in an invalid site plan approval. The City is not responsible for the accuracy of the submitted drawing(s).
10. Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting surveys and tests that may be necessary for the evaluation of this application.
11. **Further, I agree not to cut or destroy any vegetation on the subject lands (including vegetation both within and outside of woodlots) and not to re-grade the site during the processing of this application.**

12. I/we \_\_\_\_\_, the registered owner(s) of

\_\_\_\_\_ hereby authorize  
(Municipal address or legal description)

\_\_\_\_\_ to act as agent for the Site Plan Approval Application which  
relates to the above noted lands.

\_\_\_\_\_  
Owner Name (please print)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

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