ST. THOMAS
THE RAILWAY CITY

PLANNING & BUILDING SERVICES DEPARTMENT
t. (519) 633.2560 f. (519) 633.6581
9 Mondamin Street
St. Thomas, Ontario, N5P 2T9

Corporation of the City of St. Thomas

APPLICATION FOR SITE PLAN CONTROL

Pursuant to Section 41 of the Planning Act, as amended

OFFICE USE: Date Application Received: October 1, 2026 Consultation Date: April 25/26
Date Application Deemed Complete: October 19, 2026 File Number: SPC 12-26

OWNER/APPLICANT

1. Property Owner
   Name: Fatime Sherifi
   Address: 8590 Centennial Avenue, St Thomas, Ontario
   Postal Code: N5P 3S6 Phone: 519-808-9584 Fax:
   Email: prespagroup@hotmail.com

2. Agent/Applicant
   Name: Deren Lyle
   Company: Cyril J. Demeyere Limited
   Address: 261 Broadway, Tillsonburg, Ontario, P.O. Box 460
   Postal Code: N4G 4H8 Phone: 519-688-1000 Fax:
   Email: dlyle@cjdleng.com, admin@cjdleng.com

   Who is the primary contact?

   ☐ Registered Owner ■ Applicant/Agent

   *Note: Unless otherwise requested all communications will be sent to the Applicant.

   *Please indicate the method of communication you would like to be contacted by.

   ☐ Phone ■Email ☐Fax ☐Mail

DESCRIPTION OF SUBJECT LAND

1. Municipal Address: 300 Elm Street, St.Thomas
2. Legal Description: R.P. No. 270 - Part of Lot 70
3. If known, the names and addresses of the holders of any mortgages, charges or other encumbrances:
   Unknown
4. What is the current use(s) of the subject land? Existing building to remain:Fast Food Takeout (Domino
5. What is the proposed use(s) of the subject land?: Proposed Building: Office Space, Domino's to remain in existing building.

SITE PLAN APPROVAL SUBMISSION REQUIREMENTS

The following provides the applicant with a checklist of the information required for the plans that accompany the Site Plan Control application. Please ensure that each item appears on the plans and has been checked-off of this list. This ensures that plans are complete and that staff have the necessary information for a complete review.

If the plans are deemed to be incomplete, the application will be returned for corrections or will not be considered. *Exceptions to any of the requirements must be discussed with the Planning & Building Services Department in advance of the submission.*

SUBMISSION

- ☒ 3 copies of all plans - 24" X 36" in size
- ☒ 3 copies – application form
- ☒ 3 copies – reports and supporting documentation
- ☒ Letter of authorization stating the agent can act on behalf of the owner
- ☒ All documents sent electronically in addition to hard copies

ALL PLANS

- ☒ Prepared by a professional architect or engineer
- ☒ Municipal address and applicant information
- ☒ Must be to scale, feature a Title Block, Revision Block, Date, and North Arrow
- ☒ Show the property boundaries (uses of adjacent properties should be noted)
- ☒ Show adjacent Streets and ROW widths
- ☒ Measurements must be in metric
- ☒ Must be submitted to scale

PLANS REQUIRED WITH SUBMISSION

- ☒ Site Plan
- ☒ Site Servicing Plan
- ☒ Site Grading Plan
- N/A ☐ Landscape Plan
- ☒ Elevation Plans

SUPPORTING DOCUMENTATION (identified at the time of consultation and could include the following)

- ☒ Traffic Impact Study
- ☒ Stormwater Management
- ☐ Noise Study
- ☐ Vibration Study
- ☒ Lighting and Illumination Plan
- ☐ _____
- ☐ _____

DETAILS REQUIRED FOR PLANS

SITE PLAN

- ☒ Must be clearly labeled as **'Site Plan'** in the Title Block
- ☒ Above ground utilities - light standards, utility poles, fire hydrants, etc. must be shown
- ☒ Location and dimensions of all existing and proposed buildings, structures and accessory buildings
- ☒ Indicate the distance of the buildings or structures from the front, rear and side lot lines
- ☒ A **Legible chart** summarizing the following site information:
- ☒ Gross Site Area
- ☒ Ground Floor Area
- ☒ Coverage
- ☒ Height of Building(s)
- ☒ Total number of off-street parking spaces and vehicular loading facilities
- ☒ Number of Units for Residential Buildings
- ☒ A **Location Map** showing the proposed site's location relative to a larger portion of the City of St. Thomas
- ☒ Location, width and name of any roads within or abutting the subject lands
- ☒ Vehicular parking areas and stalls, with dimensions and indicating any spaces to be assigned as barrier-free.
- ☒ Labeling of any barrier-free parking spots with dimensions, including metal post, signage and curb-cut. Access ramps, driveways, lay-bys, etc. indicating widths, curve radii, medians, curbs, steps etc., and the proposed direction of traffic flow where applicable.
- ☒ Existing and proposed fire routes
- ☒ Garbage and storage enclosures- must be 3 stream collection – waste, recyclables and compostables
- ☒ Bicycle parking area(s)

SITE SERVICING AND GRADING PLAN

☒ Must be clearly labeled as **'Site Servicing and Grading Plan'** in the Title Block

***To review requirements for Site Servicing and Grading Plan submission, please refer to the City's Design Guidelines Manual on the City's website at the following link:**

https://stthomas.civicweb.net/document/8178/2017%20DESIGN%20GUIDELINES.pdf?handle=7BF07B11184346D59F7E0199CB6C4CF8

LANDSCAPING PLAN N/A

☐ Must be clearly labeled as **'Landscaping Plan'** in the Title Block
☐ Above ground utilities - light standards, utility poles, fire hydrants, etc. must be shown
☐ Plant list, indicating size, species and quantity of proposed and transplanted plant material
☐ Proposed trees, shrubs and groundcovers
☐ Existing trees and shrubs to remain or be transplanted, indicating size and species
☐ Existing trees and shrubs to be removed, indicating size and species
☐ Indicate surface treatment – sod, seed, mulch, etc.
☐ Methods to protect all existing landscaping during all phases of construction
☐ Fencing or other property demarcation details
☐ Snow storage area

ELEVATION PLAN

☒ Must be clearly labeled as **'Elevation Plan'** in the Title Block
☐ Should be in colour
☒ Show elevations of proposed buildings and structures

APPLICANT DECLARATION

By making this application, permission is hereby granted to any Municipal staff members and Municipal Planning Consultant to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Planning Act, Municipal Act, and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application **(Appendix A)**. If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Application information is collected under the authority of the Planning Act, R.S.O. 1990, c.P.13. In accordance with that Act, it is the policy of the City of St. Thomas to provide public access to all Planning Act applications and supporting documentation submitted to the City.

I Deren Lyle, the Owner or Authorized Agent, hereby agree and acknowledge that the

(Print name of Owner or Authorized Agent)

information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy* Act, R.S.O. 1990, c.M. 56, I hereby consent to the City of St. Thomas making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

Collection of Personal Information:

Personal information on this form is collected under the authority of Section 41 of the *Planning Act,* R.S.O. 1990 and Sections 8 (1) and 10 of the *Municipal Act,* 2001, as amended, and will be used to contact the owner, applicant and/or agent regarding the Site Plan Control Application. Questions about this collection should be directed to the Director of Planning and Building Services, 9 Mondamin Street, St. Thomas, Ontario, N5P 2T9, (519) 633-2560.

AFFIDAVIT OR SWORN DECLARATION

I, Deren Lyle (name of applicant) of Twp. of Southwold (City) in the province of Ontario,

make oath and say (or solemnly declare) that the information required under City By-Law Nos 10-2017 and 11-2017 and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the Town of Tillsonburg (City) on this 1st (Day) day of October (Month), 2026 (Year).

[redacted]

Signature of Owner or Authorized Agent

1 OCTOBER 2026

Date

[redacted]

Signature of Commissioner of Oaths, etc.

Karla Suzanne Cyr, a Commissioner, etc.,
Province of Ontario,
for Cyril J. Demeyere Limited.
Expires March 21, 2028.

1 October 2026

Date

APPENDIX A – AUTHORIZATION OF OWNER

If the applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, Fatime Sherifi, am the owner of the subject lands, and I authorize Cyril J. Demeyere Limited, to act on our behalf as the agent for the submissions required for all matters relating to the subject lands, and to provide any of my personal information that will be included in this application or collected during the planning process.

30 September 2026

Date

[redacted]

Signature of Owner

APPENDIX B – ACKNOWLEDGEMENT OF LEGAL AND PLANNING FEES

In addition to the application fees listed in this application package, please note that where the City requires assistance from its solicitors or other technical or professional consultants in the processing of this application, the applicant shall be responsible for reimbursing all fees incurred by the City.

***Please note, Appendix B must be completed by the owner, not the authorized agent.**

I, Fatime Sherifi, am the **owner** of the subject lands, and I understand that further fees may be incurred by the City throughout the planning process and that I am responsible for reimbursing all fees.

30 September 2026
Date

[redacted]
Signature of Owner