

What is “Site Plan Control”?

Site Plan Control is a development review process which evaluates the layout of site features, (buildings, parking areas, landscaping, etc), but not the interior spaces of the proposed structures. It seeks to mitigate the impact of development on municipal infrastructure, as well as create a high standard level for development. It works prior to the building permit process.

Any development, redevelopment, or site alteration may proceed only with approval of the site plan control process. The development of single-detached dwellings is exempted.

What is the process for Site Plan Control Approval?

1. The application is received by staff at the municipal office. (Please see the next section for items that should be included in the application).
2. The Development Services Review Committee, made up of staff, will evaluate the completed application. The applicant may be required to meet with the Committee in order to discuss the application.
3. The Committee may support the application, or ask the applicant to make modifications to it.

4. Once the Committee is satisfied with the application, the staff will draw up a site plan agreement. This document sets out the details of the site plan and any agreements that the developer is required to enter into in order to ensure that development is carried out properly.
5. The site plan and site plan agreement will be forwarded to Municipal Council for final approval.
6. Council, may approve the application, refuse the application, or make modifications to it.
7. If the application is approved, the applicant will be required to sign the site plan agreement, pay any deposits and fees, and ensure that the agreement is registered on title.
8. The engineering department will oversee that the development follows the site plan agreement.

What items do I need to include in my application?

Three items must be submitted when the application is first made:

1. **Application Form** (available at the municipal office)
2. **Site Plan** (see requirements below)
3. **Application Fee** \$1,000.00 for original agreement and \$500 for amendments

It is important that the submitted site plan be legible, drawn to scale, and include all of the items listed below:

- The front, side, and rear lot lines; with adjacent streets labelled.
- Scale (preferably both by bar and ratio) and north arrow.
- The footprints of all existing and proposed structures.
- Setback distances (front, side, and rear) for both existing and proposed structures.
- Existing and proposed driveways, and parking areas, including an indication of the type of surface material (i.e. asphalt, or other hard surface).
- The parking layout including the dimensions of proposed spaces, aisle widths, and the provision for barrier-free parking. (Note: minimum required dimension are 10’ x 20’, barrier free 15’ x 20’).
- Traffic circulation, including lane widths, turning radii, traffic sign locations.
- Fire access routes and fire hydrants.
- Existing and proposed loading doors and bays, loading areas, and intended truck traffic routes.

- Existing and proposed locations of building entrances, and any exterior walkways, stairs, and escalators.
- Location of signs and antennas (see municipal bylaw).
- Type and location of outside garbage storage.
- Landscaped and/or grassed areas.
- Proposed buffering, fencing, etc., (including retaining walls where applicable).
- Roof drainage leads, with the direction of proposed water flow.
- Proposed and existing elevations at 10 or 20 metre intervals, and those of drainage ditches, depressions, swales, and at the corners of buildings and the lot.
- Any proposed catchbasin systems, including proposed outlets to the municipal drainage system.
- A schedule / table showing:
 - a. Total lot area.
 - b. Total existing building area and proposed building area.
 - c. Proposed % of building lot coverage of lot.
 - d. Proposed building height.
 - e. Proposed number of units.
 - f. Number of parking spaces to be provided (existing and proposed).
 - g. Proposed building use.

- A title block, containing:
 - a. Name and address of the project.
 - b. The lot and plan number (if applicable).
 - c. Date drawn, and by whom.

Note: Owners must confirm with the local conservation authority if permits are required.



Site Plan Control:

What You Need to Know

For further information please contact:

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