



## **SITE PLAN APPLICATIONS**

### SITE PLAN APPROVAL PROCESS

1. The purpose of the site plan approval process is to ensure that the Town has input and control on the design and overall layout of a proposed development. A wide range of matters are reviewed which may include drainage, traffic flows on and off the site, servicing, landscaping, building plan and continuity of plans with adjoining sites. The applicant is encouraged to meet with the Town prior to a submission of a formal application to ensure that the proposal complies with the Official Plan and Zoning By-law requirements. The applicant will then be better prepared for the preparation of site plans as well as the grading and servicing drawings.
2. The site plan approval process is first initiated by the submission of a formal application to the Town with the required plans and prescribed fee of \$ 350.00.
3. Upon submission of an application the Planning Coordinator will review the documents to ensure completeness as well as compliance with the Town's Official Plan and Zoning By-law. The Chief Administrative Officer and Economic Development Coordinator will be advised of the application. A letter will be sent to the applicant acknowledging the application.
4. The application will be circulated to Town staff, the consulting Engineer and any pertinent outside agencies (County, Ministry) for comments.
5. Once comments are received from the agencies, copies of the comments will be provided to the applicant by the Planning Coordinator.
6. The application will then be presented to the Planning Committee who will review the proposal with the applicant. The Committee may decide to approve, deny or request modifications to the plans.
7. Once site plan approval is granted a site development agreement will be prepared by the Planning Coordinator. The site plan will be reviewed to ensure all requested modifications are contained on the plans and the modified plan will form part of the development agreement. Three copies of the agreement will be signed by the applicant at which time a development agreement by-law can be passed by Council authorizing the Town to enter into the Agreement. The Agreement will then be registered at the Land Registry Office.
8. Once the Agreement is registered the Planning Coordinator will advise the Chief Building Official that the site plan is registered. Upon this confirmation the applicant can then apply for a building permit. The applicant will be required to provide any engineer's, surveyor's or other professional reports to confirm the completion of works (ie. final grading, storm water management facilities, etc.) on the subject property.