



SITE PLAN APPROVAL FREQUENTLY ASKED QUESTIONS

What is Site Plan Control?

Site Plan Control is a tool under Section 41 of the *Planning Act*, R.S.O. 1990 that provides the Town the opportunity to review the detailed aspects of a proposed development and ensure specific design requirements are met. These matters include but are not limited to site layout, landscaping, lighting, servicing, drainage and grading, parking and traffic, and other detailed design features.

When is Site Plan Approval required?

The Town's [Site Plan Control By-law 2014-30, as amended](#), determines how site plan control applies across the Town. Developments subject to Site Plan Control generally include but are not limited to the following:

- New residential development on the shoreline.
- Any new residential development with more than 10 units.
- Any new commercial, institutional, or industrial development.
- Additions or alterations to an existing building or structure where Site Plan Control would otherwise apply (some exceptions apply).

Site Plan Approval is required before an application and issuance of a building permit.

How do I apply for Site Plan Approval?

It is highly recommended that you consult with Town staff through a [request for pre-consultation](#) prior to submitting your application. Pre-consultation allows staff to provide preliminary feedback and identify the supporting materials that must be submitted with the application. Following pre-consultation, you will submit the complete application materials, [application form](#), and application fee in accordance with the Town's composite fee schedule.

How long does Site Plan Approval take?

The Site Plan Approval process can take between 4 to 6 months on average. The process can be shorter or longer depending on the quality of the application submission, and complexity of the proposal.

How much does Site Plan Approval application cost?

An application fee of \$2,000 applies to a minor application and an application fee of \$5,000 applies to a major application. A deposit (usually \$5,000) is also required which is used by the Town to retain professional services to review your application, as appropriate. You may need to retain planning, engineering, and/or environmental consultants to prepare the necessary submission materials as part of your application.

Once the application is approved, the Town may collect securities to make sure the approved site works are carried out in due course and cash-in-lieu of parkland dedication in accordance with the Town's [Parkland By-law](#).

How is an application processed?

The following flowchart provides a brief overview of how a typical Site Plan Approval application is processed.

