



SITE PLAN APPROVAL APPLICATION GUIDE

A. What is Site Plan Approval

Section 41 of the Planning Act permits the Township to establish in their Official Plan proposed site plan control area(s), and the Township has such policies in their Plan. The policies permit the Township to designate, in whole or in part, such as an area as a site plan control area. Development in a site plan control area is prohibited, no building permit will be issued, unless Council has approved detailed plans and drawings for the development. The proposed development must conform to the policies of the Official Plan and the regulations of the Zoning By-law.

B. Site Plan Approval Application Guide

This Site Plan Approval Application Guide has been prepared by the Township to assist persons applying for site plan approval. It provides a general outline of the process (summarized in Figure 1 attached) and related requirements.

C. Application Process

1. Pre-consultation

Prior to submitting an application, the applicant or his agent is required to consult with the Township as follows:

- i. **Arrangements for Pre-consultation Meeting**
The applicant should contact the Administrative Assistant of the Development Services Department (905-852-9181 ext. 202), to arrange for a meeting to review the proposal. The Administrative Assistant will determine through this initial contact which Township staff and consultants should attend the session, and whether outside agency representation is required (e.g. Region of Durham, Conservation Authority).
- ii. **Pre-consultation Meeting Format**
Initially, the applicant will be expected to outline for those in attendance the nature of the proposal and the background information which is proposed to be submitted with the application. Preliminary concept plans should be available where appropriate. Questions and discussion following the applicant's presentation would have the objective of providing preliminary comments on the proposal, and identifying any issues, as well as a potential approach to their resolution. Information would also be provided to the applicant on Township standards, fees, and other related information. In addition, the Pre-consultation form will be used by the Township as a basis to determine appropriate application submission requirements, in addition to the requirements prescribed by the Planning

Act. Not all requirements listed in the Pre-consultation form will apply to each application. Further the scope of the requirements may vary depending on the nature of the application.

As part of this process the Manager/Chief Building Official will make a determination of the type of application which should be made:

- Minor Site Plan arising from a Minor Variance Application
- Minor Application (e.g. single building – commercial or industrial proposal on a single lot exclusive of a plaza, department store or supermarket proposal);
- Major Proposal; or
- Site Plan Amendment.

iii. Meeting with Planning Committee

In addition to the matters outlined in subsection ii), as part of the Pre-consultation meeting, it may be recommended by Township staff, that prior to formally applying for Official Plan and Zoning By-law amendments, proponents make an appointment with the Township Clerk to appear before the Planning Committee to informally discuss the proposal.

2. Completion of the Application

Completion and submission of the application form involves:

i. Part A, B and C of the Application Form – Prescribed information

In order to assess an application for site plan approval in accordance with Section 41 of the Planning Act, the Township has determined that certain information and material is required to be provided as part of an application for site plan approval. These requirements are set out in Parts A, B and C of the application. It should also be noted that much of the information to be provided, and the related plans and drawings should generally be produced by an architect and/or engineer (e.g. building elevations, grading plans).

ii. Parts D to E of the Application Form – Potential Additional Information

In addition to the required information, Township Council may require an applicant to provide additional information or material that Council considers it may need in accordance with requirements set out in the Township Official Plan. This additional information is set out in Part E of the application form. Part D contains questions which assist the Township in assessing what information they may require in Part E.

A determination will be made at the Pre-Consultation meeting as to which of the materials, plans and studies outlined in Part E of the application form will be required. An application will not be considered a complete application without the submission of the required materials, plans and studies.

iii. Evaluation of Application with respect to Planning Policy Documents

Please note that any site plan proposal must conform with the Township Official Plan and Zoning By-law. An evaluation will be carried out as part of the review of the application.

iv. Number of Copies

The application must be completed in duplicate by the registered owner(s) of the property or his/her agent and returned to the Township Clerk. In addition, a minimum of 6 (six) copies of all required materials, plans and studies will be submitted with the application. The applicant will be advised in the Pre-consultation meeting by the Manager/Chief Building Official of the Development Services of the specific number required.

v. Owner's Authorization

Where an application is being made by an agent, the written authorization of the owner(s) must accompany the application. An authorization form has been included as part of the attached application form.

vi. Fees

Until the required fees are submitted, including any fees required by the Region of Durham and the relevant Conservation Authority, the Township will refuse to accept or further consider the application. If the fees are paid by cheque (other than a certified cheque) the date of receipt of the application will be the date that the cheque(s) is cleared for payment by the Township's financial institution. The required fees include:

- a) The Township's fees for Site Plan Application are set out in the in the Site Plan Application Form. A separate cheque or money order payable to the Township of Uxbridge should be submitted for the Township's fees.
- b) The Region of Durham Health Department charges an additional fee for a review of applications on private services. The current fees should be determined from the Region's website www.durham.ca or by contacting the Region's Health Department 1-888-777-0613 ext. 2188. Separate cheques or money orders payable to the Regional Municipality of Durham should be submitted for the Region's fees.
- c) If the subject lands are within an area of interest or adjacent to lands owned by one of the Conservation Authorities which have jurisdiction in the Township, a fee will be required by the relevant Conservation Authority to review the application. The need for review by a Conservation Authority will be determined as part of the Pre-consultation process. Where a review is required, the current fees should be determined from the website of the applicable

Authority or by contacting them directly. A separate cheque or money order payable to the applicable Conservation Authority, should be submitted for the Authority's fees.

3. Evaluation and Decision with respect to Application

The Township's objective is to complete the processing, and make a decision with respect to applications for site plan approval as soon as possible after receipt of the application and required fees by Township Clerk. To assist in achieving the objective, the Township will, once the application is deemed complete:

- i. Circulate the application and related material for comments internally to Township departments and consultants, and externally to relevant public agencies.
- ii. Consider whether the applicant should formally present the application to Planning Committee, and if so arrange for such a presentation at regular Committee meeting.
- iii. Upon receipt of the results of the circulation, issue comments to the applicant as a basis for submission of revised plans and, where appropriate, initiate preparation of the site plan agreement.
- iv. Upon finalization of plans prepare a report to Council for a major application to allow for approval of the site plan and agreement, or for a minor or amendment application, Township staff will proceed with the approval
- v. The site plan agreement, if approved by the Township, is registered on title of the property and is binding on all owners. Amendment to the agreement requires Township approval.

4. Denial of Application

If the application is not approved by Council, notice of refusal must be given within 15 days in accordance with Sections 22(6.6) and 34 (10.9) of the Planning Act. The applicant, or any person who requested notice, or any prescribed person or public body may appeal the refusal to the Land Planning Appeal Tribunal (LPAT).

FIGURE 1
SUMMARY: MAJOR SITE PLAN APPLICATION PROCESS

