

Site Plan Control Process Guide

What is Site Plan Control?

Site Plan Control is a technical development review process to ensure site development matters such as land use compatibility, access, landscaping, parking, barrier free accessibility, and site servicing are built and maintained. Site Plan Control is also used to ensure safe, appropriate, and functional development that is in line with Municipal standards. Site Plan Control is typically applied to industrial, commercial, and multi-unit residential development but does not address the interior of buildings. **Site Plans must be prepared by qualified professionals, and technical studies and reports may be required to support a proposal.** The Site Plan Review process takes input from various departments and agencies into account during the preparation of a Site Plan Approval Agreement. A Site Plan Approval Agreement is a binding contract between the Municipality and the Owner, and is required to be registered on title of the property and is a prerequisite to the building permit application process.

What is the Site Plan Control Approval Process?

1. Schedule a **pre-consultation** meeting with staff and agencies.

2. Submit **drawings, supporting studies**, the applicable fees, and any required documents to the Municipality.

3. The application is circulated to Municipal departments, and any relevant agencies for **review**.

4. Staff evaluate the application against the Zoning By-law, Site Plan By-law, agency comments, engineering standards, and any other applicable legislation and regulations and, if necessary, provide recommended changes to the applicant. Once the application meets the requirements, a **site plan agreement** is prepared.

5. The application and site plan agreement will then be considered by **the Chief Administrative Officer** where it will be either approved, denied, or deferred for revisions.

6. If approved, the applicant must now **register** the site plan agreement against the title of the subject land.

7. An applicant may **appeal** to the Ontario Land Tribunal for a final decision.

8. Once approved, signed, and registered, the applicant can now apply for a **building permit**.

Need More Information?

Contact a municipal planner at (519) 294-6244

Find the Zoning By-Law at www.northmiddlesex.on.ca

Visit the Municipal Office at 229 Parkhill Main Street, Parkhill