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SITE PLAN CONTROL

Application Review Process

PRECONSULTATION

Developer initiates the preconsultation stage by providing the Community Development Coordinator with conceptual drawings and a written description of planned development and operations on the site. Staff confirm appropriate zoning is in place and engage relevant agencies and authorities in the review process.

Community Development Coordinator compiles comments and provides a preconsultation package to the developer, which outlines the required documents/plans to be included with the application.

Agencies and Authorities may include, but are not limited to:

- Planner of Record
- TWPEC Building Department
- Public Works Department
- Conservation Authority
- United Counties of Leeds and Grenville
- Various Provincial Ministries
- Other Approval Authorities

APPLICATION

Developer submits application form, required fee and supporting plans/documents as required by the preconsultation package.

The Community Development Coordinator circulates the application to relevant agencies and authorities for comment. Peer Reviews may also be requested at this stage.

Township Staff notify the applicant that a complete application has been received or provide a list of outstanding items.

30 DAYS

Within 30 days after a negative notice is given under subsection (3.6), the applicant or municipality may make a motion for directions to have the Tribunal determine,
(a) whether the plans and drawings and the information and material have in fact been provided; or
(b) whether a requirement made under subsection (3.4) is reasonable.

If the municipality does not give any notice under subsection (3.6), the applicant may make a motion under subsection (3.7) at any time after the 30-day period described in subsection (3.6) has elapsed.

***Planning Act* Section 41(3.7),(3.8)**

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REVIEW

Once an application is deemed complete, Township Staff complete a detailed review of the application and prepare a site plan control agreement, as required.

The site plan and agreement (if required) are reviewed by the Chief Administrative Officer (CAO)

DECISION

The applicant is notified of the decision of the CAO and any conditions of approval.

AGREEMENT

Once approved, any required agreement is brought to Committee for review and recommendation for Council execution.

The agreement is signed by the Property Owner, Mayor and Clerk. The agreement is now final and binding. Building Permits may be issued (at the discretion of the Chief Building Official).

The agreement is registered on title of the property. The Township is entitled to enforce the provisions thereof against the owner and, subject to the provisions of the Registry Act and the Land Titles Act, any and all subsequent owners of the land.

60 DAYS

If the municipality fails to approve the plans or drawings referred to in subsection (4) within 60 days after they are submitted to the municipality, the owner may appeal the failure to approve the plans or drawings to the Tribunal by filing with the clerk of the local municipality a notice of appeal accompanied by the fee charged by the Tribunal. 2017, c. 23, Sched. 3, s. 13 (1); 2021, c. 4, Sched. 6, s. 80 (1).

***Planning Act* Section 41(12)**

If the owner of the land is not satisfied with any requirement made by the municipality under subsection (7) or by the upper-tier municipality under subsection (8) or with any part thereof, including the terms of any agreement required, the owner may appeal the unsatisfactory requirements, or parts thereof, including the terms of any agreement required, to the Tribunal by filing with the clerk of the local municipality a notice of appeal accompanied by the fee charged by the Tribunal. 2017, c. 23, Sched. 3, s. 13 (1); 2021, c. 4, Sched. 6, s. 80 (1).

***Planning Act* Section 41 (12.0.1)**