

CORPORATION OF THE TOWNSHIP OF GUELPH/ERAMOSIA

MINOR AMENDMENT APPLICATION FOR AN EXISTING SITE PLAN GUIDE

PART 1 | KEY POINTS

1. WHAT IS A SITE PLAN?

A site plan is a document which describes and illustrates the various features on a development site. These features could include building location, landscaping, drainage, parking, pedestrian access, lot entrances and exits, and many more.

2. WHEN IS A SITE PLAN AMENDMENT APPLICABLE?

A Site Plan Amendment is applicable when:

- a. There is an existing Township of Guelph/Eramosa Site Plan registered on title; and
- b. The proposed changes are permitted in the Township's Zoning By-law; and
- c. The proposed changes wouldn't represent more than a 30% increase in the total on-site building footprint; and
- d. The intent of the original Site Plan is maintained.

3. TIMELINE

A site plan amendment application often takes between 2 - 6 weeks, but can take longer. The best way to ensure a timely process is to have all relevant documentation prepared before the application of submission. Please see the appropriate checklist to see potential requirements.

4. COST

The application cost is \$1,500.00. This is made up of a \$1,000.00 deposit that is refunded at the end of the application process, and a \$500.00 administration fee. However, be aware that there are other costs associated with an application, such as the GRCA review fee.

The Township uses consultants for Planning, Engineering, and Legal services. The Township's planning processes operate on a user-fee basis. As such, all consulting costs incurred by the Township in processing the application will be paid by the applicant.

If the application is approved, a Site Plan deposit and a Certificate of Insurance may be required before building permits can be issued. The Site Plan deposit will be refunded after construction has concluded and the site has been inspected for compliance with the site plan.

5. WHAT DO I NEED?

Required documents are listed in the "Amendment to An Existing Site Plan Application" checklist. Be aware that additional documents may be requested as needed/relevant to the application.

6. WHERE CAN I GET MORE INFORMATION?

For information about the Township's Site Plan process, contact the Planning Administrator at 519-956-9596 ext. 112.

For information about Site Plan's in general, check out the "Citizens' Guides to Land-use Planning" at: <http://www.mah.gov.on.ca/Page338.aspx>

PART 2 | PROCESS STEPS

(Optional Pre-Consultation with Township Staff to discuss application)

Application Submitted.

Planners review application to determine if all information needed has been provided, and confirm that the amendment is "minor".

- If more information is needed, application is put on hold until it is provided.

Application is circulated to relevant Township departments for their comments.

- Comments may have to be addressed by the applicant.

A preliminary planning report and draft site plan agreement/amendment is circulated to applicant (if required by the application).

A final planning report is prepared and presented to the CAO and/or Clerk (if required by the application).

The CAO and/or Clerk considers approval of the amendment.

- If approved by the CAO and/or Clerk, the amendment may be registered on title, or attached to the existing agreement