

CORPORATION OF THE TOWNSHIP OF GUELPH/ERAMOSIA

SITE PLAN APPLICATION 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 include the building location, landscaping, drainage, parking, pedestrian access, lot entrances and exits, and others.

A Site Plan may be required before a building permit can be issued, and all development must comply with the requirements of the Township's Zoning By-law.

2. WHEN IS A SITE PLAN NEEDED?

A Site Plan is needed for:

- a. Construction of a new building or structure;
- b. Construction of an addition to an existing building;
- c. Undertaking major building renovations, which increases the size or usability of a building or structure; or
- d. Establishing a commercial parking lot.

3. WHEN IS A SITE PLAN NOT NEEDED?

Generally, a Site Plan is not needed for:

- a. Single detached dwellings, semi-detached dwellings, and duplex dwellings, unless the purpose is to protect a feature of the greenland system as defined by the County of Wellington Official Plan, or unless the residential units are part of a land lease project.
- b. Agricultural buildings and structures (unless the use is commercial or industrial).
- c. Buildings and structures for flood control or conservation purposes.

However, a Site Plan may be requested at the discretion of the Township and its consultants.

4. TIMELINE

A Site Plan application is generally processed within 2 - 4 months, but can take longer. The best way to ensure a timely process is to have all relevant documentation prepared before the submission of the application, and to have a pre-consultation meeting with Township Staff. Please refer to Part 4 – 14 for potential application requirements.

5. COST

The application cost is \$2,560.00. This is made up of a \$1,000.00 deposit that is refunded at the end of the application process, and a \$1,560.00 administration fee.

The Township uses consultants for Planning, Engineering, and Legal services, and other expertise as-needed. 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 (generally \$10,000) and a Certificate of Insurance naming the Township as an additional insured will be required before building permits can be issued. Additional requirements may exist depending on the development and location. The Site Plan deposit will be refunded after construction has concluded and the site has been inspected for compliance with the Site Plan.

6. WHAT DO I NEED?

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

Applicants are encouraged to speak with Township staff prior to submitting a Site Plan Application through arranging a pre-consultation meeting. Applicants should contact the Planning Administrator to determine whether a Site Plan is required, and what factors may exist for the specific development.

7. 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 Plans in general, check out the "Citizens' Guides to Land-use Planning" at: <http://www.mah.gov.on.ca/Page338.aspx>

(Encouraged Pre-Consultation with Township Staff to discuss application - at cost to the applicant)

Application Submitted.

Planners review application to determine if all information needed has been provided.
•If more information is needed, application is put on hold until it is provided.

Application is circulated to relevant Agencies for their comments.
•Agency comments may have to be addressed by the applicant.

A preliminary Planning Report and draft Site Plan Agreement is circulated to applicant.

A final planning report is prepared and brought to Council.
•Council may request more information or steps be taken.

Council considers approving a By-law to authorize entering into a Site Plan Agreement.

If approved by Council, the Site Plan Agreement is registered on title. Once all application-related invoices are processed, the Site Plan application deposit is returned.

Applicant provides Site Plan deposit and Certificate of Insurance, and meets other conditions as required by the Agreement.

Building Permit Applications are handled by the Building Dept.

Once construction has concluded, the site is inspected to verify compliance with the Site Plan
•If compliant, Site Plan deposit is returned.