



PLANNING, DEVELOPMENT AND
RECREATION DEPARTMENT
100 Water Street East, 2nd Floor
P.O. Box 877
Cornwall, ON K6H 5T9
Tel: (613) 930-2787 ext. 2328
Fax: (613) 930-7426
planning@cornwall.ca

SERVICE D'URBANISME,
DÉVELOPPEMENT ET DES LOISIRS
100, rue Water est, 2^e étage
C.P. 877
Cornwall ON K6H 5T9
Tél: (613) 930-2787 poste 2328
Télec: (613) 930-7426

Site Plan Control Application Guide

Site Plan Control Overview

Site Plan Control serves as the primary means through which the City exercises control over the exterior form of developments. Section 41 of the Planning Act authorizes the City to use Site Plan Control to ensure a high standard of design, safety, accessibility and sustainability in the development or redevelopment of land. A Site Plan Agreement must be signed prior to the issuance of any building permits for the project.

Site Plan Control includes:

- Site servicing
- Site access and internal circulation for pedestrians, transit users, cyclists and motor vehicles
- Parking and loading facilities for motor vehicles, and bicycle parking facilities
- Accessibility for people with disabilities within the site
- Building massing and location
- Landscaping and sustainable design
- Stormwater management and site drainage

The City's design objectives can be found in Chapter 9 of the City's Official Plan.

Site Plan Control Process

1. Pre-Application Meeting

It is strongly recommended that applicants arrange a preliminary meeting with City staff prior to applying. Preliminary plans can be circulated for commentary prior to the meeting. This is an opportunity to identify any potential issues with the plans that could lead to delays during the formal application process. Any studies that are required as part of the development process can be identified at this time. If required, the level of Environmental Site Assessment or Archaeological Study will be determined by the specific conditions of each site.

Site Plan Amendments or new Site Plans for existing sites undergoing redevelopment that have not previously been subject to Site Plan Control can have different requirements than for new development. The pre-application meeting is an

opportunity to identify the Site Plan submission requirements for a specific project.

A preliminary circulation typically takes approximately 10 to 15 business days.

2. Formal Application

Applications must be submitted to the Planning Division in paper and in high-quality, vector PDF format. One paper copy of any studies and plans is sufficient. In most cases, 11" by 17" plans are sufficient, although Planning staff can request larger drawings if required for major projects.

The submission requirements for a site plan submission are as follows:

1. A cover letter providing a description of the project. *Note that if there is an Planning approval associated with a site plan, the Planning Rationale can be provided in lieu of a cover letter.*
2. Completed Site Plan Application Form, including agent authorization section if applicable.
3. Payment of the application fee by cheque or credit card. *Note that a 3% surcharge applies for credit card payment. Planning Fees are indexed to inflation and applicants should contact the Planning Division to confirm current fees.*
4. The required plans for a Site Plan submission are as follows:
 - a. Existing Development
 - b. Demolition Plan (if applicable)
 - c. Site Plan
 - d. Landscaping Plan
 - e. Site Servicing Plan, including a Site Servicing Report
 - f. Grading and Drainage Plan, including stormwater calculations
 - g. Elevations and floor plans
 - h. Reference Plan and/or Building Location Survey
5. The required studies can include:
 - a. An Environmental Site Assessment
 - b. An Archaeological Study
 - c. An Environmental Impact Study
 - d. A Traffic Impact Study or Brief

3. Circulation

Upon receipt of an application that provides all the required plans, studies and supporting documentation, the proposed development will be reviewed for commentary by the City's Site Plan Review Committee, which includes staff from Municipal Works, Fire Services, Economic Development, Building and By-law, and the Planning Division. External agencies, such as the Raisin Region Conservation Authority, can be circulated in some cases.

The review process typically takes between 15 and 20 business days per submission to receive comments. Larger projects may take longer if required. Comments are compiled by the Planning Division and sent to applicants so that revisions can be incorporated into the plans. Meetings can be scheduled if required to resolve outstanding comments. Applicants are encouraged to seek clarification from City staff when required. The Planning Division will forward any inquiries as necessary.

If an agreement cannot be reached between the applicant and the Site Plan Review Committee, the Site Plan Officer will mediate any conflicts.

4. Approval

The Planning Division will send a letter informing the applicant that all comments have been resolved and no further revisions are required. The Planning Division will then send a draft of the Site Plan Agreement for review by the applicant.

The General Manager of The Department of Planning, Development and Recreation is the Site Plan Approval Officer, as appointed by the Site Plan By-law. The Site Plan Agreement is signed by the Mayor and Clerk on behalf of the Municipality. The agreement requires that development be in accordance with the approved plans. A Site Plan Agreement can be nullified if construction does not proceed within one year of signing.

Printed copies of the final, approved drawings must be submitted with the Site Plan Agreement.

5. Site Plan Deposit

A deposit is required prior to the signing of a Site Plan Agreement. An automatically renewable, irrevocable letter of credit is the preferred method, but a registered cheque or a bank draft are also acceptable. Personal cheques will not be accepted.

The value of the site plan deposit is calculated as follows:

Value of Construction	Site Plan Deposit
Under \$500,000	\$5,000
\$500,000 to \$1,000,000	\$10,000
\$1,000,001 to \$3,000,000	\$20,000
\$3,000,001 and up	\$25,000

A reduction of the Letter of Credit may be considered for non-profit or community sponsored projects, but in no event will it be less than \$1,000.

These values can be modified upwards if justified in the opinion of the Site Plan Control Officer.

6. Parkland Dedication

Parkland Dedication is commonly required for projects undergoing Site Plan Control. Land or cash-in-lieu of parkland must be conveyed prior to the issuance of a building permit, but can be conveyed before or after signing the Site Plan Agreement. Parkland dedication requirements can be determined during the Site Plan review process.

7. Building Permit

Under the Ontario Building Code Act, Site Plan Approval is Applicable Law, therefore a building permit cannot be issued until the approval and entry into the Site Plan Agreement, deposit of the Letter of Credit and relevant conditions under other regulations have been met.

Separate applications may be required for fencing and signage.

8. Construction

Construction should be in accordance with the plans included in the Site Plan Agreement. The City may conduct inspections to be assured of such.

9. Final Inspection and Release of Site Plan Deposit

The applicant must notify the Planning Division when construction is complete. The Site Plan Review Committee will conduct a final inspection. Seasonal conditions can delay the final inspection.

If there are no deficiencies, the site plan deposit will be released. The applicant will be informed of any deficiencies identified by the Site Plan Review Committee. Any deficiencies must be resolved prior to the release of the Site Plan Deposit.

As provided in the Site Plan Agreement, all landscape and site works will be completed within one year of occupancy of the building.

If there is a failure to complete the work identified in the Site Plan Agreement, the City may take the following actions:

- In the case where work is not being completed in accordance with the approved Site Plan, the Municipality may use all or part of the Letter of Credit to complete the work.
- Charges may be added to property taxes
- Legally charged under the Site Plan Bylaw