

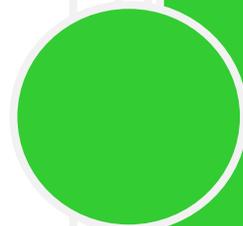
SITE PLAN PROCESS

SITE PLAN APPLICATION PROCEDURES MANUAL



The City of Cornwall – Planning Division

Revised 2013



Site Plan Approval Application Procedures Manual

Introduction

The purpose of the Site Plan Approval Application Procedures Manual is to provide an abbreviated explanatory text of the City's Site Plan Approval process which is governed by Section 41 of the Planning Act.

Site Plan Approval serves as a means by which the City exerts influence on the physical form a particular development may take. The Site Plan Guidelines document is available in this package and discusses the manner in which development should proceed. A major intent of Site Plan Approval is to ensure development integrates favourably (by implementing good design principles) into an existing residential, commercial, or industrial area. The City's general objectives for design are found in the City's Official Plan Chapter 9, Visual Environment and Urban Design.

General Instruction for Applicant

Pre-application Meeting / Initial Discussion of Basic Concept

Prior to a formal application, the applicant is encouraged to meet with the City Planning and Building staff and/or staff involved to review the proposed development and its Official Plan and Zoning compliance. It is also advisable to have read and understood the Site Plan Procedures. The Coordinator may direct you to the City's technical staff to determine whether any special development conditions apply to a site. This practice may prevent future delays.

Formal Application

Before an application will be considered as complete, it will be necessary for the applicant to submit all the following required documentation to the Site Plan Coordinator.

The basic Site Plan submission requirements include:

- Covering letter or brief resumé of project
- Completed Site Plan Application Form
- Owner's Authorization (if applicable) application attached
- Application Fee
- 9 Folded Copies** of Required Plans
 - Include: existing Development, Site Plan, Landscaping Plan, Site Servicing, Grading and Drainage Plan including detention pond calculations. Refer to checklists contained in this package for information to be shown on plans.
- 2 Folded Copies** of Elevations and Floor Plans
- 1 copy of Site Plan in 8½" x 11" or 14"**

- Metric scale 250mm - 500mm
- 1 Folded Copy of Ontario Land Survey (reference plan)
- Submitted drawings need to be folded to 8½" x 11" or 14"
- a digital copy of the final approved plans**

Fees are subject to change by City Council. Planning Department staff should be contacted for Accuracy of fees.

Any departure from this manual is at the discretion of the Site Plan Officer.

Circulation

Upon receipt of a complete application with all required plans and documents. The proposed development will be reviewed by City staff who sits on the Site Plan Committee. The applicant may be invited to attend the meeting to discuss departmental comments and revise Site Plan drawings accordingly.

In situations where agreement is not reached by the applicant and the municipal departments, then the Site Plan Officer (Approving Officer) will mediate any conflicts between the applicant and any municipal department.

Approval

The General Manager of Planning, Parks and Recreation is the Site Plan Approval Officer and has been appointed by Bylaw to be the approving body for all site plans. The Site Plan Agreement will be signed by the Mayor and Clerk on behalf of the Municipality.

Upon approval, 4 copies of the approved plans will be required for registration of the Agreement, and a digital copy.

Appeals

Where an applicant does not consider the conditions of approval to be acceptable or where the application has been refused, the applicant is encouraged to contact the Site Plan Officer to discuss. If the applicant is not content with the Site Plan Officer's resolution the applicant has the **right of appeal** to the Planning Advisory Committee. If the decision of the Planning Advisory Committee and city council is unacceptable to the applicant, a further appeal may be made to the Ontario Municipal Board. **A request to appeal the decision must be made in writing to the Site Plan Officer. The matter would be scheduled on the next available Planning Advisory Committee (PAC) meeting.**

Site Plan Agreement

Where the application is approved, the Owner and City enter into a Site Plan Agreement which will usually be registered on title. The agreement will require that development be in accordance with the approved plans. The Site Plan Coordinator will prepare the agreement in consultation with the applicant or the applicant’s lawyer. **The agreement may be nullified if construction does not proceed within one year of the signing of such agreement.**

Letter of Credit

Before the Site Plan Agreement is signed, an automatically renewable, irrevocable letter of credit is to be deposited with the Site Plan Coordinator. (Sample Letter of Credit provided in package)

The value of the Letter of Credit is to be calculated as follows:

Building Value (as indicated on Building Permit)	Amount of Letter of Credit
Under \$500,000	\$5,000
\$500,000 - \$1,000,000	\$10,000
\$1,000,001 - \$3,000,000	\$20,000
Over \$3,000,001	\$25,000

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

These represent minimum letter of credit values which can be modified upward if justified in the opinion of the City of Cornwall.

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.

Under exceptional circumstances, the Chief Building Official may issue a partial/conditional permit prior to final Site Plan Approval. Such matters should be discussed directly with the Chief Building Official and provided an application has been made for the building permit.

Please note that separate applications may be required for fencing and signage.

Construction / Inspection

Construction should be in accordance with the agreement and inspections will be carried out to be assured of such.

Release of Letter of Credit / Final Inspection

The Owner is responsible to **notify** the Site Plan Coordinator when the project is completed. The Site Plan Committee will carry out a final inspection. If there are no deficiencies, the Letter of Credit (cash deposit) will be released. By way of correspondence, if there are deficiencies, they will have to be resolved prior to the release of the Letter of Credit. The entire Letter of Credit (cash deposit) will be released when all works are completed. (i.e. There will not be any graduated reduction of the Letter of Credit). Seasonal conditions may delay the final inspection. **Please refer to the Release Letter of Credit Form contained in the Site Plan Application Package.**

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

In addition to using the Letter of Credit, 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

Customer Service; If the applicant has any customer service comments or complaints about the process they can be referred to the Site Plan Officer, the General Manager of Planning, Parks and Recreation at 613-930-2787 ext 2353.