

Corporation of the City of St. Thomas

SITE PLAN CONTROL APPLICATION

Consultation Process

Consultation on Planning Applications

Applicants are required by By-law No. 30-2015 to consult with the Planning & Building Services Department prior to submitting one or more of the following planning applications:

- Official Plan Amendment
- Zoning By-law Amendment
- Consent
- Draft Plan of Subdivision/Condominium
- Site Plan Control
- Minor Variance

These applications are also subject to policies and requirements of the City's Official Plan.

What is Consultation?

A consultation meeting is designed to facilitate the exchange of information between the applicant and City staff to identify critical development considerations early in the planning process. Consultation will ensure that both the applicant and the City have a clear understanding of the purpose of the application, and that an application submission is supported by the required information and materials for it to be considered "complete" by the City. Consultation will also assist the applicant in understanding the administration of the planning process in St. Thomas.

The consultation process is advisory and a consultation meeting does not imply or suggest any decision to either support or refuse an application. The comments provided are preliminary and based on the information submitted for review at that time.

There is no fee charged for the initial consultation meeting. There will be a \$250 charge for any follow-up meetings. The fee will be reimbursed if a complete application is submitted within 1 year of the follow-up consultation meeting

Complete Application Requirements

All planning applications, with the exception of Site Plan Control and Minor Variance, are subject to complete application requirements under the Planning Act, as amended, and the City's Official Plan. The consultation process will identify the information and material that may be required to support an application submission.

Failure to Consult

In the event a consultation meeting does not take place prior to the filing of an application, a consultation meeting will be arranged as soon as possible thereafter. The application will not be formally received, nor will it be processed and the legislated timelines for processing a planning application will not begin until the requirements for a consultation meeting, and the submission of a complete application have been fulfilled.

Contact Information

The consultation meetings are hosted by the Planning & Building Services Department and will include representatives from City departments and from external agencies as required. For more information regarding the consultation process, and to submit a completed Consultation Request Form, please contact the Planning & Building Services Department.

Corporation of the City of St. Thomas

SITE PLAN CONTROL

Pursuant to Section 41 of the Planning Act, as amended

WHAT IS SITE PLAN CONTROL?

The Planning Act, R.S.O. 1990, as amended, provides a number of tools to regulate land use development in Ontario and sets out the statutory framework under which these tools are to be used.

Site Plan Control is a form of development control available for implementation by municipalities under the Planning Act. Essentially, no person can undertake any "development" as defined under Section 41 of the Planning Act, within a site plan control area, unless the Council or the Ontario Municipal Board has approved plans and drawings for the development.

The site plan approval process is a technical review of a development prior to an application for a building permit being submitted. Section 41 of the Planning Act is considered as applicable law under the Building Code Act with respect to the approval of plans and drawings by Council. A building permit is not issued until Site Plan Control requirements are fulfilled.

WHAT IS THE PURPOSE OF SITE PLAN CONTROL?

Site plan review addresses the technical aspects of site development such as building layout, massing, public, pedestrian and vehicle access, accessibility, the laying out of parking and service areas, servicing, grading and drainage, storm water management and landscaping, among other matters. The purpose is to encourage well-designed and functional site developments compatible with the scale, character and siting of abutting development.

The review and approval of plans and drawings through this process is an effective tool for the implementation of the City's development objectives.

WHO IS AFFECTED?

Site Plan Control applies to all lands in the City except for the exempted classes of development set out within By-Law 10-2017, as amended.

THE SITE PLAN CONTROL COMMITTEE:

The responsibility for the Site Plan Control process is vested in a site plan committee appointed by Council By-law. By-Law 11-2017 appoints a site plan committee and provides for its operation and rules of procedure. Please see **Appendix C** for the Site Plan Submission Deadlines and Meeting Schedule.

APPLICATION FEES:

Initial Submission/Resubmission

- construction of one or more buildings or structures on land, or the laying out and establishment of a commercial parking lot
- a resubmission is required if an agreement has been executed and there are changes to the plan, beyond what is permitted by the agreement
- applicable fee is \$2,000.00**

Minor Technical or Administrative Amendment

- if an application has been approved by the Site Plan Control Committee but an agreement has not been executed
- requires the re-submission of revised plan(s), to be approved
- if an application is determined to be minor* and not require full circulation, public notice and no changes to the agreement, the
- applicable fee is \$500.00**

*The determination of whether or not the change is minor is at the discretion of the Director.

Corporation of the City of St. Thomas

APPLICATION FOR SITE PLAN CONTROL

Pursuant to Section 41 of the Planning Act, as amended

OFFICE USE:	Date Application Received: _____	Consultation Date: _____
	Date Application Deemed Complete: _____	File Number: _____

OWNER/APPLICANT

1. Property Owner

Name: _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

Email: _____

2. Agent/Applicant

Name: _____

Company: _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

Email: _____

Who is the primary contact?

☐ Registered Owner ☐ Applicant/Agent

*Note: Unless otherwise requested all communications will be sent to the Applicant.

*Please indicate the method of communication you would like to be contacted by.

☐ Phone ☐ Email ☐ Fax ☐ Mail

DESCRIPTION OF SUBJECT LAND

1. Municipal Address: _____

2. Legal Description: _____

3. If known, the names and addresses of the holders of any mortgages, charges or other encumbrances:

4. What is the current use(s) of the subject land? _____

5. What is the proposed use(s) of the subject land?: _____

SITE PLAN APPROVAL SUBMISSION REQUIREMENTS

The following provides the applicant with a checklist of the information required for the plans that accompany the Site Plan Control application. Please ensure that each item appears on the plans and has been checked-off of this list. This ensures that plans are complete and that staff have the necessary information for a complete review.

If the plans are deemed to be incomplete, the application will be returned for corrections or will not be considered. Exceptions to any of the requirements must be discussed with the Planning & Building Services Department in advance of the submission.

SUBMISSION

- ☐ 3 copies of all plans - 24" X 36" in size
- ☐ 3 copies – application form
- ☐ 3 copies – reports and supporting documentation
- ☐ Letter of authorization stating the agent can act on behalf of the owner
- ☐ All documents sent electronically in addition to hard copies

ALL PLANS

- ☐ Prepared by a professional architect or engineer
- ☐ Municipal address and applicant information
- ☐ Must be to scale, feature a Title Block, Revision Block, Date, and North Arrow
- ☐ Show the property boundaries (uses of adjacent properties should be noted)
- ☐ Show adjacent Streets and ROW widths
- ☐ Measurements must be in metric
- ☐ Must be submitted to scale

PLANS REQUIRED WITH SUBMISSION

- ☐ Site Plan
- ☐ Site Servicing Plan
- ☐ Site Grading Plan
- ☐ Landscape Plan
- ☐ Elevation Plans

SUPPORTING DOCUMENTATION (identified at the time of consultation and could include the following)

- ☐ Traffic Impact Study
- ☐ Stormwater Management
- ☐ Noise Study
- ☐ Vibration Study
- ☐ Lighting and Illumination Plan
- ☐ _____
- ☐ _____

DETAILS REQUIRED FOR PLANS

SITE PLAN

- ☐ Must be clearly labeled as **'Site Plan'** in the Title Block
- ☐ Above ground utilities - light standards, utility poles, fire hydrants, etc. must be shown
- ☐ Location and dimensions of all existing and proposed buildings, structures and accessory buildings
- ☐ Indicate the distance of the buildings or structures from the front, rear and side lot lines
- ☐ A **Legible chart** summarizing the following site information:
 - ☐ Gross Site Area
 - ☐ Ground Floor Area
 - ☐ Coverage
 - ☐ Height of Building(s)
 - ☐ Total number of off-street parking spaces and vehicular loading facilities
 - ☐ Number of Units for Residential Buildings
- ☐ A **Location Map** showing the proposed site's location relative to a larger portion of the City of St. Thomas
- ☐ Location, width and name of any roads within or abutting the subject lands
- ☐ Vehicular parking areas and stalls, with dimensions and indicating any spaces to be assigned as barrier-free.
- ☐ Labeling of any barrier-free parking spots with dimensions, including metal post, signage and curb-cut. Access ramps, driveways, lay-bys, etc. indicating widths, curve radii, medians, curbs, steps etc., and the proposed direction of traffic flow where applicable.
- ☐ Existing and proposed fire routes
- ☐ Garbage and storage enclosures- must be 3 stream collection – waste, recyclables and compostables
- ☐ Bicycle parking area(s)

SITE SERVICING AND GRADING PLAN

- ☐ Must be clearly labeled as **'Site Servicing and Grading Plan'** in the Title Block

***To review requirements for Site Servicing and Grading Plan submission, please refer to the City's Design Guidelines Manual on the City's website at the following link:**

<https://stthomas.civicweb.net/document/8178/2017%20DESIGN%20GUIDELINES.pdf?handle=7BF07B11184346D59F7E0199CB6C4CF8>

LANDSCAPING PLAN

- ☐ Must be clearly labeled as **'Landscaping Plan'** in the Title Block
- ☐ Above ground utilities - light standards, utility poles, fire hydrants, etc. must be shown
- ☐ Plant list, indicating size, species and quantity of proposed and transplanted plant material
- ☐ Proposed trees, shrubs and groundcovers
- ☐ Existing trees and shrubs to remain or be transplanted, indicating size and species
- ☐ Existing trees and shrubs to be removed, indicating size and species
- ☐ Indicate surface treatment – sod, seed, mulch, etc.
- ☐ Methods to protect all existing landscaping during all phases of construction
- ☐ Fencing or other property demarcation details
- ☐ Snow storage area

ELEVATION PLAN

- ☐ Must be clearly labeled as **'Elevation Plan'** in the Title Block
- ☐ Should be in colour
- ☐ Show elevations of proposed buildings and structures



APPLICANT DECLARATION

By making this application, permission is hereby granted to any Municipal staff members and Municipal Planning Consultant to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Planning Act, Municipal Act, and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application (**Appendix A**). If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Application information is collected under the authority of the Planning Act, R.S.O. 1990, c.P.13. In accordance with that Act, it is the policy of the City of St. Thomas to provide public access to all Planning Act applications and supporting documentation submitted to the City.

I _____, the Owner or Authorized Agent, hereby agree and acknowledge that the
(Print name of Owner or Authorized Agent)

information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M. 56, I hereby consent to the City of St. Thomas making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

Collection of Personal Information:

Personal information on this form is collected under the authority of Section 41 of the *Planning Act*, R.S.O. 1990 and Sections 8 (1) and 10 of the *Municipal Act*, 2001, as amended, and will be used to contact the owner, applicant and/or agent regarding the Site Plan Control Application. Questions about this collection should be directed to the Director of Planning and Building Services, 9 Mondamin Street, St. Thomas, Ontario, N5P 2T9, (519) 633-2560.

AFFIDAVIT OR SWORN DECLARATION

I, _____ of _____ in the province of _____,
name of applicant City

make oath and say (or solemnly declare) that the information required under City By-Law Nos 10-2017 and 11-2017 and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the _____ on this _____ day of _____, 20____.
City Day Month Year

Signature of Owner or Authorized Agent

Date

Signature of Commissioner of Oaths, etc.

Date

APPENDIX A – AUTHORIZATION OF OWNER

If the applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, _____, am the owner of the subject lands, and I authorize
_____, to act on our behalf as the agent for the submissions required for all
matters relating to the subject lands, and to provide any of my personal information that will be included in this
application or collected during the planning process.

Date

Signature of Owner



APPENDIX B – ACKNOWLEDGEMENT OF LEGAL AND PLANNING FEES

In addition to the application fees listed in this application package, please note that where the City requires assistance from its solicitors or other technical or professional consultants in the processing of this application, the applicant shall be responsible for reimbursing all fees incurred by the City.

***Please note, Appendix B must be completed by the owner, not the authorized agent.**

I, _____, am the **owner** of the subject lands, and I understand that further fees may be incurred by the City throughout the planning process and that I am responsible for reimbursing all fees.

Date

Signature of Owner

