



## SITE PLAN APPLICATION OVERVIEW

### Site Plan Application Package Cover Sheet

The site plan application package includes material related to applications submitted to the Town of Halton Hills. The total package consists of the following:

- Site Plan Application Guide including:
  - Explanation of Site Plan control
  - Procedure summary for Site Plan applications
  - Drawing requirements
  - Site Plan standards including templates for letters of credit, insurance etc.
- Site Plan Application Form
  - Additional Forms including
    - Agreement to Post Signs and Permit Site Visits
    - Owner's Authorization
    - Hydro Service Application
    - Application Completion/Circulation Checklist
- Development Approvals Process Contact Information List

Applicants should note the following:

- Please consult the Town of Halton Hills Planning & Development Department regarding what fees may be required for your application.
- The Region of Halton charges a review fee for site plan applications. Please consult the Region of Halton fee schedule or contact the Town of Halton Hills Planning & Development Department for more information.
- Where applicable the Conservation Authorities charge review fees and permit fees for development for site plan applications. Please consult the applicable Conservation Authority for fee schedule and other information or contact the Town of Halton Hills Planning & Development Department for more information.
- Development charges are applied prior to building permit issuance. Please consult the Town of Halton Hills for more information.

The time frame to reach final Site Plan approval starts at the submission of a "Complete Application". In order for an application to be "complete", the Site Plan Application, Agreement to Post Signs and Permit Site Visits, and Owner's Authorization, must be filled out in their entirety and the required drawings and fees must be submitted.

You may be requested to pre-consult with Town staff and/or other review agency staff, depending on the complexity of your design (See Pre-consultation Application for more information). You are expected to manage your own application as it proceeds through the review process, and regularly consult with Planning staff.

As the proponent of an application, you are expected to familiarize yourself with this application package and the relevant processes. Town staff will assist as required throughout the process.