



## Site Plan Approval

*This pamphlet is part of a series that outlines development processes in the Town of Halton Hills. It is intended to provide general information only. More detailed information can be obtained through the Pre-Consultation process or through discussions with Town staff.*

### How do I get started?

The Applicant is required to attend a Pre-Consultation meeting with Town and external agency staff prior to submitting a formal application. The meeting allows the Applicant to explain the development proposal and gives staff the opportunity to provide preliminary comments and advise what plans and studies will be required in support of a formal application. Detailed notes are provided to the Applicant approximately 3 to 4 weeks after the meeting has occurred outlining submission requirements needed for a complete application. A Pre-Consultation meeting request can be made by completing the Pre-Consultation Form available at the Planning counter or online.

### How much will it cost?

The fees associated with Site Plan Approval can be confirmed by Planning & Development and are payable at the time an application is submitted. Additional fees may also be required by the Region of Halton and Conservation Authority for their review of the application.

### How long will it take?

The average time to process an application depends on a number of factors including, complexity of the application, the quality of the submission and results of the review. Final Site Plan Approval timing from start to finish generally takes between 3 and 12 months.

### What is Site Plan Approval?

**Site Plan Approval** provides the Town the opportunity to review the detailed aspects of a proposed development and ensure specific design requirements are met concerning site layout, building design, parking, access, servicing, grading and drainage, landscaping, vehicular and pedestrian circulation, lighting, screening, fencing, sustainable design features, etc. The process is governed by Section 41 of the Planning Act and Town of Halton Hills Site Plan Control By-law 2013-0070. Site Plan Approval is typically followed by the submission of Building Permits.

### When is Site Plan Approval Required?

Developments subject to Site Plan Approval shall generally include the following:

- Any new Industrial, Commercial development proposals;
- Any addition to an Industrial building larger than 185 sq. m.;
- Any addition to a Commercial or Institutional building larger than 75 sq. m.;
- Any public or private recreationally-oriented development proposal such as for a golf course and/or golf driving range;
- Any residential development proposal excluding single-family, semi-detached, duplex, triplex, and quattroplex dwellings; and,
- Any alteration to an existing building or structure that has the effect of substantially increasing its size and usability, as determined by the Commissioner of Planning and Development.

### Need More Information?

Contact the Planning & Development Department for more information:

**Phone:** (905) 873-2601 ext. 2900      **Fax:** (905) 877-3524  
**Website:** [www.haltonhills.ca/planning/index.php](http://www.haltonhills.ca/planning/index.php)

### Online Resources:

[Site Plan Approval Application Form](#)  
[Site Plan Approval Application Guide](#)  
[Pre-Consultation Application Form](#)

# Site Plan Approval Process

## 1 Pre-Consultation Meeting

Prior to submitting a Site Plan Approval application, a Pre-Consultation Meeting with Town staff and external agencies is required. The purpose of the Pre-Consultation Meeting is to:

- Confirm whether Site Plan Approval is required
- Provide initial feedback on the proposed development
- Confirm whether other approvals will be required (i.e. Zoning By-law and/or Official Plan Amendment, Condominium, Minor Variance, etc.)
- Outline the plans and studies that will be required to deem the application complete

## 2 Application Submission

After the Pre-Consultation Meeting, the following must be submitted: a complete application for Site Plan Approval; the application fee(s); and, plans and studies that were outlined in the Pre-Consultation Meeting as required. Within 30 days of receipt of the application, a Notice of Complete Application will be sent to the Applicant along with a Public Notice Sign. Applications that are deficient of required materials or fee(s) have no status and may be returned to the Applicant or additional information or fees will be requested. The application will not proceed to Step 3 until all outstanding information is received.

## 3 Posting of Public Notice Sign

Within 15 days of receiving the Notice of Complete Application letter, the Applicant is required to post the included Public Notice Sign with application information on the subject lands. The sign is required to be posted in a location that is clearly visible from the nearest road. The sign should be maintained on the property until a Decision has been rendered. The sign will serve to notify the neighbours of the request for Site Plan Approval.

## 4 Circulation

After the application is deemed complete, the package is circulated to internal departments and external agencies for their review. Comments are typically received 30 days after the application package is circulated.

## 5 Review of Application and Planning Considerations

After the initial circulation, staff receives comments from internal departments and external agencies. These comments are reviewed and sent to the Applicant. Depending on the quality of the first submission, additional submissions may be required to satisfy concerns raised by staff and external agencies. Town staff review the merits of the application based on the following considerations:

- Overall site layout
- Building siting, massing, and scale
- Building character and appearance
- Urban and architectural design
- Landscaping
- Grading, elevation and drainage
- Site servicing
- Lighting
- Screening and fencing
- Road widening
- Snow storage
- Access and driveways
- Vehicular and Pedestrian Access and Circulation
- Parking, loading and maneuvering
- Street furniture
- Bicycle parking facilities
- Waste and recycling storage
- Public and private amenity space
- Municipal servicing availability
- Development
- Natural heritage features and hazardous lands
- Easements

## 6 Site Plan Approval with Conditions

After the Applicant has satisfied the concerns raised by Town staff and external agencies Site Plan Approval with Conditions is issued. A Terms & Conditions letter is then forwarded to the Applicant and contains conditions that must be satisfied prior to Final Site Plan Approval. The conditions are typically associated with executing a Site Plan Agreement, submission of final drawings, posting of site works and landscape securities, payment of cash-in-lieu of parkland, servicing allocation and confirmations or works required by Town staff and external agencies. The Applicant is required to return a signed copy of the Terms & Conditions letter back to the Town within 20 calendar days.

## 7 Site Plan Agreement & Final Site Plan Approval

A Site Plan Agreement is prepared and the Applicant will be required to sign it prior to the issuance of Final Site Plan Approval. When all conditions have been satisfied and final drawings have been submitted the application is issued Final Site Plan Approval by the Commissioner of Planning and Development. Once Final Approval is issued, the Applicant can obtain Building Permits for construction, unless additional approvals are required.

**This document is available in an alternate format – upon request**