



TOWN OF ERIN

A GUIDE TO SITE PLAN CONTROL

***TOWN OF ERIN
BUILDING DEPARTMENT***

2005

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INTRODUCTION

The Town of Erin uses the Site Plan Control Approval process as a tool to integrate new development into existing neighbourhoods, and ensure that basic requirements for layout and design, landscaping, parking and site servicing are implemented to the Town’s municipal servicing standards.

The purpose of the Guide to Site Plan Control is to provide owners, builders and developers a general overview of the administration of the site plan process in the Town of Erin. It should be noted that the requirements contained in this guide may change based on site-specific circumstances.

It is recommended that applicants review the Guide to Site Plan Control to reduce the amount of time spent on plan revisions and to fully understand the requirements of the Town of Erin. Inquiries regarding Site Plan Control should be directed to the Building Department.

Contact Information

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SITE PLAN CONTROL

Site Plan Approval is authorized by Section 41 of the Planning Act, R.S.O. 1990. The Corporation of the Town of Erin in accordance to Section 5.11 of the Town’s Official Plan designates all lands within the corporate limits of the Town of Erin as a site plan control area. Certain exceptions are defined in the Site Plan Control Bylaw 01-32.

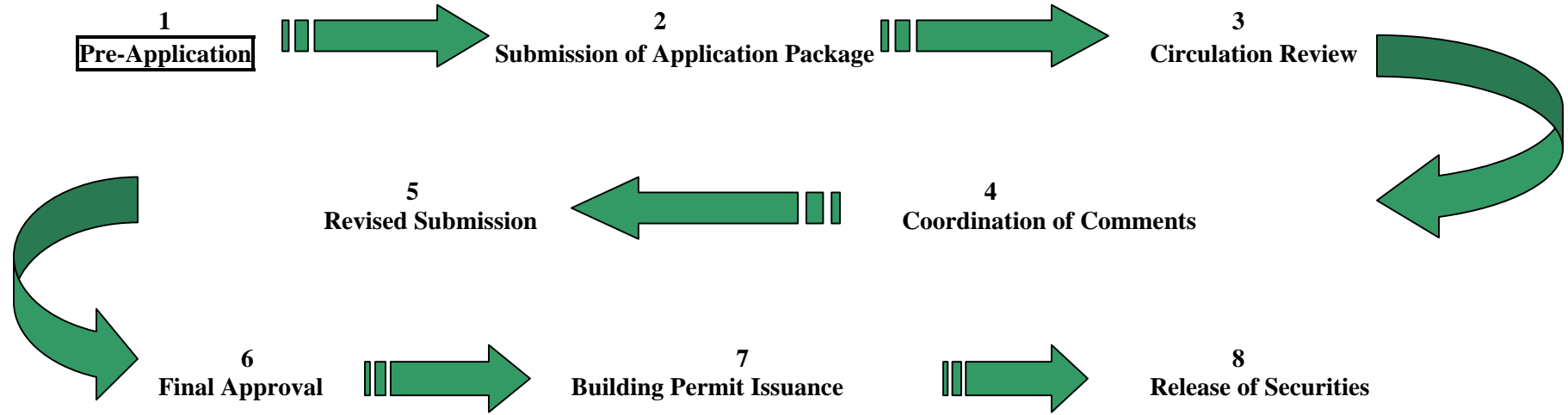
Site Plan Control is an essential component of the development review process and is intended to complement the objectives of the Town of Erin Official Plan and the requirements of the Town of Erin Zoning Bylaw.

Permits and approvals may be required from other agencies prior to site plan approval. It is the applicant’s responsibility to contact the relevant agencies such as the County of Wellington, Credit Valley or Grand River Conservation Authority, Hydro One, to retain these.

Time is required to circulate the plans to the relevant agencies and departments. Processing an application can take several months depending on the complexity of the application, circulation required and on the number of revisions to the original submission that are necessary.

Inquiries regarding Site Plan Control should be directed to the Building Department.

APPROVAL PROCESS

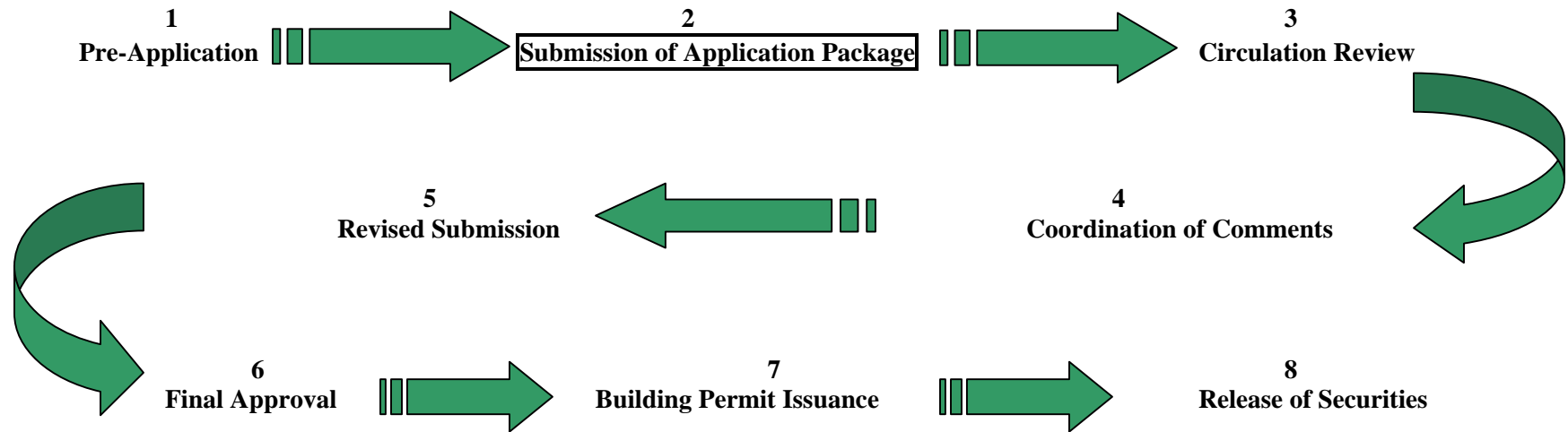


1 Pre-Application

Applicants/owners are requested to present their proposal to the Building Department before submitting a formal Site Plan Application Package in order to discuss:

- Policy or procedural matters with the applicant, which they might not be aware of.
- Identify other approvals or permits required from other agencies.
- Allow the applicant and Town staff the opportunity to review the proposal and revise the application prior to submission in order to expedite the process.
- Review submission requirements including zoning, landscaping, engineering and architectural design issues.

APPROVAL PROCESS



2 Submission of Application Package

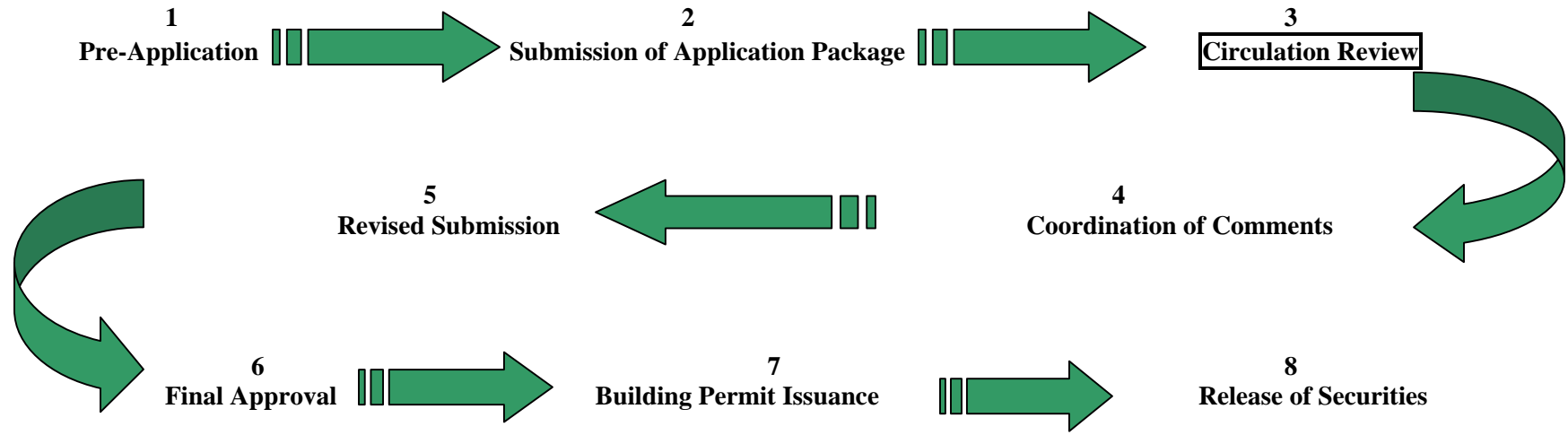
A completed copy of the application is to be provided along with 5 copies of the proposed site plan. Complete & accurate information is required to ensure that it can be processed without unnecessary delay. The appropriate application fee and deposit must accompany the application.

- There are two (2) types of site plan applications.
1. Site plan application where no approved site plan exists for development
 2. Site plan application to amend an existing approved site plan.

In either case, the Town requires that accredited professionals (ie Professional Engineer or Ontario Land Surveyor) prepare the required documentation.

See Appendix A, Application Checklist, for further information.

APPROVAL PROCESS

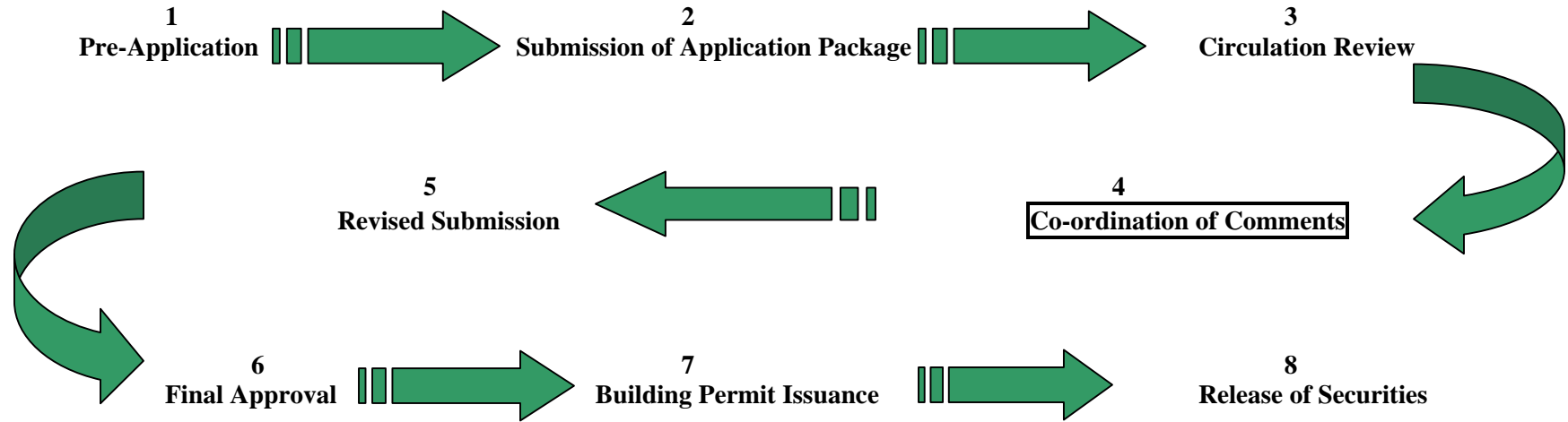


3 Circulation Review

The submission is circulated for agency and internal department review. The following agencies and internal departments may be included:

1. Municipal engineering consultant
2. Town of Erin
 - a) Building Department
 - b) Public Works Department
 - c) Fire & Emergency Services
3. Conservation Authorities
 - a) Credit Valley Conservation Authority
 - b) Grand River Conservation Authority
4. County of Wellington
 - a) Planning Department
 - b) Roads & Engineering Department

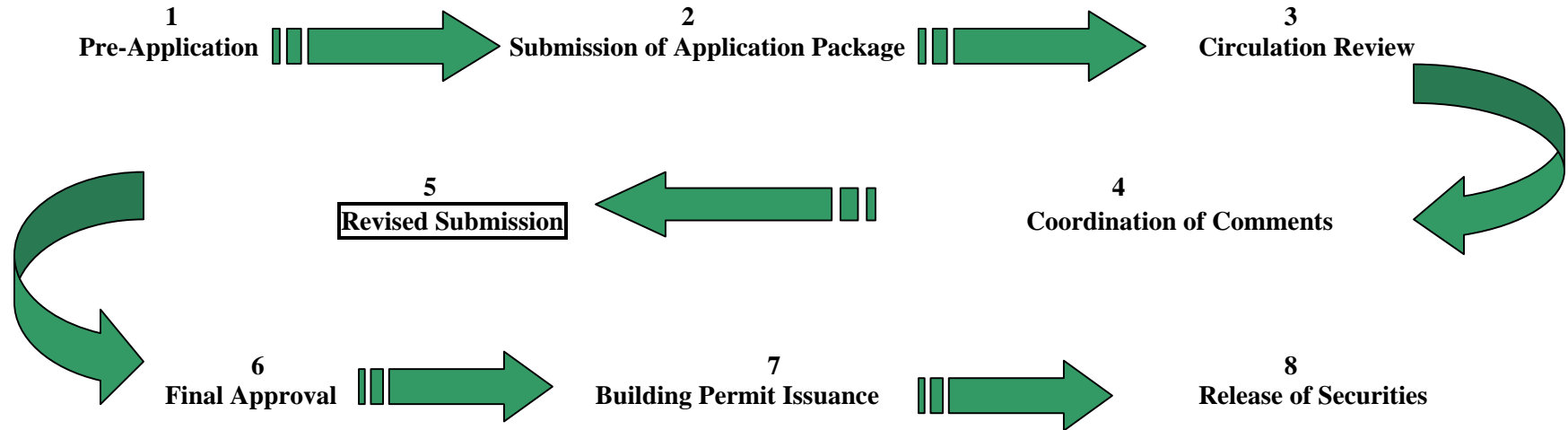
APPROVAL PROCESS



4 Co-ordination of Comments

The Building Department will compile comments received from all agencies / departments and notify the applicant by letter of any revisions or additional information requirements to be made before approval.

APPROVAL PROCESS



5 Revised Submission

All revised submissions must include a cover letter detailing changes made and how all agency and/or internal department comments have been addressed.

The revised submission package must be sent to the Building Department which will distribute to various departments / agencies.

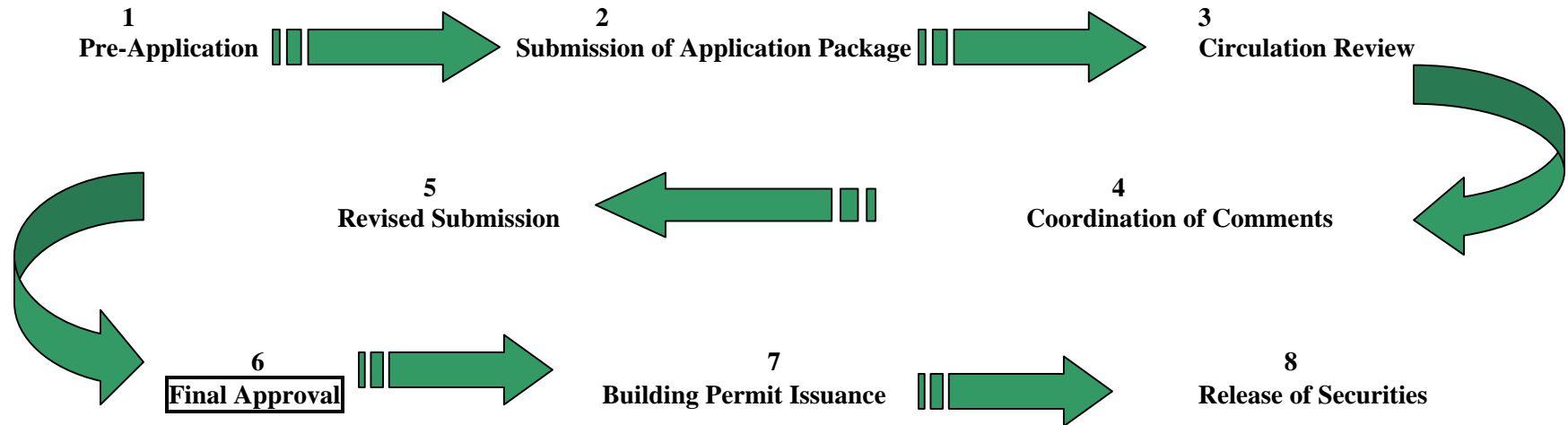
Revised application packages for Full Site Plan Approval should contain 5 copies of the revised site plan

Further agency / department review may be necessary before approval may be given.

Any file that has been inactive for a six (6) month period, where no written or verbal contact from the property owner or the owner’s agent has happened, will be deemed inactive. A letter will then be sent to the applicant indicating the intention to close the file.

If no response is received within 30 days, the file will be closed.

APPROVAL PROCESS

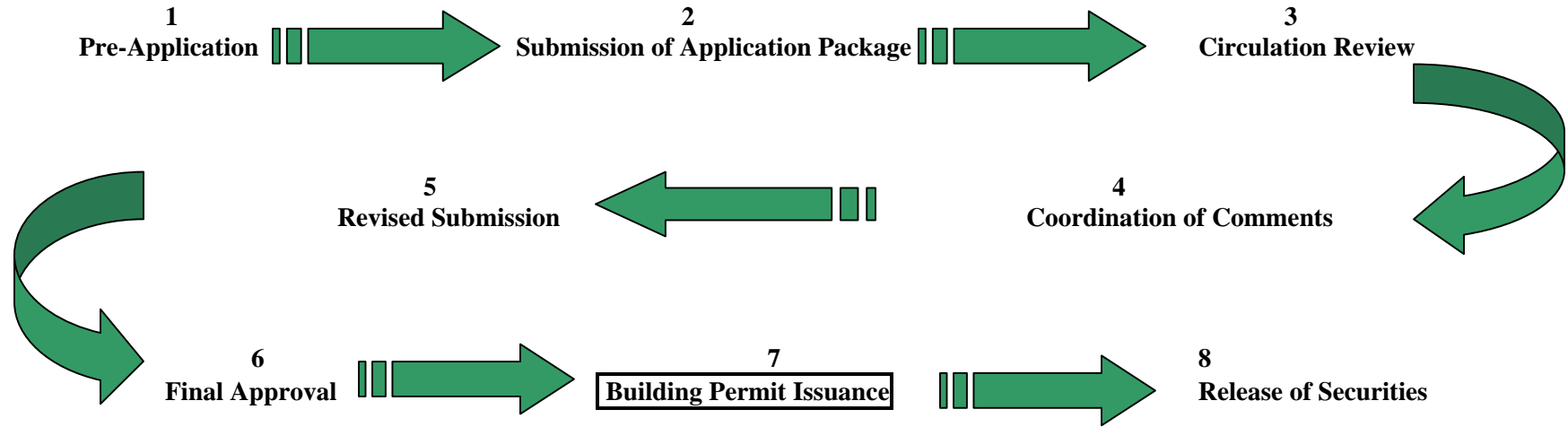


6 Final Approval

Once the Site Plan has received a Stamped & Dated Review by the municipal engineering consultant, the Building Department will advise the applicant of conditions that must be met such as:

1. Submission of a detailed breakdown of estimated costs of all site work to the Building Department for review and approval,
2. Posting of securities (Letter of Credit) of all site works with the Town in the amount of 125% of the approved estimated costs submitted in #1,
3. Inclusion of the Town of Erin and the municipal engineering consultant on the Insurance Liability Certificate and copied to the Town,
4. Execution of all applicable easements, road widening, encroachments reserves required by the Site Plan Agreement,
5. Execution of the Town of Erin Site Plan Agreement for registration on title.

APPROVAL PROCESS



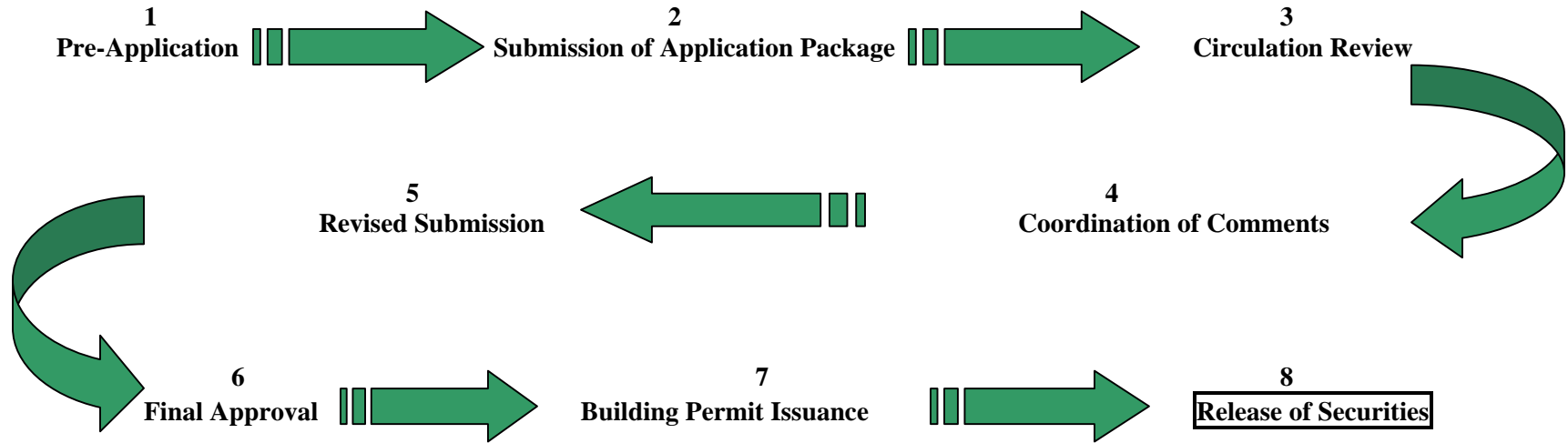
7 Building Permit Issuance

The applicant may apply for a Building Permit during the Site Plan Approval process to expedite the process.

The Building Permit can be issued when all of the following are completed:

- a) The Site Plan Agreement (4 copies) is signed and registered on title,
- b) All securities have been posted with the Town,
- c) Insurance Liability Certificate is copied to the Town,
- d) Building permit process completed

APPROVAL PROCESS



8 Release of Securities

The following steps outline the procedure required to release securities:

1. Advise the Building Department & / or municipal engineering consultant of completion of work
2. Inspection of site works by the municipal engineering consultant to determine whether site work has been completed in accordance with the approved Site Plan and Site Plan Agreement.
3. If the Town and / or the municipal engineering consultant determine during a site inspection that there are deficiencies, the Town will notify the applicant of the deficiencies to be corrected. A partial release of securities may be issued based on the work completed in accordance with the approved and stamped site plan. The Site Plan Agreement details the release of securities.
4. When all site work is determined to be complete by the Town and / or the municipal engineering consultant, all remaining securities will be released.