

SITE PLAN CONTROL

By-law Number 2002-71 establishes that the whole Township of Douro-Dummer is a Site Plan Control Area. Some proposals, as determined by Council, may require site plan approval before proceeding with the development. The By-law allows the township to participate in determining the location of various elements to be included in the developments overall design. It also assists the township in ensuring that developments include all required facilities and design elements to help the development be compatible with the new use and adjacent lands.

FEES:	Municipal Fee for Site Plan Agreement	\$2000.00 (1)
	TOTAL:	\$2000.00

(1) While every effort is made to ensure that the application fee covers all costs of processing the application, the applicant will be responsible if there are any additional costs and a Cost Acknowledgement form must be signed and included with the application.

Procedures of Site Plan Approval

Processing will take a minimum of 30 days upon receipt of a complete application, including all information that is required and assuming no complications arise.

When filling out an application for Site Plan Approval it may be helpful to refer to the Site Plan Control Guidelines, which is available with the application. This guideline states all the submission requirements that may be required to accompany your application. It also describes the Site Plan Approval process in detail.

With your application for Site Plan Approval, Council may require:

- Plans showing the location of buildings and structures as well as all facilities and works certified by an Ontario Land Surveyor
- Detailed drawings certified by an engineer and/or architect that show the plan, elevation and cross-section views for each building. It also has to show the massing and conceptual design of the buildings, the relationship of the buildings to other buildings, streets and exterior areas that the public have access to and the interior walkways, stairs and escalators that the public have access to.

The drawings exclude the layout of interior areas (except the above mentioned), colour, texture and type of materials, window detail, construction details, architectural detail and interior design.

NOTE: All plans and drawings should be in Metric Terminology.

Upon receipt of the complete application for Site Plan Approval including detailed site plans, supporting documentation and the appropriate processing fees, Council will authorize the processing of your application. Copies of the site plan will be given to the township planner and/or engineer to review and report back to Council. The Site Plan

Application and plans may also be circulated to the County of Peterborough, Otonabee Region Conservation Authority and to other ministries or agencies where it is deemed that they may have an interest.

Council will make their decision based on information provided to them by the township planner and/or engineer, other authorities, ministries, other professionals, adjacent property owners and any other interested parties, where appropriate.

If Council is satisfied with the site plans and drawings, they may approve the site plan with conditions. As a condition of Site Plan Approval, Council will require the developer to enter into a Site Plan Agreement. Other conditions that may be imposed by Council could require the developer to provide, at no cost to the municipality:

- Widening of highways
- Access ramps, curbing and traffic direction signs in accordance with The Public Transportation and Highway Improvement Act
- Pedestrian walkways
- Lighting of the land, buildings or structures
- Landscaping (walls, fences, shrubs, trees, groundcover)
- Easements for construction, maintenance or improvements for waterways, ditches, land drainage works and sewerage facilities
- Grading or elevation of the land
- Any work in relation to access ramps, driveways, parking and loading areas and walkways.

If the landowner is unsatisfied with the conditions of approval, the landowner can appeal to the Ontario Municipal Board by written notice to the secretary of the Ontario Municipal Board and to the municipal clerk.

NOTE: No development is to begin on the land until either the municipality or in the case of an appeal, the Ontario Municipal Board, has approved the Site Plans.

Site Plan Agreement

As a condition of the Site Plan Approval you will be required to enter into a Site Plan Agreement. The agreement is between the developer and the Corporation of the Township of Douro-Dummer and defines the conditions of the Site Plan Approval, the works and actions required and the required guarantees of performance. Also, the plans and drawings for the development will be included as part of the agreement.

The chief building official cannot issue a building permit until the Site Plan Agreement has been signed and the proposal fully conforms to the approved drawings.

The Site Plans must be approved before a Site Plan Agreement is executed.