



Site Plan Process Overview and Examples

February 11, 2025

Economic Development Advisory
Committee


Tillsonburg
CONNECTED. ENRICHED. INSPIRED.

Outline

- Site Plan Approval Guidelines
- Case Studies

Background

- Key land use controls are:
 - Planning Act (zoning)
 - Site Plan Control
 - Ontario Building Code
- The Planning Act authorizes municipalities to employ Site Plan Control as a land use tool to:
 - Ensure the appropriate location of a development on a site
 - Ensure the safety, attractiveness and compatibility with the surrounding lands

Background

- Site Plan approval applies to the entire Town and all developments except single family dwelling units
- Goals:
 - ensure the safety and convenience of vehicular and pedestrian traffic to, from, and on the site of a new development or redevelopment
 - reduce the cost to the municipality where development requires the widening of existing roads or the granting of easements for municipal purposes
 - ensure that off-street parking and loading facilities are properly located, constructed and maintained during all seasons
 - improve the quality and aesthetic appearance of developments for greater enjoyment by the users and tenants
 - improve the image of the Town through well designed individual developments
 - ensure proper stormwater management, drainage, lot grading for individual developments

Background

- After formal (pre)Consultation, staff* will determine if the proposed development is:
 - Exempt from Site Plan Approval
 - An Amendment to an Existing Site Plan Approval
 - A Minor Site Plan Approval application
 - A Major Site Plan Approval application.
 - Major Site Plan Approval Application (Time 20 business days)

*Note: Tillsonburg Council has delegated Site Plan Approval to staff

Process – Major Site Plan Approval

- Submission of a complete set of plans and the requisite application and fee
- Review of plans by the Municipality, Agencies and appropriate professionals (20 business days)
- Revisions of the plans to address concerns
- Staff approval of the Plans and preparation of the Site Plan Agreement
- Posting of Performance Securities based upon the Cost Estimate of all outside works
- Execution of the Site Plan Agreement by the Town and the owner
- Site Plan Agreement is registered on title of the subject lands
- Clearance to the Building Department and commencement of the Building Permit process

Other Considerations

- Appeals can be made to Ontario Municipal Board (sic) if Town does not approve a complete application within 30 business days after receipt
- Red-line Amendments can be made to approved site plan drawings for minor changes
- Minor Corrective Amendments can be made at the discretion of the delegated approval authority

Case Study - Soprema

Process Stage	Date
Pre-consultation	March 5, 2023
Circulation of Site Plan – First	March 4, 2024
Circulation of Site Plan – Second	May 30, 2024
Circulation of Site Plan – Third	September 3, 2024
Circulation of Site Plan – Fourth	October 16, 2024
Circulation of Site Plan – Fifth	November 12, 2024
Circulation of Site Plan – Sixth	November 22, 2024
Completion of Site Plan Agreement	January 27, 2025

*Note: Due to a slight redesign of the SWM Pond and outlet, a second review/approval by the Conservation Authority was required. This also added additional site plan circulation(s).

Case Study – Harvest Ave Inc

Process Stage	Date
Pre-consultation	July 27, 2023
Circulation of Site Plan – First	April 9, 2024
Circulation of Site Plan – Second	July 5, 2024
Circulation of Site Plan – Third	September 5, 2024
Completion of Site Plan Agreement	September 23, 2024

Summary Thoughts

- Generally, the Town/County's process is both comprehensive and timely!
 - Ensures public safety while facilitating development
- However, thoroughness can result in delays and these delays can be impactful, particularly when winter is approaching

Summary Thoughts

- Town does have a “shell” building permit, which allows a permit for the exterior of a building to be released prior to the full building permit
- However, the “shell” building permit approval process requires the completion of the Site Plan Approval Process, which means the “shell” permit is not that advantageous
- Later stages of the site plan approval process (third or fourth circulation) are often minor details, but can each add 1 month to the approval times

Discussion

- Should Site Plan Approval process be reviewed to see if “shell” building permits could be issued after the first round of review and subject to various conditions???
- Investigate whether a “Conditional” building permit process could also be a possibility similar to City of Barrie, Markham, Toronto, etc???