

## Site Plan Control Application Requirements

This information package is designed to assist you in submitting your site plan application.

Three documents are attached:

- Site Plan Application Form
- Site Plan Checklist
- Standard Form of Agreement.

Your application should follow this process:

1. Application filled out and submitted to the Director of Building and Planning.
2. One digital set of the detailed site plan drawings should be submitted to the Director of Building and Planning with the application.
3. The application fee as per the Consolidated Fee By-Law submitted with application.
4. The Director of Building and Planning Manager will distribute drawings to Municipal Staff and commenting agencies.
5. If approval is recommended, a formal agreement will be drawn up and given to the developer to sign. At this stage the developer must submit the name or names of the owners on title and a full and proper legal description for registration.
6. Once signed, it will go to Council for approval. It is unlikely three readings will take place in one night.
7. Once executed, a copy will be given to the owner. It will then be registered and the owner notified of the instrument number and date of registration.