



## Development Application for Lands Under Site Plan Control Process Summary

### How do I apply?

It is strongly recommended that you consult with Planning Department staff prior to the submission of an application. Contact information can be located on the Township's website.

The [Development Application for Lands Under Site Plan Control](#) can be downloaded, printed and completed manually. For your convenience, the application can also be completed on-line in a fillable PDF format and then printed. Please note that applicants must submit an original application form containing original signatures where indicated. In addition, the applicant must complete the Affidavit or Sworn Declaration section of the application form before a Commissioner or other person empowered to take affidavits.

An information sheet accompanies the application form and provides details with respect to the application process, the costs involved and the information and documentation required to be submitted with the application.

### How will my application be processed?

Planning Department staff will conduct a preliminary review of the application upon receipt of a completed application form, together with all required documentation and the application fee.

The Planning Department staff will review the application for completeness and may conduct a site inspection of your property. Once Planning staff are satisfied that all required information has been submitted the Planner will then prepare the agreement for execution and will forward it to all owners for their signature. Once the agreement has been signed by the owners, it will then be signed by the Municipality and provided to the Township's Solicitor to register the site plan agreement on title.

Building permits are generally not issued until site plan control requirements are addressed.

## What is a site plan agreement?

A site plan agreement is an agreement registered on title that describes the manner in which a property is to be developed. It contractually binds the owner to develop and maintain a site in accordance with the approved plans and the terms of the agreement. The agreement may or may not include financial guarantees to ensure compliance with the agreement.

Commercially zoned properties and properties zoned Private Club (PC) are generally required to enter into site plan agreements. In addition, site plan agreements may be imposed as conditions of an application for rezoning, minor variance or severance on residentially zoned properties.