

SITE PLAN CONTROL AGREEMENT APPLICATION

Site Plan Control Background

A Site Plan Control Agreement is a legal agreement registered on title at the Registry Office. The agreement describes the manner in which a property is to be developed and maintained after construction. The agreement also provides for required financial guarantees in the form of deposits that are to be returned to the developer upon completion of construction and in some cases cash contributions to the City to pay for specific improvements to City infrastructure.

The goals of site plan control include:

- Improve the image and aesthetic appearance of the City by applying consistent standards and guidelines.
- Ensure off street parking and loading facilities are located, constructed and maintained in accordance with City requirements.
- Ensure safety and convenience of automobile and pedestrian traffic to, from and within a new development or redevelopment.
- Improve infrastructure systems through land and easement dedications.
- Protect environmentally sensitive areas.

A Site Plan Control Agreement is required when a building permit is requested within an area subject to Site Plan Control or as a condition of rezoning, minor variance or severance.

Pursuant to Section 41 of the Planning Act one or more of the review agencies may request cash contributions or improvements to the infrastructure under their purview. These may include easements, road widenings, changes to entrances, sidewalks and infrastructure improvements.

Please refer to the City of Greater Sudbury's website for the Site Plan Control Guide which provides further information on the Site Plan Process along with Design and Drafting Requirement (<https://www.greatersudbury.ca/do-business/planning-and-development/start-a-planning-application/planning-application-forms/site-plan-control-guide/>).

Site Plan Control Process

All applicants are required to contact the Site Plan Control Engineer or the Site Plan Control Engineer's designate to determine the need for a preconsultation meeting prior to submission of the Site Plan Control Application. The number of participants involved in a preconsultation will vary depending on the complexity of the proposed project.

Five (5) folded copies of the plans plus 1 set of digital copies of the plans in PDF format and supporting documentation are to be submitted to the Site Plan Control Officer with the completed Site Plan Control Agreement Application. When all the required information and material outlined in the preconsultation memo of understanding are provided, the Site Plan Control Officer circulates the submission to the following Review Agencies for their comments:

City Review Agencies:

- Planning Services
- Development Engineering (including Water Waste Water and Drainage comments)
- Infrastructure Capital Planning Services
- Linear Infrastructure Services
- Building Services
- Fire Services
- Greater Sudbury Development Corporation
- Transit
- Source Water Protection (developments located in regulated areas)
- Housing Services (Government Funded Projects Only)

Outside Review Agencies

- Conservation Sudbury - Nickel District Conservation (developments located in regulated areas)
- Greater Sudbury Hydro (developments within service area)
- Canada Post
- Hydro One (developments within service area)
- Ministry of Transportation (developments located within MTO control areas)
- Railway Companies (developments adjacent to railway lines and yards)

The Review Agencies will provide their comments on whether the information and material provided is complete to the Site Plan Control Officer and these are forwarded to the applicant for their review and action as required. The comments may require revision to the site plans and/or additional information with respect to supporting documentation. Upon receipt of the revised submission, the Site Plan Control Officer will distribute the package to the applicable Review Agencies for their comments.

During the review process, a draft agreement is prepared and distributed to the applicable Review Agencies for review and comment. When the draft agreement comments are received by the Site Plan Control Officer, the agreement is updated and forwarded to the applicant for review. Once the draft agreement is finalized, the Review Agencies' comments have been addressed and the drawings/documents are in order, the Site Plan Control application will be deemed complete and the Agreement is forwarded to the City's legal services for approval, signing and registration.

Planning Services Division
Box 5000, Station 'A', 200 Brady Street
Sudbury ON P3A 5P3
Tel. (705) 674-4455, Ext. 4274/4334 Fax (705) 673-2200
Rev: January 3, 2024

Office Use Only

File # _____

Date Received _____

Fee Receipt # _____

City of Greater Sudbury

APPLICATION FOR SITE PLAN CONTROL AGREEMENT

APPLICATION FEE (Make Cheque Payable to 'City of Greater Sudbury'):

<input type="checkbox"/>	≤ 500m ² or ≤ 10 residential units	\$ 1,790.00
<input type="checkbox"/>	> 500m ² or ≤ 1500m ² or 11 to 50 residential units	\$ 2,730.00
<input type="checkbox"/>	> 1500m ² or ≤ 3000m ² or 51 to 100 residential units	\$ 4,510.00
<input type="checkbox"/>	> 3000m ² or >100 residential units	\$ 5,390.00

Note: Area used for application fee is the total gross floor area as indicated in item 6 below.

<input type="checkbox"/>	Amendment to existing site plan	\$1,070.00
<input type="checkbox"/>	Request for Extension of existing site plan	\$1,070.00
<input type="checkbox"/>	Site Revisions (changes to the site that do NOT substantially increase the usability of the site, i.e. parking layout changes, servicing, etc.)	N/A

In addition to above Fee:

<input type="checkbox"/>	Development Engineering Fee \$130 x _____ plan type \$ _____
	\$130 x _____ Stormwater Management Report \$ _____

<input type="checkbox"/>	Conservation Sudbury Fee (applies to properties subject to Conservation Sudbury jurisdiction)	
	Up to 1,500m ² or 50 residential units	\$450
	Greater than 1,500m ²	\$750 \$ _____

<input type="checkbox"/>	Greater Sudbury Source Protection Fee (applies to properties in Source Water Protection areas)	\$ 35.00
--------------------------	--	----------

TOTAL APPLICATION FEE \$ _____

Less: Prepaid for Service Capacity Analysis, if applicable (within 1 year) \$ _____

Fee paid at Pre-consultation (within 1 year of SPART Meeting) \$ _____

BALANCE OF APPLICATION FEE SUBMITTED HEREWITH \$ _____

Review fee for resubmissions of plans is \$108 *per plan type* and \$108 for Stormwater Management Report.

Additional legal fees will be charged at the time of the Site Plan Control Agreement registration in accordance with the City's User Fee By-law for preparation and registration of the Agreement.

Personal information on this form is collected pursuant to the Planning Act, R.S.O. 1990 c.P.13. Any questions regarding the collection of this information may be directed to the Manager of Development Approvals. In accordance with Section 1.0.1 of the *Planning Act*, R.S.O. 1990, information and material required to be provided to a municipality or approval authority as part of this application shall be considered public information and shall be made available to the public.

The undersigned hereby applies to the City of Greater Sudbury for a Site Plan Control Agreement.

1. Preconsultation (Mandatory):

Date that the Sudbury Planning Application Review Team (SPART) met regarding this proposal prior to the submission of this Application to the City.

Date: _____ (month/day/year)

2. Registered Owner(s)

Mailing Address

Office Phone

Mailing Address continued

Mobile

City

Postal Code

Email

If the application will be represented by someone other than the registered owner(s) and/or the application is prepared and submitted by someone other than the registered owner(s), please specify:

3. a) Consultant/Agent

Mailing Address

Office Phone

Mailing Address continued

Mobile

City

Postal Code

Email

b) Consultant/Agent

Mailing Address

Office Phone

Mailing Address continued

Mobile

City

Postal Code

Email

Note: Unless otherwise requested, all communication will be sent to the consultant/agent.

4. Legal Description of Development Property:

Roll #

Township

Lot No.

Concession No.

PIN

Parcel(s)

Subdivision Plan No.

Lot

Reference Plan No.

Part(s)

Municipal Address or Street(s)

5. Provide description and indicate purpose of proposed work.

6. Building Details:

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Residential | No. Dwelling Units _____ |
| <input type="checkbox"/> Commercial | Gross Floor Area _____ m ² |
| <input type="checkbox"/> Industrial | Gross Floor Area _____ m ² |
| <input type="checkbox"/> Institutional | Gross Floor Area _____ m ² |

7. Are there any easements or restrictive covenants affecting the subject land? If the answer is "yes" please indicate a description of each easement or covenant and its effect.

8. Is this property currently, or has it ever been, part of an application for Consent, Minor Variance, Rezoning, Plan of Subdivision, Condominium, or an Official Plan Amendment?

☐ Yes ☐ No If "yes", indicate the file number and a description of the application

9. Is there an existing Registered Site Plan Control Agreement on title for this property?

☐ Yes ☐ No

If "yes", provide the date(s) of existing Agreement(s) and amendment(s) with a brief explanation of the work completed as part of the original agreement and each amendment.

10. What is the current zoning of the subject land?

11. Is this property located within an area subject to the Greater Sudbury Source Protection Plan?

☐ Yes ☐ No

If “yes”, provide details on how the property is designated in the Source Protection Plan.

12. Please indicate that each item below has been included with this application or mark with ‘n/a’ if not applicable to the submission. Attach a letter indicating an explanation for those items marked ‘n/a’. The consultant’s professional seal and signature is required on all documents as indicated in Appendix D of the Site Plan Control (SPC) Guide.

Contact CGS staff to book a preconsultation meeting. Preconsultation is required to assist the developer in clarifying any specific requirements for the proposal and ensuring applications are complete. Note that in special cases the CGS may request additional information or studies be completed as a requirement for the development.

If there is any additional information which may be relevant to your proposal and which should be considered by any of the agencies reviewing this application, please attach a schedule outlining the particulars of same.

Site Plan		
	Include all information identified in the SPC Guide, Appendix D, section 2.0 and 3.0	
	Legal description of property	
	Property boundaries	
	Property area	
	Location and description of all easements on the property	
	Key Plan Location	
	North Arrow	
	Scale in metric (min. 1:500)	
	Location and dimensions of all existing and proposed buildings and structures	
	Setbacks of all buildings and structures from property lines	
	Building blocks to be numbered and number of units indicated	
	Building coverage (lot coverage %)	
	Building Area and Gross Floor Area	
	Number of storey's	
	Building height	
	Use of buildings and structures (If there is more than one use in a building or on a lot, provide the floor area allocated to each use)	
	Fire Flow Calculation (Part 3 Buildings) - (advise if unable to provide due to building design status)	
	Fire Access Route and hydrant locations	
	Public roadways, entrances and sidewalks	
	Private driveways, sidewalks and walkways (pedestrian access to buildings from roadway)	
	Location of pedestrian and vehicular entry and exit points to and from the buildings	
	Entrance and onsite traffic signage	
	Painted asphalt entrance stop bars and/or pedestrian crossings (zebra stripe)	
	Parking areas, indicating parking calculations and number of parking spaces	• Regular parking space: 2.75 m by 6 m
		• Parallel parking space: 2.75 m by 6.9 m
		• Barrier Free parking space: 4.4m x 6m
	Treatment of parking areas	
	Loading area layout and ramps	

	Location and type of all curbs, or vehicle stops	
	Retaining wall and required guard details	
	Bicycle Racks (secured) and required bicycle parking calculations	
	Location and method of garbage and recycling collection and screening, including details of enclosure	
	Snow storage area or plans for snow removal offsite (where onsite snow storage is not feasible)	
Landscaping Plan (information may be provided on the Site Plan for smaller sites)		
	Include all information identified in the SPC Guide, Appendix D, section 2.0 and 4.0	
	Location, size and description of all landscaping (trees, hedges, shrubs, sod), indicating percentage of landscaped open space	
	Plant list indicating full botanical name, common name, quality, caliper, height, spread, and any special plant material	
	Location, height and description of fences	<ul style="list-style-type: none">• Cross-section of fence• Opaque fences (1.8 m in height)
	Location and description of vegetative screening	<ul style="list-style-type: none">• Cross-section of screening
	Plant material sizing	<ul style="list-style-type: none">• Deciduous trees 70 mm caliper measured 150 mm above ground• Coniferous trees minimum 1.6 m in height• Cedar hedges minimum 1 m in height
	Landscaping coverage (percentage)	
	Trees in right of way (planted 6 m on centre and offset from services)	
	Extent of proposed sod /seeding on the subject property and within the public right of way	
Lighting Plan (information may be provided on the Site Plan for smaller sites)		
	Include all information identified in the SPC Guide, Appendix D, section 2.0 and 5.0	
Building Elevation Plan (Architectural Plan)		
	Include all information identified in the SPC Guide, Appendix D, section 6.0	
Grading Plan (information may be provided on the Site Plan for smaller sites)		
	Include all information identified in the SPC Guide, Appendix D, section 2.0 and 7.0	
	Existing and final elevations and grades required to show the design intent, ensure all drainage is retained within the site, and to reflect how the proposed grades match into the existing condition	
	Roof and foundation drain outlets to surface splash pads	
	Indicate locations where rock removal is required, and required fencing	
Servicing Plan (information may be provided on the Site Plan for smaller sites)		
	Include all information identified in the SPC Guide, Appendix D, section 2.0 and 8.0	
	Details of proposed and existing sanitary, storm and water services and mains.	
	Details of proposed Stormwater Management Facilities (where required)	
	Existing and Proposed Sanitary Sewer Peak Flow (for capacity review), calculated as per CGS Engineering Design Manual	
	Location of Test Maintenance Hole	
Construction Siltation Control Plan (information may be provided on the Site Plan for smaller sites)		
	Include all information identified in the SPC Guide, Appendix D, section 2.0 and 9.0	
General Notes, Details, and Cross Sections (information may be provided on the Site Plan for smaller sites)		
	Include all information identified in the SPC Guide, Appendix D, section 2.0 and 10.0	
	Cross section of proposed building, indicating height and set back from property lines	
Off-Site Servicing Plan and Profile Drawings (Where applicable)		
	Include all information identified in the SPC Guide, Appendix D, section 2.0 and 11.0	
Other		
	Digital copies of drawings and Reports in PDF format	
	Consultant's professional seal and signature on all plans noted above, as identified in the SPC Guide, Appendix D	
	Cost estimate for Site Plan construction complete with cost breakdown, Refer to Section 2.2.5 of the SPC Guide.	
	Stormwater Management Report (3 copies), include all information identified in the SPC Guide, Appendix D, section 12.0	
	Traffic Impact Study. (3 copies), include all information identified in the SPC Guide Appendix D, Section 13.1	
	Geotechnical Assessment (3 copies), include all information identified in the SPC Guide, Appendix D, Section 13.2	
	Rock Blasting Report (3 copies), include all information identified in the SPC Guide, Appendix D, Section 13.3	
	Hydrogeology Study (3 copies), include all information identified in the SPC Guide, Appendix D, Section 13.4	
	Environmental Impact Study (3 copies), include all information identified in the SPC Guide, Appendix D, Section 13.5	
	Noise and Vibration Study (3 copies), include all information identified in the SPC Guide, Appendix D, Section 13.6	
	Environmental Site Assessment (3 copies), include all information identified in the SPC Guide, Appendix D, Section 13.7	
	Archaeological Report (3 copies), include all information identified in the SPC Guide, Appendix D, Section 13.8	
	Agreements with adjacent landowners (drainage, shared access, etc...)	

13. **PART A: OWNER ACKNOWLEDGEMENT AND CONSENT**

I/We _____, the registered owner(s) of the property

described as _____

in the City of Greater Sudbury:

Collection, Use and Disclosure of Information:

- a) acknowledge that personal information collected on this form is collected pursuant to the *Planning Act*, R.S.O. 1990, c.P.13 for the purpose of processing this planning application;
- b) acknowledge that it is the practice of the City of Greater Sudbury in accordance with section 1.0.1 of the *Planning Act*, R.S.O. 1990, c.P.13, to provide public access to all planning applications and documents, including but not limited to reports, studies and drawings, required by the City of Greater Sudbury in support of this application ("Supporting Documentation") and provided to the City by me, my agents, my consultants and my solicitors;
- c) in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, consent to the use and disclosure of this application and any Supporting Documentation, inclusive of any personal information, to any person or entity, in any manner chosen by the City, including copying, posting on the City's website, advertising in a newspaper, routine distribution to members of council and in staff reports, or releasing to a third party upon third party request;
- d) grant the City permission to reproduce, in whole or in part, the application and Supporting Documentation for: internal use, inclusion in staff reports, distribution to the public for the purpose of public consultation or any other use associated with the purpose of review and implementation of the application;

Authority to Enter Land and Photograph

- e) grant the City permission to attend, photograph and conduct inspections of the lands subject to this application as part of the City's review and processing of this application;

Appointment of Authorized Agent

- f) appoint and authorize _____ (print name of agent) to act as my/our agent with regard to this application to the City of Greater Sudbury, including but not limited to receiving all correspondence, attending at any hearings, fulfilling

any conditions and providing any approvals or consents and ratify, confirm and adopt as my/our own, the acts, representations, replies and commitments made by the agent on my/our behalf.

Dated this _____ day of _____, 20 _____.

(witness)

(signature of Owner #1 **or** Signing Officer
where a Corporation)

Print Name: _____

*I have authority to bind the Corporation

(witness)

(signature of Owner #2 **or** Signing Officer
where a Corporation)

Print Name: _____

*I have authority to bind the Corporation

PART B: OWNER OR AUTHORIZED AGENT DECLARATION

I/We, _____, the registered owner(s)

or authorized agent of the property described as _____

in the City of Greater Sudbury:

solemnly declare that all of the statements contained in this application and in the Supporting Documentation are true and complete, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Dated this _____ day of _____, 20 _____.

Commissioner of Oaths

(signature of Owner #1 **or** Signing Officer
where a Corporation **or** Authorized Agent)

Print Name: _____

*I have authority to bind the Corporation

Commissioner of Oaths

(signature of Owner #2 **or** Signing Officer
where a Corporation **or** Authorized Agent)

Print Name: _____

*I have authority to bind the Corporation

*Where the owner is a firm or corporation, the person signing this instrument shall state that he/she has authority to bind the corporation or affix the corporate seal.