

CITY OF GREATER SUDBURY
SITE PLAN CONTROL GUIDE

Last Update: January 13, 2022

APPENDIX A

DEPARTMENTAL CONTACTS & ROLES

Appendix A: Departmental Contacts and Roles

January 13, 2022

CITY REVIEW DEPARTMENTS
(705) 674-4455

	PHONE	EMAIL
Site Plan Control:		
Site Plan Control Officer (SPCO) – Linda Harnish	ext.4274	linda.harnish@greatersudbury.ca
Role: Receiving and processing Site Plan Applications; receiving and circulating submissions; processing comments; preparation of Agreements; receiving deposits; arranging for registration; coordinate inspections and deposit release.		
Site Plan Control Engineer (SPEC) – Jonathan Clark	ext. 2381	jonathan.clark@greatersudbury.ca
Role: Pre-consultation; Supervise Site Plan Control and Development Engineering Staff.		
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Planning Services:		
Role: Review of Plans with regard to landscape design, lighting, pedestrian circulation, refuse, and zoning by-law requirements.		
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Development Engineering:		
Role: Review of Plans with regard to grading, drainage, servicing, stormwater management and access.		
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Infrastructure Capital Planning Services:		
Role: Review of Plans with regard to active transportation, capital works projects, vehicle access, internal vehicle circulation, road widening/improvements, stormwater management watershed requirements and downstream system capacity related to storm sewers.		
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Building Services:		
Role: Review of Plans with regard to Ontario Building Code, Zoning By-law compliance, Site Alteration Permits, and Geotechnical and Blasting Reports.		
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Fire Services:		
Role: Review of Plans with regard to fire routes, and other fire department requirements.		
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Transit Services:		
Role: Review of Plans with regard to transit routes and GOVA + Service on site.		
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Source Water Protection:		
Role: Review of Plans with regard to the Clean Water Act, 2006 related to any adverse effects on the quality or quantity of any water that is or may be used as a source of drinking water.		

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Linear Infrastructure Services:

Role: Review of Plans with regard to the service connection tie-ins, and downstream system capacity for sanitary and water..

OUTSIDE REVIEW AGENCIES:

	PHONE	EMAIL
Conservation Sudbury (Nickel District Conservation Authority):		
Watershed Planner – Bailey Chabot	(705) 674-5249	bailey.chabot@ConservationSudbury.ca
Role: Review of Plans with regard to Section 28, Ontario Regulation 156/06 related to sediment and erosion, stormwater management, wetlands, cut/fill, and flood control.		

Canada Post:

Delivery Service Officer – Mark Bolotenko (613) 462-9506 mark.bolotenko@canadapost.ca

Role: Review of Plans with regard to mail delivery service, requirement for and location of postal boxes

Greater Sudbury Hydro:

Senior Project Coordinator – Chris MacDonald (705) 675-7536 chrism@gsuinc.ca

Role: Review of Plans with regard to hydro services and connections, and required easements

Hydro One:

Land Use Planning – Dennis De Rango (905) 946-6237 LandUsePlanning@HydroOne.com

Role: Review of Plans with regard to high voltage distribution facilities and impact of development on lands within or along the Hydro One corridor lands

Ministry of Transportation:

Corridor Management Planner – Carla Riche (705) 497-5456 NER.CorridorManagement@ontario.ca

Role: Review of Plans depending on location with regard to stormwater management, entrances, traffic impact, signage and Land Use Permits

CN Business Development & Real Estate:

Proximity Review – proximity@cn.ca

Canadian Pacific Railway:

Proximity Review – CP_Proximity-Ontario@cpr.ca

Role: Review of Plans in relation to the “Guidelines for New Developments in Proximity to Railway Operations” (Noise and vibration Studies, Storm Water Management, Setbacks, etc)