

File Manager System for Site Plan Approval Process



INTRODUCTION

Site Plan Approval Process Introduction

Key Terms & Roles

Site Plan Approval Process Guideline

Approval Process Streams

Other Elements that May Impact the Site Plan Approval Process

Stage 1: CONSULTATION

Request for Consultation Guideline

Record of Consultation Guideline

Urban Design and the Site Plan Approval Process

Stage 2: APPLICATION REVIEW

Application for Site Plan Approval Guideline

Conditions for Site Plan Approval Package Guideline

Stage 3: SITE PLAN APPROVAL

Complete Detailed Design Materials Package Guideline

Final Site Plan Final Approval Package Guideline

Stage 4: CONSTRUCTION

Building Permits, Compliance & Inspections Guideline

ADDITIONAL INFORMATION

DC Eligible Works associated with Site Plans

External Works Required for Site Plans

Potential Costs

SITE PLAN APPROVAL PROCESS INTRODUCTION

Site Plan Control in the City of London

The City of London utilizes site plan control to ensure high quality site design, engineering efficiency, building architecture and landscape design. Site plan control is intended to improve efficiency of land use and servicing, and to encourage attractive and compatible forms of development.

Pursuant to Section 41 of the *Planning Act*, and in accordance with policy 1674 of The London Plan, the City of London designates all lands within the city limits as a Site Plan Control Area.

About the File Manager Site Plan Approval Process

The File Manager System for managing the Site Plan Approval Process defines how site plan applications are processed in the City of London. Since implementing the File Manager System for the Subdivision Approval Process in 2008, there has been steady interest from the industry to apply File Manager principles to the site plan process in order to streamline approvals and build consistency between the two approval processes. The updated Site Plan Approval Process was designed to be an efficient and business-friendly system that recognizes the broad range in scope and complexity of development proposals.

Each site plan application is assigned a File Manager (Manager, Site Plans) who is responsible for overseeing the file throughout the process, creating a single point of contact and central repository for all submissions. In addition, each application will be assigned a Site Development Planner (Site Plan Approval Officer) to handle the day-to-day workload of processing an application through the approval process.

The updated process provides improved definition of site plan approvals, individual roles, submission requirements and target timelines to create industry-wide, consistent understanding. Overall, the File Manager System fosters increased accountability and effectiveness for both the City and the Applicant.

Benefits of the File Manager System

- **Single point of contact.** The File Manager and the Site Development Planner monitor the file throughout the approval process with the authority to drive the application process.

- **Clear documentation of the Site Plan Approval Process provides** consistent understanding of the process across the industry and City Staff.
- **Established targets** for scheduling and meeting requirements promotes timely approvals.
- **Early communication and Staff engagement** through the Consultation stage creates better quality applications and smoother approvals.
- **Increased responsiveness and accountability** for all participants in the process.

The Site Plan Approval Process

The Site Plan Approval Process consists of four stages with several steps in each stage:

1. Consultation
2. Application Review
3. Site Plan Approval
4. Construction

Site Plan Approval Process Streams

Site Plan Applications vary greatly in their complexity and scope. To reflect the broad range of applications, the Site Plan Approval Process offers approval process streams which are designed to offer options within the Site Plan Approval Process. The streams allow for the fact that some applications will be more complex than others. Depending on the applicable approval stream, opportunities to accelerate the schedule for site plan approval may be implemented by eliminating certain steps or by allowing certain steps to occur earlier in the process.

All site plan applications will follow either an Administrative or Standard Application Approval process determined during a mandatory consultation. The approval process stream will be decided based on the following criteria:

Standard Application Approval Process: Generally, includes applications requiring a Site Plan Public Meeting, Urban Design Peer Review Panel Meeting, Zoning By-law Amendment, or those applications requiring external works or major changes to the existing site, and may include separate approvals by external agencies of development sites within regulated areas, such as the Upper Thames River Conservation Authority or Ministry of Transportation.

Administrative Application Approval Process: Captures the extremely minor applications that, if enabled through the process, can reach site plan approval in a very short time.

The approval process streams are described in more detail in the following reference manual.

Approval Timelines

The File Manager System for site plans establishes target timelines for meetings, schedule, and the review of key submissions. These timelines are based on typical files and may take more or less time depending on the complexity of the file. The City's commitment to consistent timelines is based on staff providing appropriate conditions at critical times and can only be achieved with industry-wide accountability to complete, high-quality submissions and commitments to resolve issues early in the process.

The *Planning Act* stipulates the Applicant has right of appeal to the Ontario Land Tribunal (OLT) if the Municipality fails to approve plans within 30 days of receiving a submission, or if the applicant disagrees with any of the conditions for site plan approval imposed by the City (S41.12). The City of London has established a goal of releasing the Conditions for Site Plan Approval package within 30 days, or where possible approving applications. This timeline, however, may not be feasible on complex applications.

Applicants should also be aware that this timeline will not apply to applications where a Zoning By-law Amendment or a Site Plan Public Meeting is incorporated into the schedule. Every development application is unique; however, through open discussion and addressing issues early in the process, significant reductions in schedule are possible. Every attempt will be made to adhere to, or even shorten, the target timelines.

Using the File Manager Reference Manual and Web Resource

The File Manager Reference Manual is made up of a collection of templates, guidelines and process overviews that provide direction for key steps, processes, and submission requirements of the Site Plan Approval Process. The core documents included in the reference manual provide the information necessary to describe the process and help readers navigate through site plan approvals.

Use this manual in conjunction with the File Manager Web Resource located on the City's Website at www.london.ca under the Planning and Development (PD) Online Resource. The File Manager Web Resource also provides links to other key existing technical guidelines, design standards and additional resource documents that may be useful during the site plan approval process. If information cannot be found on the website, contact PD at (519) 930-3500.

KEY TERMS & ROLES

REFERENCE GUIDELINE

About this Guideline

This guideline provides quick reference definitions of the various terms, roles, meetings, and standard documents involved in the Site Plan Approval Process. Several of these terms may have been used in different ways in the past by both City Staff and the Development community and this glossary was created to bring consistent terminology to all users.

Terms

Complete Submissions – All standard submission stages in the Site Plan Approval Process are to be submitted as complete packages through PD in digital (pdf) format. Requirements for complete submissions will be clearly identified for the Applicant through this reference manual as well as coordinated correspondence from the City at the appropriate stages. In accordance with the Site Plan Control Area By-law, incomplete submissions will not be received and will be returned to the Applicant.

Consolidated Corporate Position – Prior to meeting with the Applicant or releasing comments through PD, the File Manager will work to ensure the information released represents an integrated corporate position that provides clear direction to the Applicant. If consensus cannot be achieved at the internal liaison group meetings, offline meetings and/or senior management involvement will be used to reach a corporate position.

Conditions for Site Plan Approval – Upon receipt of a complete Site Plan Application package, the Standard Liaison Group reviews the application and compiles Conditions for Site Plan Approval. The release of these conditions does not constitute any form of conditional or provisional approval but notifies the applicant of the City's readiness to consider the site plan subject to the Applicant addressing the identified conditions.

Site Plan Approval – Once all conditions for site plan approval have been satisfied and the Development Agreement executed, and the site plan drawings are stamped as approved then the Applicant can move on to obtaining a building permit and constructing their site.

External Works – External works typically represent works constructed by the developer outside the limits of their property such as extension of a sewer or minor roadworks. There are also circumstances where works internal to the site may be considered "external" if the works benefits parties beyond the limits of the site such as a sewer servicing upstream lands that crosses the site through an easement. See Chapter 6 for more information on external works for site plans.

Securities – The City collects a monetary deposit for the value of all surface works (in the form of cash or an irrevocable letter of credit) from the developer at the time the Development Agreement is executed to secure against potential failure on the part of the developer to comply with the clauses of the Development Agreement. Should the developer default on the agreement, the City may cash the securities to complete the site as it sees fit. Opportunities for security reductions may be available following compliance inspections and an estimate confirming the value of the outstanding works to be completed.

Contacts

PD (Planning and Development) – The central unit responsible for the processing and coordination of all development applications. PD is the primary contact for all application submissions and formal correspondence.

File Manager – A Manager, Site Plans in PD who acts in the role of File Manager to manage applications through the Approval process from beginning to end. The File Manager has the authority to direct the schedule, facilitate issue resolution and elevate issues to senior management as necessary.

Site Development Planner (Planner) – Each site plan application is assigned a Site Development Planner (Site Plan Officer) in Planning and Development that handles the day-to-day workload of processing an application through the approval process. The Planner is more than a file clerk and is responsible for recognizing potential conflicts and flagging them to the File Manager to facilitate a resolution and ensure all City correspondence goes out as a coordinated response.

Applicant – For the purpose of this manual, Applicant refers to the Land Owner, Developer and/or any authorized consultants and agents working on their behalf.

Standard Liaison Group – At each key submission point in the process there is a standard liaison group identified for circulation. Based on the stage in the process, the liaison group can consist of city divisions as well as external agencies. The liaison group reviews circulations to identify any issues and provides solution-oriented comments.

Engineering Reviewer – A member of the liaison group. The Engineering Reviewer in PD works directly with the Planner to review and approve site plan servicing drawings.

Council – Under the Site Plan Control By-law, the Municipal Council for the City of London has delegated Approval Authority to appointed officers of the City. However, at the time of zoning, Council may take back the powers of authority to approve developments and drawings and impose requirements pertaining to development at their discretion.

Planning and Environment Committee – Municipal Council has a broad range of responsibilities. For this reason, standing committees of Council are created to carry out much of the work of Council and report back with their recommendations. Site

plan public meetings and any other site plan related issues for Council consideration initially go before the Planning and Environment Committee.

Public – The public can include individuals, neighbourhood groups or community associations that are provided the opportunity to comment during site plan public meetings before the Planning and Environment Committee. The *Planning Act* requires adequate notice for all public site plan meetings. Council has also encouraged applicants to undertake their own community engagement early in the process.

External Agencies – For the purpose of this manual, External Agency refers to any third-party government agency or public interest group that is not governed by the City of London.

Urban Design Peer Review Panel – A Municipal Council mandated advisory committee that provides advice to Planning staff on urban design policy, guidelines, and other initiatives. Development Applications that are to be reviewed are based on the identification of substantive design issues such as size, location, prominence, visibility, design sensitivity and surrounding context.

Meetings

(Complete) Request for Site Plan Consultation – (submitted by Applicant) a high-level summary of the Applicant's proposed application including concept plan, elevation drawings, and a written summary of their desired objectives and servicing assumptions. Submission of a Request for Site Plan Consultation represents the Applicant's formal request to initiate Mandatory Consultation under the City's Planning Pre-Consultation By-law. (Submitted in digital (.pdf) format).

Record of Site Plan Consultation – (City response) A formal record that consultation has occurred including a detailed statement of the requirements for a complete application (mandatory and additional site-specific submission requirements). The Record of Site Plan Consultation will also identify which approval process stream the site plan application will follow.

(Complete) Site Plan Application Package – (submitted by Applicant) A complete package containing all mandatory and additional site-specific submission requirements identified in the Record of Consultation (submitted in and digital (.pdf) format).

Conditions for Site Plan Approval Package – (City response) A consolidated package that includes a detailed summary of the Conditions for Site Plan Approval, Mark-ups of the Site Plan, Elevation and Site Servicing Drawings, Building Code Compliance Checklist, and a summary of comments from the Liaison Group.

(Complete) Detailed Revision Materials Package – (submitted by Applicant) A complete package containing the submission materials necessary to satisfy the conditions for Site Plan approval such as revised servicing drawings, revised site plan and elevation drawings per the Red and Green line Mark-ups (if required) and Building Compliance Checklist, revised external works drawings (if required) plus any additional required site-specific design information. (Submitted in digital (.pdf) format).

Site Plan Approval Package – (City response) Once all conditions for site plan approval have been satisfied, PD assembles and releases a package containing the Site Plan Approval letter, a Development Agreement Transmittal Form and two copies of the Development Agreement for signature.

Site Plan Control By-law –The Site Plan Control By-law is a municipal by-law containing provisions for land use and servicing and to encourage more attractive and compatible forms of development within the city limits of Site Plan Control Area.

Informal/Optional Meetings – Throughout the Site Plan Approval Process, applicants are encouraged to engage City Staff. Applicants should always consult with the File Manager prior to submitting any standard submission package to confirm the appropriate context and scope for the required elements of a complete submission.

Mandatory Consultation – According to the *Planning Act* and City's Planning Pre-Consultation By-law, the Applicant is required, prior to formal application, to consult with the Development Planning Manager or his designate prior to all Site Plan Applications. The Applicant is to provide a written summary of the proposed application (Request for Consultation) and following the Applicant Consultation Meeting the City is to provide a Record of Consultation.

Internal Site Plan Consultation Meeting – The standard liaison group of City divisions identified for circulation on Request for Consultation packages reviews the Applicant's

Request for Site Plan Consultation and brings their comments to an internal meeting. The intent of the meeting is to reach consensus on the proposed development and identify site- specific submission requirements prior to the Applicant Consultation Meeting, where the Applicant receives the City's corporate position on the proposal.

Applicant Site Plan Consultation Meeting –This meeting is the Applicant's opportunity to present their site plan concept and assumptions for development, hear staff feedback and discuss the requirements for a complete Site Plan Application. The File Manager and Planner attend this meeting along with liaison group members, as needed, to explain special issues, application requirements and help work toward solutions.

Internal Site Plan Review Group Meeting – The standard liaison group of City divisions and external agencies identified for circulation of the site plan application review the Application package and bring their comments to an internal meeting. The intent of the meeting is to reach a corporate position on the proposed development application and identify conditions for site plan approval prior to releasing a draft copy of the Conditions for Site Plan Approval to the Applicant.

Applicant Site Plan Review Group Meeting - After receiving a draft copy of the Conditions for Site Plan Approval, the Applicant reviews the draft conditions and notifies the Planner whether they are satisfied with the proposed conditions or not. If satisfied, the Applicant has the option to forgo the Applicant Site Plan Review Group Meeting and have the final copy of the Conditions for Site Plan Approval package released. Otherwise, they can attend to discuss the conditions with the Site Plan

Review Group. Liaison parties are to attend the meeting, as required, to explain issues to the Applicant in person and provide direction for any detailed review materials to be submitted as a condition of site plan approval.

Site Plan Public Meeting -This meeting is required when a proposed site plan occurs on a property that has a holding provision (h-5), or when a Council Resolution exists requiring a public meeting, or where a policy in The London Plan requires a public meeting. The meeting is held before the Planning and Environment Committee or the appropriate Committee of Council. The Committee collects comments from the Public and for Council to advise the Approval Authority on any additional conditions of site plan approval.

SITE PLAN APPROVAL PROCESS GUIDELINE

The File Manager Site Plan Approval Process consists of four stages with several steps in each stage. The stages and steps are outlined in this overall process guideline.

Consultation Stage

Initial Inquiry

The *Planning Act* and Site Plan Control Area By-law require mandatory consultation for all Site Plan Applications. Applicants may meet with the City prior to initiating mandatory consultation to discuss the concept for the site plan and potential considerations or challenges for the site, and to review the submission requirements for consultation.

At this step in the process, if the file is identified for the **Administrative Application Approval Stream** the mandatory consultation requirement can be satisfied at the initial inquiry.

Request for Consultation

To satisfy mandatory consultation the Applicant prepares and submits digitally a complete Request for Consultation which includes:

- Consultation Fee (can be provided in person or mail by cheque or cash).
- Request for Site Plan Consultation application form
- Concept Site Plan Drawings
- Concept Elevation Drawings

Incomplete Request for Consultation packages will not be received for processing. (For more information see [Stage 1: Request for Consultation](#))

Internal Liaison Review

Upon receipt of a complete Request for Consultation the City will:

- Place the proposed site plan on the agendas for both the Internal Consultation Meeting and Applicant Consultation Meeting
- Notify the Applicant of the date of the Applicant Consultation Meeting
- Assign a File Manager and Planner to the file (from Planning and Development)

- Assign an Engineering Reviewer to the file
- Circulate the Request for Consultation to a standard liaison group of City divisions and external agencies as required and
- Members of the liaison group will review the package and attend the Internal Consultation Meeting with any comments prepared or acknowledge they have no issues with the proposed site plan.

Internal Site Plan Consultation Meeting

At the Internal Consultation Meeting:

- Liaison group members discuss their comments on potential challenges for the proposed development and identify site-specific submission requirements for a complete application
- The proposed site plan is checked for zoning compliance and outstanding holding provisions that may need to be resolved prior to advancing a site plan application
- The liaison group will reach a corporate consensus prior to meeting with the Applicant
- Where a difference of opinion cannot be resolved at the Internal Consultation Meeting, the File Manager will work to facilitate a resolution, engaging senior management as necessary before meeting with the Applicant
- Elements critical to the development are identified, internal or external to the site.

Applicant Consultation Meeting

The Applicant attends an Applicant Consultation Meeting, which occurs **up to 8 days** following the Internal Consultation Meeting.

At the Applicant Consultation Meeting:

- The Applicant attends the meeting to present their concept and assumptions and hear the consolidated corporate comments first-hand
- The File Manager and Planner attend all Applicant Consultation Meetings
- Liaison group members attend the meeting to explain special issues and offer possible solutions.
- Advises if the applicant is to submit an Urban Design Brief to Urban Design Peer Review Panel and review comments, review plans before applying for Site Plan Approval and to provide a letter with the Site Plan Application describing how they have implemented the Panel's advice.
- In some cases, applicants will be requested to revise and resubmit their site plan where there is inadequate zone/site data to review the plan and/or where significant revisions were required.

Record of Consultation

Within 2 to 3 working days following the Applicant Consultation Meeting, PD Staff

compile the comments from all Divisions and release a consolidated Record of Consultation.

The Record of Consultation identifies:

- A listing of mandatory submission requirements, plans drawings and studies and additional site-specific submissions requirements for a complete Site Plan Application and written liaison comments on the Concept Site Plan Drawings and Concept Elevations
- Whether a Zoning By-law Amendment, Minor Variance, or holding provision needs to be addressed prior to submitting a Site Plan Application, (For more detailed information see **Introduction: Other Elements that May Impact the Site Plan Approval Process**)
- Whether the plan requires preparation of an Urban Design Brief and whether that brief is required to go before the Urban Design Peer Review Panel before filing for site plan approval.
- Whether a Site Plan Public Meeting is required, and
- The approval process stream that will be followed.

The Record of Consultation provides the Applicant with documented confirmation of the objectives for the proposed site plan and the requirements for a complete application. (For more information see [Stage 1: Record of Consultation](#))

If the site plan has been identified as **Administrative**, a standardized Record of Consultation Checklist is provided to the Applicant providing a clear listing of requirements for site plan application, noting any detailed materials to be included if necessary.

Approval Process Streams

At the Applicant Consultation Meeting, the Applicant will also be notified which process stream will be considered and a rationale for this decision will be provided. The approval process streams are designed to recognize the simple nature of many applications and to circumvent many of the steps required of more complex files.

Depending on the applicable approval stream, opportunities to accelerate the schedule for site plan approval may be implemented by eliminating certain steps or by allowing certain steps to occur earlier in the process. The approval process stream will be decided based on the following criteria:

Standard Stream

- Sites requiring a Site Plan Public Meeting or Urban Design Peer Review Panel Meeting
- Sites requiring a Zoning By-law Amendment, Minor Variances
- External works required for the site or on-site stormwater management ponds/E.C.A.'s
- Complex applications with new buildings, major additions and/or changes to the existing site
- Major traffic impacts.

Administrative Stream

- Sites under an existing development agreement requiring minor amendment
- Minor additions/minor layout revisions
- Minor new buildings under existing development agreement.
- Minimal impact to public realm
- All detached and semi-detached dwelling units with no significant external works
- All commercial, industrial, and institutional uses (new development and/or revisions to existing development) under 100 square metres

Zoning By-law Amendments

A small number of site plan applications will require a land use change or zoning by-law amendment. The Ontario *Planning Act* stipulates that the Applicant has right of Appeal to the Ontario Land Tribunal if the Municipality fails to approve a site plan application within 30 days of receiving a submission or if the applicant disagrees with any of the conditions for site plan approval imposed by the City (S41.12).

The City of London has set a goal of releasing the Conditions for Site Plan Approval package within 30 days for standard applications. However, this timeline is not feasible when a zoning by-law amendment is required. The Zoning By-law Amendment Process can take up to 150 days to complete (S34.11). As compliance with the applicable zoning-by law is needed for Site Plan Approval, it is advisable for Applicants to pursue the Zoning By-law Amendment Process prior to initiating the Site Plan Approval Process.

When a Zoning By-law Amendment is required:

- If it is determined at the Site Plan Consultation Stage that a Zoning By-law Amendment is required, the Applicant will be advised to address this requirement prior to submitting a Site Plan Application.
- The File Manager may consider overlapping the Site Plan Approval Process with the Zoning By-law Amendment Process only if changes are minor and if there are no contentious community issues present.
- Once the application for zoning by-law amendment has progressed to the point where Staff have completed a planning analysis and can make a recommendation on the impact of the land use change and there is no apparent public opposition a decision to overlap the two processes may be made. This decision will be made at the discretion of the File Manager.
- If the zoning by-law amendment has not yet been approved, the Applicant runs the risk of prematurely advancing the Site Plan Approval Process and may incur costs associated with this. The Applicant assumes these risks even if the City supports overlapping the processes.

(For more information see [Introduction: Other Elements that May Impact the Site Plan Approval Process](#))

Application Review Stage

Site Plan Application Package

The Applicant works to compile the submission requirements in accordance with the requirements identified in the Record of Consultation and submits a complete Site Plan Application package to PD in digital (.pdf) format.

PD Staff review the application to confirm that all critical elements identified in the Record of Consultation have been included. This cursory review will take place as soon as the application is received and includes the Planner and Engineering Reviewer.

A **complete** Site Plan Application shall include:

All mandatory submission requirements identified in the Record of Consultation including:

- Application Form
- Application Fee
- Site Plan Drawings
- Landscape Drawings
- Elevation Drawings
- Site Servicing Drawings including site grading and drainage
- **Plus**, additional site-specific submission requirements (including any required reports) identified in the Record of Consultation.

(For detailed information see [Stage 2: Site Plan Application](#))

NOTE: Applications cannot be accepted for review without the critical components. Applications missing any additional site-specific requirements will be received and processed but will not be processed to conclusion if staff have insufficient information to support the plan.

Internal Liaison Review

The Site Plan Application is circulated to a standard liaison group of City divisions and external agencies for review and comment. The members of the liaison group review the application and attend the Internal Site Plan Review Group Meeting with their comments prepared to discuss any issues with the application.

NOTE: If liaison group members have no comments, they communicate this to the Planner. No communication or non-attendance will be interpreted as “no comment”.

For the Administrative Application Approval Stream the application will be reviewed within PD and liaison groups will be consulted on technical matters only when necessary.

Internal Site Plan Review Group Meeting

At the Internal Site Plan Review Group Meeting:

- Liaison group members discuss their comments for the proposed plan in order to

establish a corporate consensus on the Conditions for Site Plan Approval.

- Where any differences of opinion cannot be resolved at the Internal Site Plan Review Group Meeting, the File Manager will facilitate a resolution, engaging senior management as necessary, and prior to releasing a draft copy of the Conditions for Site Plan Approval.
- Comments provided by the liaison group must be solution-oriented, rather than simply identifying issues to development.

Up to 8 days following the Internal Site Plan Review Group Meeting, PD will prepare the draft Conditions for Site Plan Approval for review and forward a draft to the applicant.

Conditions for Site Plan Approval (draft copy)

The Applicant reviews the draft Conditions for Site Plan Approval and brings their questions and comments to the Applicant Site Plan Review Group Meeting.

If satisfied with the draft Conditions, they may advise the Planner that they wish to forego the Applicant Meeting and proceed directly to release of the final Conditions for Site Plan Approval. At the discretion of the File Manager, minor changes to the draft copy may be considered for administrative or clarity purposes.

Applicant Site Plan Review Group Meeting

The Applicant Site Plan Review Group Meeting is scheduled one week following the Internal Site Plan Review Group Meeting.

At the Applicant Site Plan Review Group Meeting:

- The Applicant has the opportunity to discuss the draft comments and conditions for site plan approval.
- Liaison group members attend the meeting to provide direction for any additional details to be required and work with the Applicant to resolve issues relating to the conditions for site plan approval.

PD Staff fine tune the conditions to reflect the discussions from the Applicant Site Plan Review Group Meeting and in one week or less will release the final Conditions for Site Plan Approval package.

Conditions for Site Plan Approval (final copy)

The final Conditions for Site Plan Approval package includes:

- A Summary of comments from the Site Plan Review Group Meeting
- A list of Conditions for Site Plan Approval
- Greenline mark-ups of the Site Plan and elevation drawings (if required)
- Comments on the Site servicing drawings including site grading

- Building Code Compliance Checklist
- A draft copy of the Development Agreement
- Confirmation of the Consultant's estimate for security for all surface works or remind owner to provide estimate of surface works.

The Applicant must be aware that comments affecting the Site Plan application may impact the submitted detailed design material and require revisions and resubmission. It is also possible that upon the review of the application, the conditions of site plan approval may require the submission of additional detailed design materials, not anticipated in the Record of Consultation. To minimize the likelihood of revisions and resubmissions, Applicants are encouraged to engage staff when preparing their application and detailed design materials. ([For more information see Stage 2: Conditions for Site Plan Approval](#))

It is anticipated that Administrative applications will move through steps of the Application Review Stage in a shorter timeframe to shorten the overall time of the application approval process.

Site Plan Public Meeting

A Site Plan Public Meeting is required in the following situations:

- When a proposed site plan occurs on a property that has a holding provision (h-5) for a public meeting, or
- When a Council Resolution exists requiring a public meeting, or
- Where a policy in The London Plan requires a public meeting.

If a Site Plan Public Meeting is required, the Site Plan Application will go before the appropriate Committee of Council prior to releasing the final Conditions of Site Plan Approval package. The requirement for a Site Plan Public Meeting will generally be completed after the second submission of the Site Plan application.

In all cases where a Site Plan Public Meeting is required, Council has strongly encouraged Applicants to hold their own neighborhood information session to engage the community early in the process. City staff are available to attend to act as a resource or to respond to general questions.

The following additional steps are added to the Standard Site Plan Approval Process when a Site Plan Public Meeting is required:

- A Notice of Application is sent out to area property owners (**two weeks**).
- Once the Public Meeting has been scheduled, a Notice to the Public of a Public Meeting (**two weeks**) is provided.
- Staff compile internal outstanding comments into a Committee report. The report provides:
 - A description of the proposed site plan
 - A summary of liaison comments
 - A response to concerns raised by the Public through circulation
 - Suggested clauses for the Development Agreement.
- The Public Meeting is held before the appropriate Committee of Council in order to collect comments from the Public and for Council to advise the Approval Authority of any additional conditions for site plan approval.
- Municipal Council generally occurs one **week following** the appropriate Committee or Council meeting.

The final Conditions for Site Plan Approval package will be released to the Applicant

Site Plan Approval Stage

Detailed Revision Materials Package

Having received comments from the City on the critical areas to incorporate into their design, the Applicant is prepared to work to satisfy the final Conditions for Site Plan

Approval and then submits a complete Detailed Revision Materials package to PD in digital (.pdf) format.

To ensure a quality second submission, Applicants are encouraged to consult with the File Manager prior to submitting a complete Detailed Revision Materials package to confirm the list of materials to be submitted and discuss the scope of required materials.

The need for revisions will vary depending on the application. It is expected that given the more complex nature of Standard Applications, additional revisions to satisfy the Conditions will be required.

Administrative applications will be able to move through any revisions in an expedited timeline.

Detailed Revision Materials packages include:

- ✓ A revised site plan, landscape plan and elevation drawing to satisfy greenline mark-ups and Building Code compliance checklist
- ✓ Revised site servicing and grading drawings
- ✓ Revised External Works drawings (if required), and
- ✓ Any other specific design information or reports necessary to satisfy the final Conditions for Site Plan Approval.

(For more detailed information see [Stage 3: Complete Detailed Revision Materials Package](#)).

The first submission of Detailed Revision Materials package shall be submitted together as a complete package. Incomplete packages will not be received for processing.

Internal Liaison Reviews

Upon receipt of the complete Detailed Revision Materials package:

- The Planner distributes the package to the appropriate Divisions for review.
- Staff have set a target to review the Detailed Revision Materials package and return their comments to PD within 7 days or less.

Consolidated Detailed Revision Materials Response

The Planner compiles all comments into a consolidated Detailed Revision Materials Response. The Applicant receives the response and works to revise materials as necessary to satisfy any remaining conditions for site plan approval.

Internal Department Reviews (as necessary)

- Any additional revisions shall be submitted to PD through the Planner.
- Staff have set a goal to resolve any outstanding issues with the revisions within 15 days or less.

Communication between PD, the Divisions and the Applicant will be crucial in achieving these desired timelines. PD Staff will track the resolution of outstanding issues. If a particular issue cannot be resolved, the File Manager will step in to drive to a resolution.

Once the Engineering Reviewer has stamped the site servicing drawings accepted, the plans can be forwarded on to the Building Division for Mechanical Plans Examination.

- The Mechanical Plans Examination typically takes **up to 7 calendar days** to complete.
- The examiner only works with the accepted site servicing drawings.
- Should the mechanical plans examination identify any necessary revisions, the drawings must be returned to Engineering Reviewer for re-acceptance and then go back to Mechanical Plans Examination before being cleared.
- Once the Mechanical Plans Examiner approves the plans, then the Planner distributes the plans to Water Inspection, Engineering Review, Public Service, file, and Permit.

When the Applicant later applies for a Building Permit, the approved plans will be used for the building permit application.

Site Plan Approval Package

Regardless of the approval stream, once all conditions for site plan approval have been satisfied, PD Staff assemble the Site Plan Approval package which includes the:

- ✓ Development Agreement Transmittal Form, and
- ✓ Final Copy of the Development Agreement for signature. Upon receipt of the Site Plan Approval package the Applicant:
 - Signs the Development Agreement in duplicate and returns to the City,
 - Provides all required securities (as outlined in the Development Agreement), and
 - Submits any other materials required in the covering correspondence or transmittal form.

Following receipt of the above, the Development Agreement is executed by the City, and the Site Plan drawings are stamped approved. The Applicant's solicitor is now responsible for registering the Development Agreement against the property title. Once the File Manager is informed of the registration of the Development Agreement the permit application is signed and forwarded to the Building Division. The Applicant can now move on the Construction Stage of the process.

(For more detailed information see [Stage 3: Final Site Plan Approval Package](#)).

Construction Stage

The latter stages of the Site Plan Approval Process remain consistent regardless of the approval process stream followed by an application.

Building Permit Application

Applicants submit building permit applications directly to the Building Division. All submissions are required to conform to the Ontario Building Code, City of London Zoning By-law, and other applicable law. Building permits cannot be issued until the site plan has been approved. Under certain exceptions Conditional Building Permits may be issued at the discretion of the Chief Building Official.

Building Permit Process

Formal review of the Building Permit Applications includes:

- Review for compliance with Zoning By-law and other applicable law (as defined in the Ontario Building Code),
- Confirmation (by Council Resolution) that all holding provisions have been removed and
- Confirmation of Site Plan Approval

When the site plan has been approved the File Manager or the Planner advises Building Division staff. Digital copies of the approved site plan, servicing, and grading plans, and building elevations are forwarded to the Plans Examiner in the Building Division. A Building Permit will be issued when all the conditions are met, and the plan meets the Ontario Building Code and all fees and charges have been paid and that the required security has been received along with ensuring tree protection fencing has been installed along with siltation controls and both have been certified by the appropriate consultant.

If it is determined the permit application is not in compliance with the above, a building permit will not be issued. The Applicant is given the opportunity to revise the plans within six months or the application may be deemed abandoned by the Chief Building Official and a new application must be filed for any proposed work.

Following issuance of the building permit, Building Division Inspectors perform mandatory inspections of the site during construction.

- The number of inspections per building permit is prescribed in the Ontario Building Code.
- Inspectors review the constructed work based on the drawings and details shown on the approved permit drawings.

Once compliance with the construction drawings has been confirmed, the Building Inspector will then sign off all mandatory inspections, which clears the building for occupancy.

For additional information regarding Building Permits, visit: www.london.ca and search "building-permits" or call the City of London's Building Division at 519-661-4555.

APPROVAL PROCESS STREAMS

OVERVIEW

About this overview

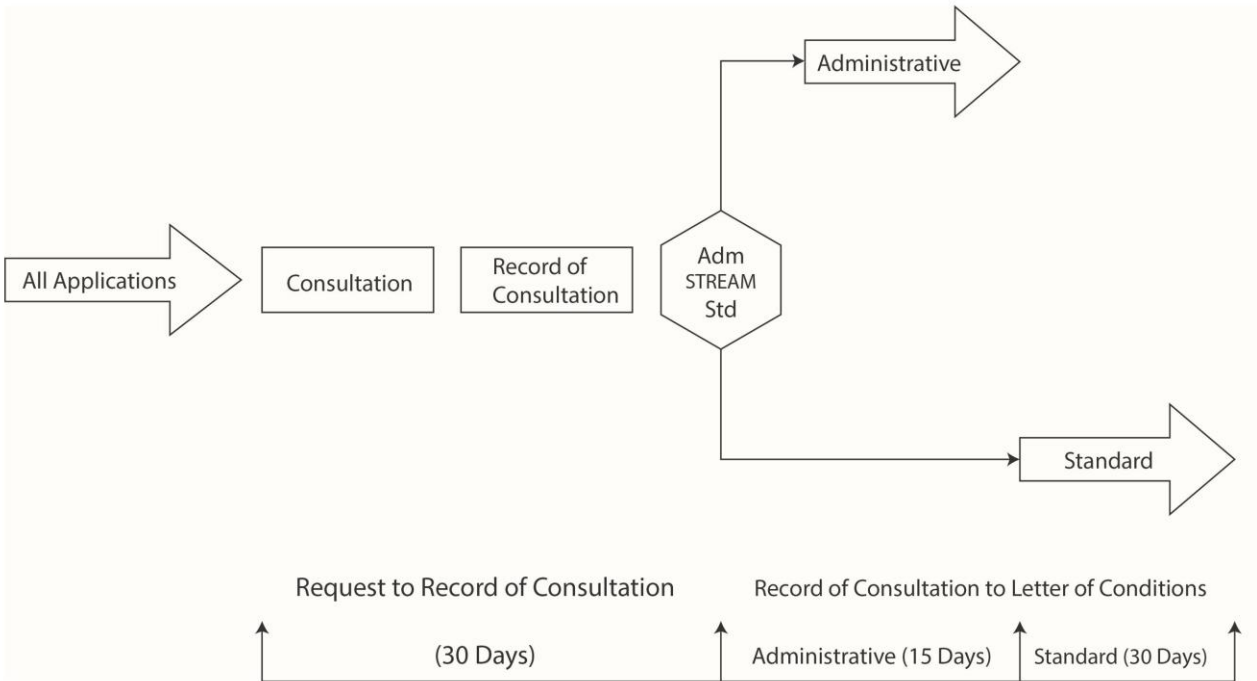
This document provides an overview of the approval process streams. All site plan applications will follow either an Administrative or Standard Application Approval process determined during a mandatory consultation. This overview summarizes the base criteria for each stream and highlights the differences between the two streams.

Approvals Process Streams

The approval process streams are designed to offer options within the Site Plan Approval Process to reflect the broad range in scope and complexity of applications. In accordance with the City's Site Plan Control Area By-law, all proposed site plans are required to undergo mandatory consultation. During consultation, applications are assessed to determine the appropriate Site Plan Approval Process Stream. This decision will be made at the discretion of the File Manager.

It will be clearly identified in the Record of Consultation which stream the application will follow going forward. An application may appear to meet the eligibility criteria for an approval stream process, but if elements of the proposal are complex in nature, the File Manager may still decide to have the site plan follow the Standard Site Plan Process to ensure potential complications are handled effectively.

Detailed descriptions of the approval process streams are described below. As well, a map of the approval process streams has been included at the back of the document.



Standard Application Approval Stream

All site plan applications are assumed to follow the Standard Application Approval Stream until it can be determined at consultation which stream the application will follow. Site Plan Applications that follow the Standard Application Approval Stream generally include more complex applications. Examples of Standard Applications include the following:

- Sites requiring a Site Plan Public Meeting or Urban Design Peer Review Panel Meeting
- Sites requiring a Zoning By-law Amendment.
- External works required for the site or on-site stormwater management ponds.
- Complex applications with new buildings, major additions and/or changes to the existing site.
- Sites with major traffic impacts.

Under the stream, the application is subject to all stages and steps of the full Site Plan Approval process. Basic steps are not eliminated and do not occur earlier. The schedule for site plan approval is generally driven by the complexity of the application itself. Through open discussion and addressing issues early in the process, every attempt will be made to adhere to, or even shorten the target timelines.

Administrative Application Approval Stream

The Administrative Approval Stream was created to capture those extremely minor applications that, if enabled through the process, can reach site plan approval in a very

short time. The Administrative Application Approval Stream gives the File Managers the autonomy to recognize minor applications upfront and champion them through the system.

The Administrative Application Approval Stream is designed to accelerate the schedule for site plan approval by eliminating certain steps from the Consultation and Application Review stages.

Minor applications with little or no construction elements that do not require a public meeting may qualify for the Administrative Approval Stream. Examples of applications that qualify for the Administrative Approval Stream include:

- Sites under an existing development agreement requiring minor amendment
- Minor additions
- Minor new buildings under existing development agreement.
- Minimal impact to public realm
- All detached and semi-detached dwelling units with no significant external works All commercial, industrial, and institutional uses (new development and/or revisions to existing development) under 100 square metres

Applications eligible for the Administrative Application Approvals Stream may be identified by the File Manager during the consultation stage. For these minor applications, the initial inquiry may satisfy the mandatory consultation requirement and the Applicant will know up front whether their file can follow the Administrative Application Approval Stream. In all cases the decision of the application's process stream is at the discretion of the File Manager.

The Administrative Application Approval Stream reduces the steps of the Consultation and Application Review Stages and overlaps the Application Review Stage with the Site Plan Approval Stage to offer the following abridged process steps:

During Consultation Stage:

- Once identified as "Administrative" by the File Manager, the mandatory consultation requirement can be satisfied by an informal consultation at the front counter or through the normal consultation process.
- Using a standardized Administrative Record of Consultation Checklist, the Applicant is provided a clear listing of requirements for site plan application noting any detailed materials to be included, if necessary.

During Application Review Stage:

- PD staff reviews the application within the unit and consults with liaison groups on technical matters only when necessary.
- Staff assemble the Conditions for Site Plan Approval package containing all the Standard contents.

The Administrative Application Approval Stream offers another level of business-friendly flexibility in overall site plan approval process to match the required level of process effort to the complexity of an application.

The Process Maps

The process maps in the brochure provide a comparative illustration of the differences between the Standard and Administrative Application Streams. Contact a Planner if you have any questions of a process nature.

Security

In accordance with the City of London Security Policy, the City collects a security (in the form of cash or an irrevocable letter of credit) from the Applicant to secure against potential failure on the part of the applicant to complete the works on the site plan and comply with the clauses of the Development Agreement. The security is calculated based on the engineer's report of the total cost of the project plus an additional 25%. The required security is outlined in the Development Agreement and must be provided before the Development Agreement is executed by the City. If the Applicant defaults on the agreement, the City can utilize the securities to obtain compliance with the provisions of the agreement as it sees fit.

Compliance Inspections

Following the building permit process, the Applicant has 9 months to complete all remaining surface works. Securities will not be released until the required works have been inspected by a Site Plan Inspection Officer from PD.

Inspections are typically triggered at the Applicant's request or may be initiated by staff if no request is received within 9 months.

Compliance inspections involve:

- Observing surface features internal to the Site Plan for consistency with the approved plans; and
- Reviewing the Development Agreement clauses to determine whether requirements have been met.
- Receipt of grading certificates, certificates of storm sewer systems, etcetera as required.

If inconsistencies are found, a Deficiency Letter is sent to the Applicant and a date is set for a second inspection. A second Deficiency Letter will be sent at the second inspection if necessary. If deficiencies still remain at the third (3rd) Inspection the Site Plan Inspection Officer will prepare notice of the City's intention to place the development agreement in default.

Notice of Default

Notice of Default outlines the outstanding deficiencies and provides a final deadline by which to comply. If deficiencies are not remedied by the default deadline, final Notice of Default is mailed to the Applicant that the process has begun to initiate default of the agreement. The File Manager will send a memo to the Finance Division and the Applicant, identifying the lack of compliance and recommending the cashing of securities. Once securities are cashed, the City may see to addressing outstanding deficiencies as they see fit.

Release of Securities

Upon substantial completion of the site works, security reductions can be requested and are calculated based on the % of work completed up to a minimum holdback of 25% of initial securities. Again, this ensures that the City has retained enough security to complete the outstanding work in the event the work is not completed.

Upon confirmation that all works on the approved site plan, landscape and grading plans, servicing plans and all clauses of the development have been satisfied a Security Reference Letter is prepared and sent to the Applicant and the Finance Division. The City can now release securities.

OTHER ELEMENTS THAT IMPACT THE SITE PLAN APPROVAL PROCESS OVERVIEW

About this Overview

This overview outlines other elements that can impact the site plan approval process. These elements include zoning by-law amendments, minor variances, holding provisions, public meetings, and urban design considerations. Applicants are encouraged to engage in early discussions with the City to identify the potential considerations or challenges that may apply to the site.

Zoning By-law Amendments

A small number of site plan applications will require a land use change/zoning by-law amendment. The Ontario *Planning Act* stipulates that the Applicant has right of Appeal to the Ontario Land Tribunal if the Municipality fails to approve a site plan application within 30 days of receiving a submission or if the applicant disagrees with any of the conditions for site plan approval imposed by the City (S41.12).

The City of London has established a goal of releasing the Conditions for Site Plan Approval package within 30 days, or where possible approving applications. However, this timeline is not feasible when a zoning by-law amendment is required. The Zoning By-law Amendment Process can take up to 90 days (S34.11) or possibly longer depending on the complexity of the application to complete. It is advisable for Applicants to pursue the Zoning By-law Amendment Process prior to initiating the Site Plan Approval Process as compliance with the applicable zoning-by law is required for Site Plan Approval.

If it is determined at the Site Plan Consultation Stage that a Zoning By-law Amendment is required, the Applicant will be advised to address this requirement prior to submitting a Site Plan Application. In some cases, there is a high risk in proceeding into a site plan before a zoning outcome is known. However, at the discretion of the File Manager, in some cases the Applicant may proceed with overlapping the Site Plan Approval Process with the Zoning By-law Amendment Process.

Once the application for the zoning by-law amendment has progressed to the point where Staff have completed a planning analysis and can make a recommendation on the impact of the land use change, a decision to overlap the

two processes may be made.

NOTE:

If the zoning by-law amendment has not been approved, the Applicant runs the risk of prematurely advancing the Site Plan Approval Process and may incur costs associated with this. The Applicant assumes these risks even if the City supports overlapping the processes.

The amount of overlap in the two processes is relative to the impact the land use change/zoning by-law amendment has in regard to policies of The London Plan, relevant guidelines, and applicable provincial interests.

- If the land use change has a low impact, there will be greater opportunity to overlap the Zoning By-law Amendment Process with the Site Plan Approval Process.
- If the land use change has a significant impact, there will be less opportunity to overlap the Zoning By-law Amendment Process with the Site Plan Approval Process.

Examples of when the Zoning By-law Amendment Process and the Site Plan Approval Process can overlap include those site plans where there is no significant change in the building footprint of the site or where there is no significant change in site functionality relative to the surrounding land use. The decision matrix below outlines some of these examples.

Opportunity to Streamline Site Plan Application?

No Zoning Change Required:

Yes

E.g., Minimal impact, minor additions, etc. or when File Manager uses criteria to determine Administrative Site Plan Approval Stream

No

E.g., requires Urban Design Peer Review Panel, external works, etc., or for Standard Site Plan Approval Stream

Zoning Change Required: Low Impact

Yes

E.g., Minor land use change with minor site changes or when File Manager uses criteria to determine Administrative Site Plan Approval Stream

No

E.g., Minor land use change with external servicing requirements or for Standard Site Plan Approval Stream

Zoning Change Required: Significant Impact

Yes

Not applicable.

No

E.g., Large land use change with external servicing requirements or for Standard Site Plan Approval Stream

Additional Information regarding Zoning Amendments is available at www.london.ca and navigate to Home> business-development > planning-development-applications.

Minor Variances

London's Zoning By-law regulates the way in which land can be used in the City. The By-law also contains general regulations and zone regulations that apply to each property for things such as permitted uses, building setbacks and lot coverage. Because it is difficult for the zoning by-law to address every circumstance that may affect the development or use of a particular property, the *Planning Act* allows City Council to establish a Committee of Adjustment to which property owners can apply when they require a minor variance to the regulations.

If a site plan requires a Minor Variance to the site zoning, this will usually be identified during the Consultation stage. Once the site plan concept has progressed to a point where only minor changes may occur, the Applicant can initiate the Minor Variances process. The Minor Variance process will need to be completed prior to Site Plan Approval.

Additional Information regarding Zoning Amendments is available at www.london.ca and navigate to Home> business-development > planning-development-applications.

Holding Provisions

The City's Zoning By-law includes holding provisions (h) to ensure certain conditions are met as identified in the holding provision. Holding provisions provide the City with the time to ensure any outstanding matter identified in the holding provision has been incorporated into the plans or the Development Agreement. Holding Provisions may benefit the community by minimizing impacts such as noise, odour, or traffic.

Application must be made to Council for an amendment to the by-law to remove the holding provision. Staff will review the application and based on an analysis, will prepare, and present a report to the appropriate Committee of Council. It should be noted that a "public meeting" is not held in association with an application to remove a holding provision.

When a proposed site plan occurs on a property that has a holding provision (h-5), which requires a site plan public meeting and entering into the development agreement before the holding provision can be removed by Council. Applicants should be aware that the removal of a holding provision can take up to 90 days. (S36(3) of the *Planning Act*. This is seldom the case as timelines are typically shorter; however, in most cases the development must be executed by the Owner.

Additional Information regarding Zoning Amendments is available at www.london.ca and navigate to Home> business-development > planning-development-applications.

Public Meeting

A Site Plan Public Meeting is required when a proposed site plan occurs on a property that has a holding provision (h-5), or when a Council Resolution exists requiring a public meeting, or where a policy in The London Plan requires a public meeting.

If a Site Plan Public Meeting is required, the Site Plan Application will go before the

appropriate Committee of Council prior to approving the application. The requirement for a Site Plan Public Meeting will extend the approval timeline as additional steps are added to the Site Plan Approval Process.

Additionally, in all cases where a Site Plan Public Meeting is required; Council has also strongly encouraged Applicants to hold their own neighbourhood information session to engage the community early in the process. City staff are available to attend to act as a resource or to respond to general questions.

Other additional steps added to the Site Plan Approval Process include, sending a Notice of Application out to area property owners, sending a Notice to the Public of a Public Meeting (two weeks before the actual Site Plan Public meeting) and Staff compiling internal comments into a committee report. The report provides a description of the proposed site plan, a summary of liaison comments and suggested clauses for the Development Agreement.

A Site Plan Public Meeting is held before the Committee of Council in order to collect comments from the Public and for Council to advise the Approval Authority of any additional conditions for site plan approval. Following the appropriate committee of Council meeting, Municipal Council will meet to hear the outcome of the Public Meeting. Once the Council Meeting has taken place, the Internal Review Group comments may be updated to reflect additional conditions requested by Council, and the site plan application can continue through the Site Plan Approval Process.

Urban Design/Heritage and Ecology

Site Plan Applications include an extremely broad range in scope and complexity of proposals. As well, the proposed site plan layout and potential impact on the neighbouring community can influence the degree to which matters relating to urban design, heritage and ecology need to be considered. Every site plan is unique, and the design considerations will be scoped according to the individual application. All site plans should consider how the plan can implement principles of urban design and placemaking, heritage and ecology policies of The London Plan in the development and the Zoning By-law.

During early discussions, and at the Consultation stage, the Applicant can discuss the proposed site plan with the City to identify the identified design considerations. After the Consultation stage, the Applicant will receive the Record of Consultation which will indicate whether additional studies/reports are to be prepared.

The Record of Consultation will also confirm whether or not an Urban Design Brief is required to go before the Urban Design Peer Review Panel. Applicants are required to go to the Panel to receive their advice and incorporate the Panel's advice into their proposal before applying for site plan approval. Additional Information regarding Urban Design Briefs and Urban Design Peer Review Panel is available at:

- www.london.ca and navigate to Home> business-development > urban-design
- File Manager Site Plan Approval Process Manual [Stage 1: Urban Design and the Site Plan Approval Process](#)

STAGE 1: CONSULTATION

REQUEST FOR CONSULTATION GUIDELINE

About this Guideline

This document outlines the information and level of detail required when submitting a Request for Site Plan Consultation and how the request will be received and reviewed by the City. The Request for Consultation summarizes the Applicant's concept plan and assumptions for developing their site. Submission of a Request for Site Plan Consultation constitutes the Applicant's formal request to initiate mandatory consultation as required under the City's Planning Site Plan By-law.

Components of a Complete Request for Site Plan Consultation

There are three components of a complete Request for Site Plan Consultation package:

1. Consultation Fee
2. Completed Request for Site Plan Consultation application form
3. Concept Site Plan
4. Concept Elevations

Completed Request for Site Plan Consultation Application Form

All Request for Consultation packages shall include a completed Request for Site Plan Consultation application form that provides key background information and context for the proposed development in order to help staff understand the intentions for the site. The application form includes the following discussion sections:

Description of Proposed Development: Briefly describe the site location, existing conditions, intended use and the proposed construction elements.

Discussion of Plan Context within the Neighbourhood, City and Provincial Policy: With respect to neighbourhood, describe how the proposed development fits into the community vision, surrounding buildings and public realm. Also describe how the proposed development attempts to address the Provincial Policy Statement, The London Plan, and current City policies and regulations.

Objectives and Intention of Proposed Site Plan: Describing the desired objectives for the proposed site assists staff to recognize the rationale behind elements of the submitted concept. Explain the core needs of the development to support the proposed concept, especially if proposing any elements that may not fully align with City policy or practice.

Assumptions for Servicing the Site: The application should outline the Applicant's assumptions for servicing the proposed development. It is not necessary to undertake detailed servicing assessments at the Consultation Stage. However, Applicants should do some investigation into existing servicing in the area and explain their assumptions for how it can accommodate the proposed site. Describe the proposed storm and sanitary outlets, anticipated transportation needs and note any special grading that may be required on the site.

Concept Site Plan

In general, the Concept Site Plan should illustrate what exists, what is to be removed and what is to be constructed or replaced. The following elements should be given consideration on the face of the Concept Site Plan:

- Dimensioned plan (metric scale) illustrating the proposed site with a detailed zoning /site data table
- Location of existing and proposed buildings on the site
- Significant trees and natural vegetation
- Hard and soft Landscaping
- Pedestrian and vehicular access to/from the site
Location and nature of vehicle/bicycle parking
Loading/service/garbage areas
- Sign location(s)
- Principal pedestrian entrance, barrier free entrance and fire fighters' entrance Fencing (location & type)
- Concept servicing plan
- Easements, comments on the property

Concept Elevations

At the Consultation Stage, the Concept Elevations should consider the following to illustrate what is existing, what is to be removed, and what is to be constructed or replaced.

- Façades labelled according to the direction they face Indicate façade materials to be used
- Identify major pedestrian entrances
- Indicate Base, Middle, Cap of the structure(s) Roof type
- Sign location(s)
- Vision (transparent) glass location(s)
- Existing condition plan per Section 1.4 of Schedule "I" Context with nearby buildings

Depending upon the type and complexity of the proposal, the requirement for concept elevations can be satisfied in a variety of ways. Detailed elevations are not required at this stage, but the provided concepts should adequately convey the proposed built form, scale, and appearance of the development.

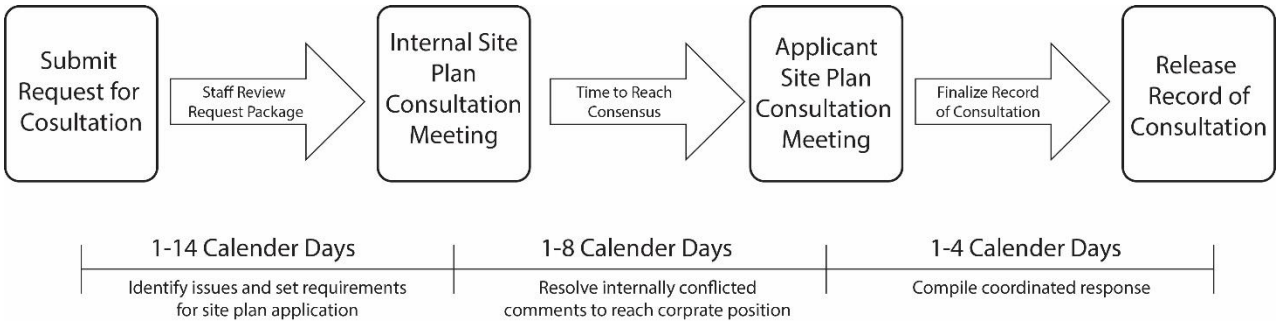
The following table outlines three formats for providing Concept Elevations:

<p style="text-align: center;">Enhanced Photos</p> <p><u>When to Use:</u> Site plans involving alterations to existing structures (for example office conversions) or minimal construction elements.</p> <p><u>Format:</u> Provide photos of the existing structure enhanced to show the proposed changes to the site.</p> <p style="text-align: center;">Illustrated Examples</p> <p><u>When to Use:</u> Smaller-scale new building structures where photos of similar developments can be provided that are representative of the proposed site (i.e., franchise, etc.)</p> <p><u>Format:</u> Illustrated examples can be either marked up photos or drafted elevation drawings of on the proposed site showing all views and illustrating the required elements of conceptual elevations as described above.</p> <p style="text-align: center;">Drafted Elevation Drawings</p> <p><u>When to Use:</u> New, larger-scale structures of unique design, such as commercial, institutional, or industrial developments.</p> <p><u>Format:</u> Computer drafted views of each elevation indicating the required elements of conceptual elevations as described above</p>

<p>NOTE: Applicants are encouraged to contact staff through the File Manager to discuss the site prior to submitting a Request for Consultation. This informal dialogue early in the process provides an excellent opportunity for the Applicant and the City to discuss the proposed site plan concept, development assumptions and clarify the requirements for a complete Request for Consultation.</p>

How a Request for Site Plan Consultation is Reviewed

The following illustration maps the flow of a request package through the Consultation Stage.



Upon submission of a complete Request for Site Plan Consultation, the request package is circulated to a standard liaison group of internal staff and placed on the agendas for Internal Site Plan Consultation Meeting and Applicant Site Plan Meeting.

Requests must be received in Planning and Development before noon on the Tuesday or at least 14 calendar days prior to the next Internal Consultation Meeting, to make the agenda. Internal Meetings occur weekly.

The contents of a Request for Site Plan Consultation provide liaison staff with a basis for informed consideration of the proposal to better identify issues and set clear requirements for a Complete Site Plan Application Package. The request package is circulated to liaison staff as soon as it is received. Depending on the timing of receipt, they will have between 1-14 calendar days to review the request package and come to the Internal Site Plan Consultation Meeting with comments and application requirements prepared in writing.

The intent of the Internal Meeting is to reach a coordinated corporate position on the site plan prior to the Applicant Site Plan Consultation Meeting, which occurs 8 days following the internal meeting. The 8-day period built into the process between the Internal and Applicant Consultation meetings allows for the resolution of any conflicts or differences of opinion that cannot be resolved during the internal meeting. If necessary, the File Manager will work to drive a decision by either arranging an offline meeting or escalating to Senior Management.

The Applicant Site Plan Consultation Meeting is the Applicant's opportunity to hear staff's integrated comments for moving forward with a formal site application. Up to 4 business days after the Applicant Site Plan Consultation Meeting, the Applicant will receive a consolidated Record of Consultation that summarizes staff comments on the proposed site plan concept and clearly lists the submission requirements for a complete Site Plan Application Package (plans, drawings, reports and/or studies).

Submitting a Request for Consultation

All Requests for Site Plan Consultation are submitted to the City through Planning and Development. Planning and Development will place the request on the next available Internal and Applicant Site Plan Consultation Meeting and notify the Applicant of the date and time of their meeting. Requests for Consultation will not be received, nor placed on the meeting agendas until all required components are included in the package. Requests for Consultation must be submitted in digital (.pdf) format. Requests shall made, with the required materials, to LondonSPsubmit@london.ca.

Resources

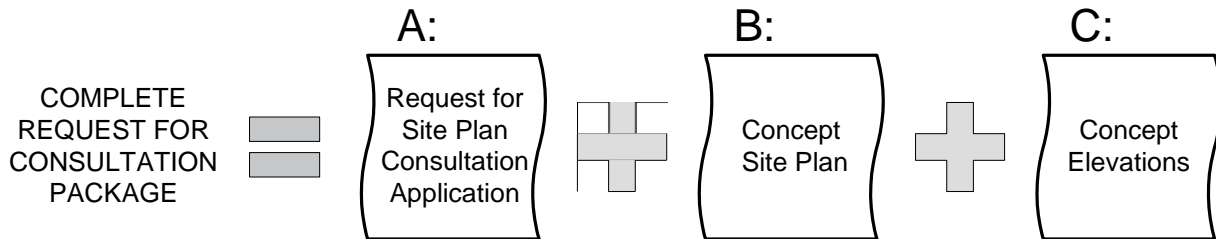
Additional Information regarding Site Plan Consultation is available at www.london.ca and navigate to Home> business-development > planning-development-applications.

Checklist for Request for Consultation Package (see below)

Examples of Concept Elevations (see below)

Checklist for Request for Consultation Package

A Complete Request for Consultation Package must include the three components, as listed below.



A: Completed Request for Site Plan Consultation application form

Have you completed the following sections?

- Description of Proposed Development
- Discussion of Plan Context within the Neighbourhood, City and Provincial Policy
- Objectives and Intention of Proposed Site Plan
- Assumptions for Servicing the Site
- Scale and form of proposed building on the Site

B: Concept Site Plan

Have you answered the following questions?

- What exists?
- What is to be removed?
- What is to be constructed?
- What is to be replaced?

C: Concept Elevations

Have you discussed the Request for Consultation with the File Manager? Have you answered the following questions?

- What is existing?
- What is to be removed?
- What is to be constructed?
- What is to be replaced?

Did you use one of the following concept elevations for your proposal?

- Enhanced Photos
- Illustrated Examples
- Drafted Elevation Drawings

Examples of Concept Elevation Photos
Enhanced Photos: Small Scale Commercial

EXISTING



PROPOSED



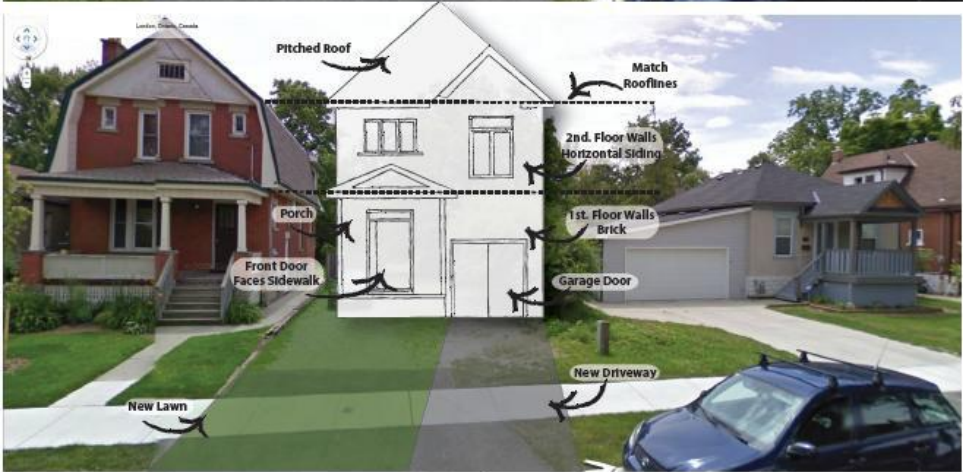
Eg. Small Scale Commercial

Illustrated Examples: Small Scale Residential

BEFORE

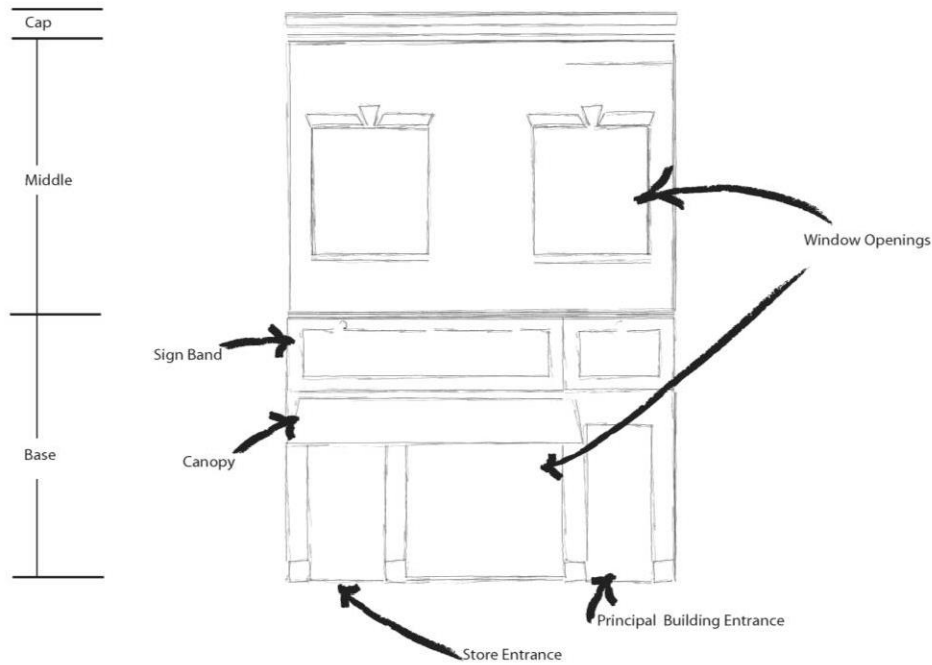


AFTER



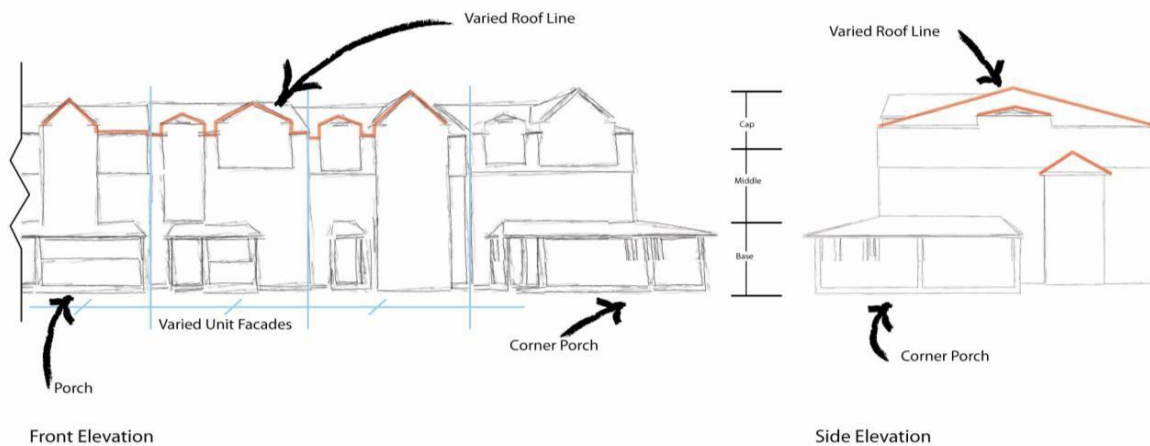
Examples of Concept Elevations

Drafted Elevation Drawings: Small Commercial-Front Elevation



E.g. Small Commercial - Front Elevation

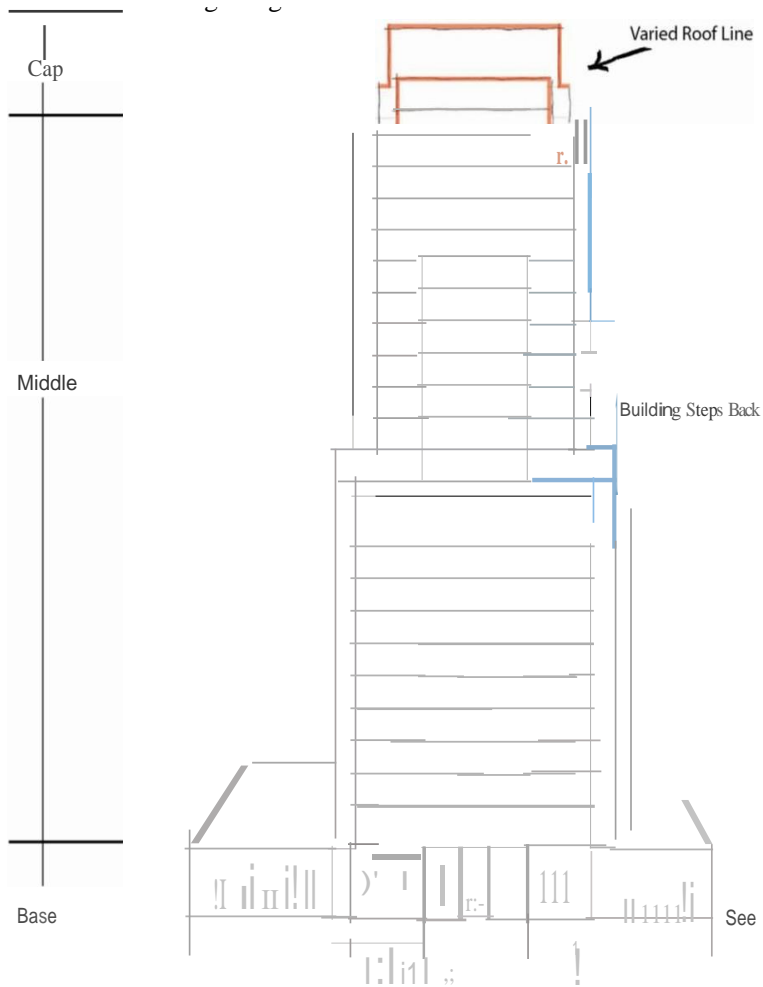
Drafted Elevation Drawings: Residential Elevation



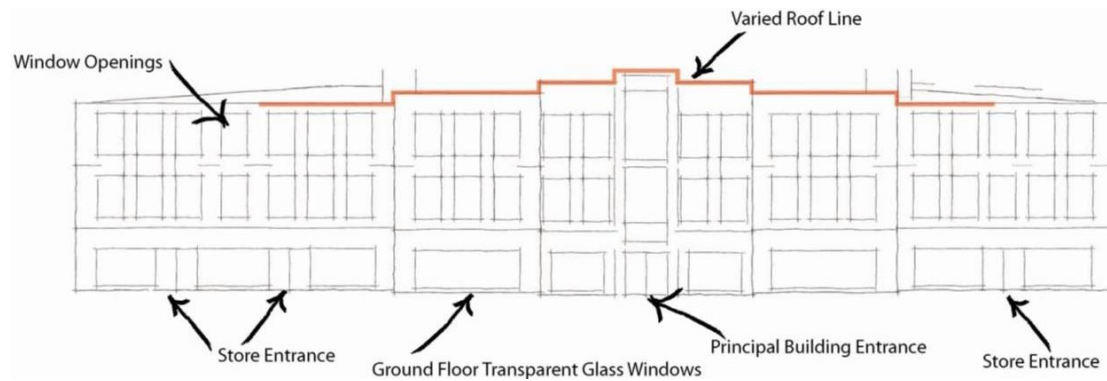
E.g. Residential Elevations

Examples of Concept Elevations

Drafted Elevation Drawings: High Profile Mixed Use – Front Elevation

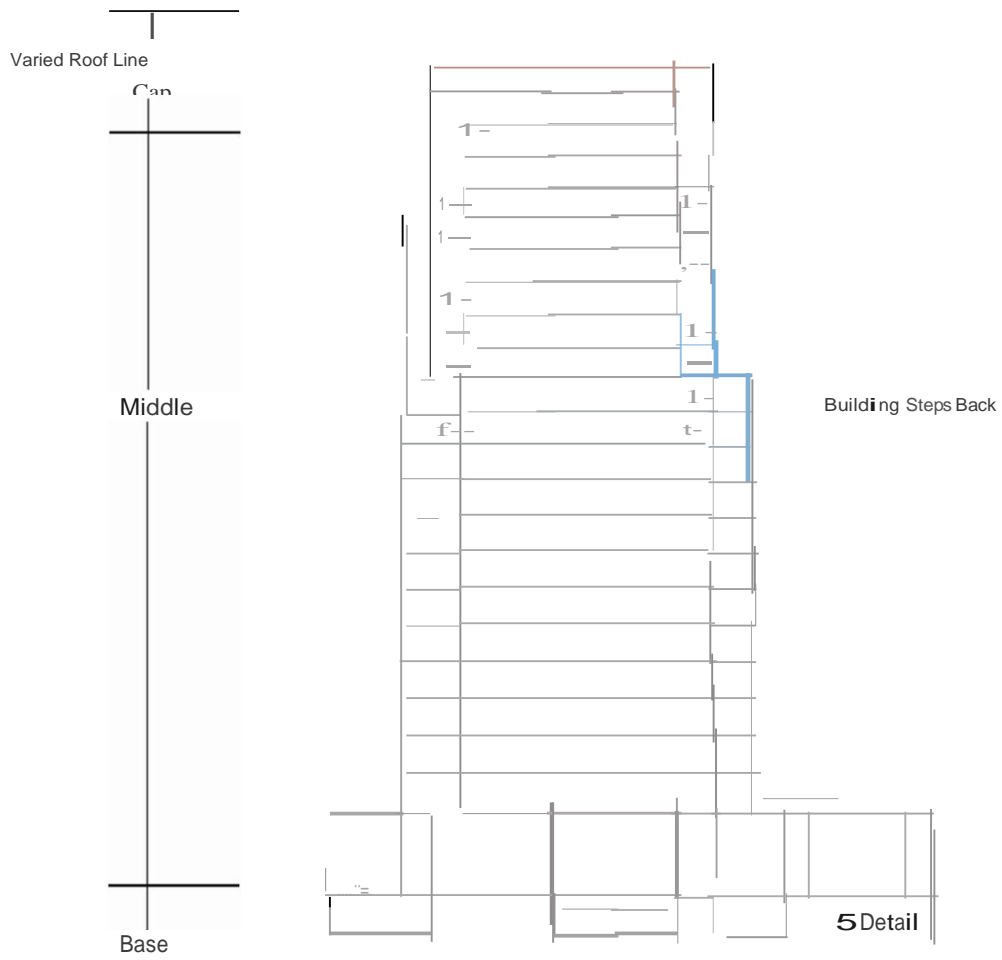


DETAIL AT BASE: (see below)

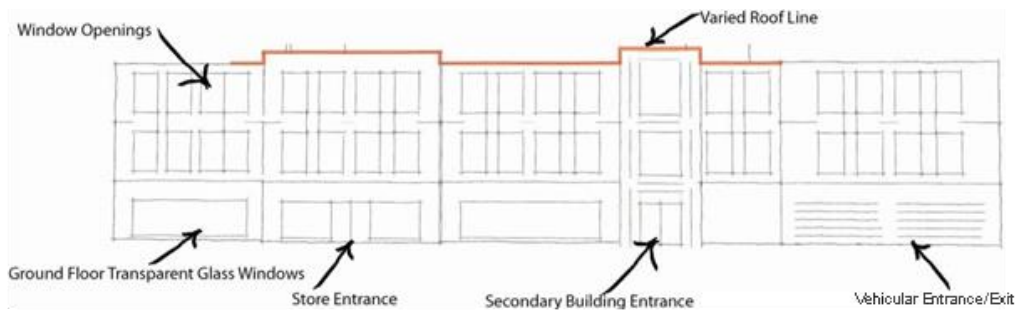


E.g., High Profile Mixed Use – Front Elevation

Drafted Elevation Drawings: High Profile Mixed Use – Front Elevation



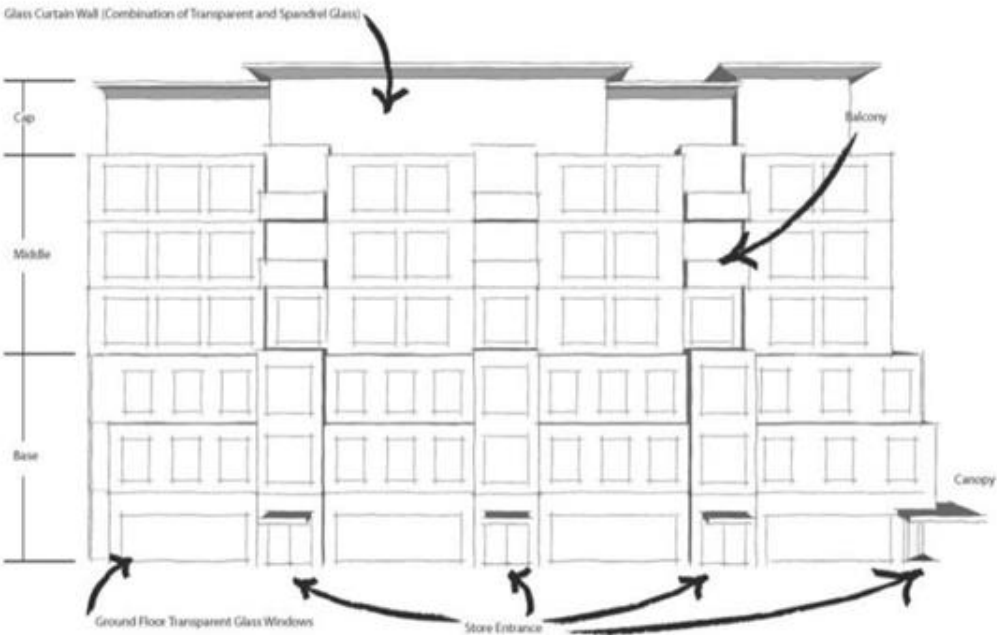
DETAIL AT BASE: (see below)



E.g., High Profile Mixed Use – Front Elevation

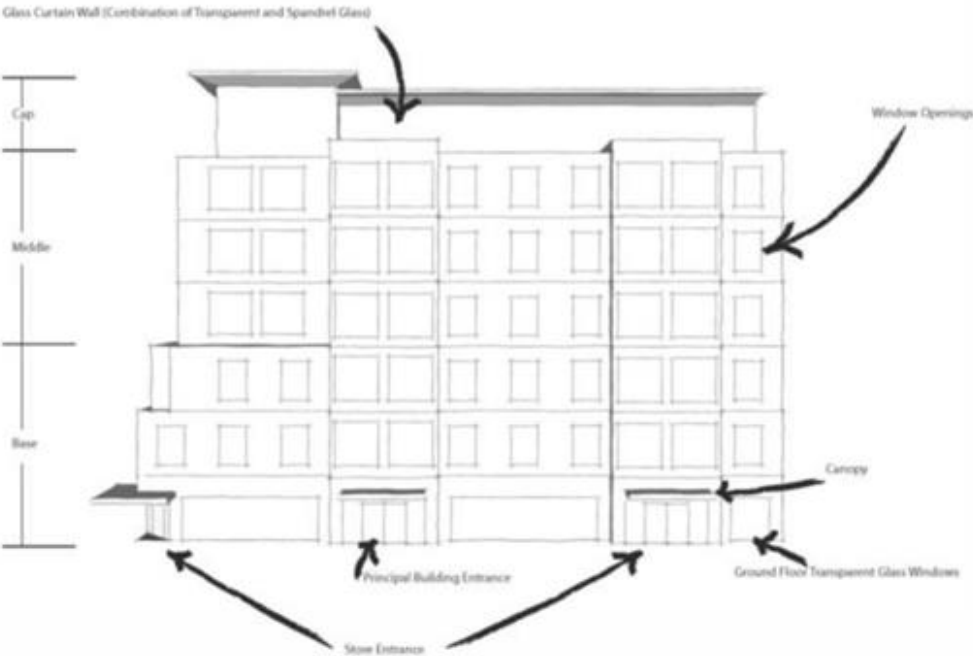
Examples of Concept Elevations

Drafted Elevation Drawings: Low Profile Mixed Use – Front Elevation



E.g. Low Profile Mixed Use - Front Elevation

Drafted Elevation Drawings: Low Profile Mixed Use- Side Elevation



E.g. Low Profile Mixed Use - Side Elevation

RECORD OF CONSULTATION GUIDELINE

About this Guideline

This guideline outlines the purpose of a Record of Site Plan Consultation and describes its content and structure. In the Site Plan Approval Process, the Applicant receives a Record of Consultation at the end of the Consultation stage that provides them with the principles for advancing their application through the process. It also provides a clear listing of the mandatory and additional site-specific submission requirements needed to form a complete Site Plan Application package.

About the Site Plan Record of Consultation

The Record of Consultation is a consolidated summary of the outcome of the Applicant Consultation Meeting. It is not intended to provide detailed minutes of what transpires at the Applicant Consultation Meeting but rather to focus on the principles and submission requirements to progress the application. The Record of Consultation consists of two parts:

Part 1: Commentary – The commentary section of the Record of Consultation addresses key site-specific information and sets prescriptive principles in regard to the proposal. The commentary section is to be specific and solution oriented.

Part 2: List of Submission Requirements – This section lists and clearly scopes the necessary materials to be included in the formal Site Plan Application package. All Site Plan Application packages shall contain the mandatory requirements identified in the Site Plan Control Area By-law and may also require additional site-specific materials to support a timely decision on the application. Both the mandatory and additional submission requirements will be listed in the Record of Consultation.

Preparation of a Site Plan Record of Consultation

The Planner receives all circulation comments from the liaison groups in writing at the Internal Site Plan Consultation Meeting, works to resolve any conflicts, and prepares a consolidated corporate position prior to the Applicant Consultation Meeting.

The Record of Consultation should be prepared in draft prior to the Applicant Consultation Meeting.

NOTE:

PD staff control the schedule, coordinate, make decisions and seek resolution on specific issues as requiring including escalation to Senior Management when necessary.

About the Applicant Consultation Meeting

The Applicant Consultation Meeting is the Applicant's opportunity to present their concept and assumptions for development and hear the consolidated comments and submission requirements identified in the corporate position. The Applicant should leave the meeting with a clear understanding of the principles and submission requirements for advancing their proposed plan to a formal application.

The final Record of Consultation is released 1 to 4 business days after the Applicant Consultation Meeting. This allows time to adjust the draft record to reflect the discussion from the Applicant Consultation Meeting.

If, during the Applicant Consultation Meeting, the Applicant has concerns with the comments or submission requirements identified in the Record of Consultation, the File Manager will work with the Applicant to resolve the issues. In these cases, the City has set a goal of reaching a resolution and releasing a final copy of the Record of Consultation within one week. It is the City's goal to provide a comprehensive list at Consultation; however, it should be noted that periodically additional requests may arise during the site plan approval process.

Using the Record of Consultation to Build a Complete Site Plan Application Package

The Applicant can use the specific submission requirements listed in the Record of Consultation to compile the necessary drawings, information, or studies for their formal Site Plan Application. Applications must contain all mandatory and site-specific requirements in order to be received. This will assist Staff in reaching a decision on the application in a timely manner.

In all steps of the application process there is an expected practice that there is dialogue as necessary between the Planner and the Applicant.

NOTE:

Applications missing additional site-specific submission will be received but will not be processed to conclusion if staff have insufficient information to support approval of the plan. This may result in the need for an additional consultation submission.

The application for Site Plan Consultation is deemed to lapse one year from the date the Record of Consultation (RoC) is issued. Therefore, if a formal application for Site Plan application has not been submitted within the one-year timeframe from the RoC, a new application for Site Plan Consultation will be required (*at the discretion of the File Manager*). This requirement is to ensure that current Provincial and Municipal policies, by-laws, guidelines and plans that may impact the application are taken into consideration at the time of consultation, and to determine potential issues and identify additional reports, studies, information, and any concurrent applications required to be submitted as part of a complete application.

Additional Resources

- Sample Record of Consultation

URBAN DESIGN & THE SITE PLAN APPROVAL PROCESS GUIDELINE

About this Guideline

This document provides an overview of the Urban Design considerations for site plans and how they fit into the process under the Site Plan Approval Process. Urban Design discussions should begin prior to the Consultation stage and may result in Urban Design implications in the latter stages of the Site Plan Approval Process.

Urban Design for Site Plans

The City of London promotes the integration of policies of The London Plan, urban design and placemaking principles in the preparation and review of all development proposals including site plans. It is the City's desire to implement placemaking as a means to provide more sustainable development alternatives while creating healthier, more compact, pedestrian friendly, multi-modal communities. (For more information on placemaking, see Resources at the end of this document)

Many factors influence the level of urban design consideration on a site plan. Site Plan Applications include an extremely broad range in the scope and complexity of proposals. As well, the location of a proposed site plan and potential impact on the neighbouring community can influence the significance for urban design considerations. As a result, not all Site Plan Applications will be subject to the same level of urban design considerations. Still, each site plan should be explored for potential to implement principles of urban design in the development.

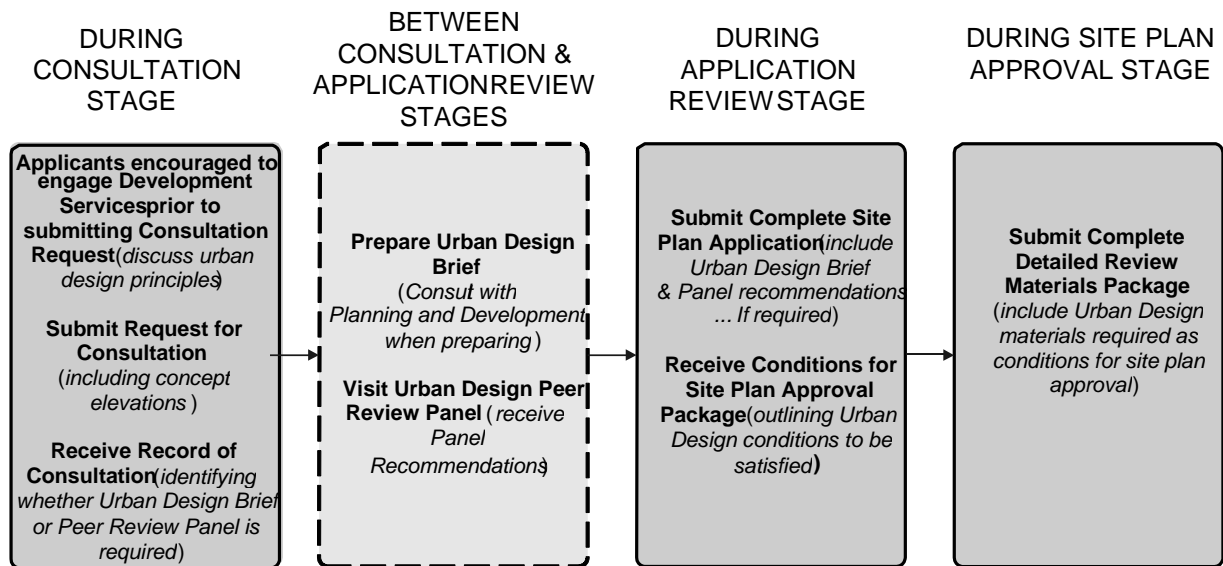
It is extremely important to initiate urban design discussions as early in the process as possible to maximize the opportunity to incorporate foundational elements of placemaking into the design. This will help minimize costs and delays later in the process. These early discussions are meant to provide information on City policies and standards and not to design the project for the applicant.

Similar to other types of submissions under File Manager, the required level of detail for urban design information increases as the file progresses through the approval process from concepts to design briefs to detailed elevation drawings. Communication and staff engagement are critical throughout all stages of the process.

Urban Design in the Site Plan Approval Process

For the most part, considerations for urban design can be accommodated through the standard submission points of the Site Plan Approval Process. However, in those cases

where a proposal is selected to go before the Urban Design Peer Review Panel, the Applicant must satisfy this requirement prior to initiating the Application Review Stage. The following chart illustrates how urban design content is to be incorporated into the standard submission points of the Site Plan Approval Process:



The following sections outline in greater detail the submission points where urban design objectives are to be addressed, organized by the stages of the Site Plan Approval Process they fall under.

During the Consultation Stage

The Consultation Stage provides the greatest opportunity for the Applicant to receive early direction on how urban design policies and standards can be applied as “measurable” objectives to incorporate into their proposed plan. Applicants are encouraged to communicate with Planning and Development regarding Urban Design matters prior to submitting a Request for Consultation. The Applicant Consultation Meeting is another opportunity to discuss urban design objectives for the site. These are two specific times when the Applicant can engage staff for advice and direction.

Early Dialogue Encouraged

Prior to investing considerable effort into designing a site plan concept, Applicants are encouraged to contact staff through the File Manager to discuss the site. This informal dialogue early in the process provides an excellent opportunity for the Applicant and the City to discuss the proposed site plan and identify key issues to consider. Staff can provide the Applicant with options for meeting urban design and placemaking objectives and

provide guidance on the urban design content to include with the Request for Consultation.

Submitting a Site Plan Request for Consultation (including Concept Elevations)

Formal consultation begins when the Applicant submits a Site Plan Request for Consultation outlining their site plan, servicing, and planning assumptions for developing the site. The minimum requirements to be included with all Requests for Consultation are described in the Request for Consultation Guideline in this Reference Manual.

All Site Plan Requests for Consultation should include:

Request for Site Plan Consultation: The brief application form provides a summary of supporting information for the proposed site and should include discussion of urban design considerations and how the site plan “fits” with the physical context of the surrounding neighbourhood.

Concept Elevations: These should illustrate the Applicant’s preliminary approach for meeting urban design objectives for the site plan. The purpose of providing concept elevations along with the concept site plan at the Consultation stage is to illustrate for staff the desired building form envisioned by the Applicant. These are not meant to be detailed elevations. Depending on the scope of the proposal they may consist of:

- illustrated examples of similar existing developments,
- marked up photos showing proposed renovations to an existing structure,
- drafted concept elevations for more complex plans.

Taking advantage of early dialogue opportunities by arranging to meet directly with Planning and Development staff is the best way for Applicants to receive valuable advice when preparing concept elevations for their Site Plan Request for Consultation.

Applicant Receives Record of Consultation (indicating Urban Design Requirements for Application)

The City meets with the Applicant at the Applicant Consultation Meeting to discuss the proposed site plan and identify the requirements for submission of a complete Site Plan Application. All application submission requirements are documented in the Record of Consultation. With respect to urban design, the Record of Consultation will indicate whether an Urban Design Brief is to be prepared and whether or not that brief is required to go before the Urban Design Peer Review Panel. Every site plan is unique and the requirement for an Urban Design Brief should be scoped in the Record of Consultation according to the individual application.

The applicant would go to the Panel and seek their advice before filing for Site Plan Approval.

Between the Consultation and Application Review Stages

Following the Consultation Stage, the Applicant works at their own schedule to compile the Site Plan Application package based on the submission requirements identified in the Record of Consultation. Not all site plans will require preparation of an Urban Design Brief and likewise, not all briefs will be required to go before the Urban Design Peer Review

Panel. If either is required, Applicants must complete their Urban Design Brief and present to the Panel (prior to submitting their formal application for two main reasons:

1. The Urban Design Brief and Peer Review Panel recommendations (comments received 10 days later) can then be considered for inclusion with the Site Plan Application package providing staff with the valuable information needed to adequately review the site plan.
2. If not completed prior to submitting the application, presenting to the Urban Design Peer Review Panel might hold up application review times due to scheduling requirements.

Preparing an Urban Design Brief

The Urban Design Brief Terms of Reference provides applicants with direction on how to assemble a brief. (See Resources at the end of this document). In the case of site plans, the Urban Design Brief should answer how the plan fits with the physical and policy context applicable to the site. Applicants should follow the Terms of Reference when preparing a full Urban Design Brief.

Applicants are strongly encouraged to engage Urban Design Staff when preparing an Urban Design Brief in order to clarify scope and confirm site-specific urban design objectives. This ensures their draft brief is on track prior to submitting their Site Plan Application or visiting the Panel.

Presenting to the Urban Design Peer Review Panel

The role of the Urban Design Peer Review Panel is to provide advice to the applicant and development approvals staff on how development applications relate to applicable urban design policy and guidelines. The Panel's comments may range from acknowledging the positive design qualities of a proposal, to suggestions encouraging a design that better complies with London Plan policies and current direction.

In the case of site plans, submission requirements for the Panel may include a full Urban Design Brief (or a brief scoped through consultation with Urban Design Staff). It is especially important that Applicants submit complete briefs to the Panel based on the Panel's Terms of Reference or scoped content directed by staff. Applicants are required to present to the Panel, receive the Panel's advice and subsequently incorporate the Panel's advice into their plans for the site plan application before filing for site plan approval. Incomplete Urban Design Briefs may be turned down by the Panel resulting in delays to the proposal.

The Panel meets monthly and requires materials to be submitted three weeks prior to the upcoming meeting. Panel comments will be released within 10 calendar days after the meeting. The recommendations of the Panel are advisory in nature and the Applicant has the opportunity to choose how to apply the recommendations to the proposed plan. The submission for site plan approval should advise site plan approval staff how the Panels' advice has been incorporated into the proposal. For more information on the

role of the Urban Design Peer Review Panel, the Panel's Terms of Reference is available online. ([See Resources at the end of this section.](#))

NOTE:

Applicants are encouraged to engage Planning and Development staff when considering how to incorporate the Panel's recommendations.

During the Application Review Stage

The Application Review Stage starts with the Applicant submitting a complete Site Plan Application Package including the application form, fees, mandatory submission requirements and additional site-specific requirements identified in the Record of Consultation. Applications submitted without the additional site-specific requirements will still be received; however, the Applicant may risk delay and/or refusal of the application if staff have insufficient information to support the plan.

Submit Site Plan Application (including Urban Design materials as required)

Where an Urban Design Brief is required without the need to visit the Urban Design Peer Review Panel, the brief is to be included with the Site Plan Application package.

If the brief has been to the Panel, the Site Plan Application must include both the brief and the recommendations received from the Panel. If the brief and the Site Plan Application have been updated based on the Panel's recommendations, the documentation should clearly note how the Panel's recommendations have been reflected in the plan. Should the plans not incorporate the Panel's comments, the applicant should describe why the changes have not been made.

For small scale, uncomplicated applications not requiring an Urban Design Brief, at a minimum the application cover letter should identify how site-specific Urban Design policies and standards have been addressed. In some cases, a neighbourhood study may be required.

Receive Conditions for Site Plan Approval Package

(With Urban Design Conditions and Greenline Mark-up of Elevations)

Staff review the materials provided in the Site Plan Application package to assess the merits of the plan, provide comments, and determine conditions of Site Plan approval. The Conditions for Site Plan Approval package will include:

- Greenline mark-up of the Site Plan and elevation drawings
- Conditions for Site Plan Approval
- Building Code Compliance Checklist
- Summary of comments from the Internal Site Plan Review Group Meeting.

Urban Design conditions for site plan approval typically will focus on how the plan has achieved or not achieved satisfactory consistency with the urban design policies and

standards, city policy and any design matters identified by Municipal Council during the re-zoning process, where applicable. Both the site plan and elevation drawings will be returned with greenline mark-ups for revision if necessary. The standard conditions of site plan approval will be included to address the greenline mark-ups in the final plan and elevation drawings. Where plans do not conform to zoning, the Planner will prepare a zoning referral form in order for the applicant to file for a variance to the by-law.

During the Site Plan Approval Stage

The Site Plan Approval stage includes the submission, review and clearance of all detailed submission materials required to satisfy conditions for site plan approval.

Submit Complete Detailed Revision Materials Package

(Responding to Greenline Mark-ups (Where required) of Drawings and Urban Design Conditions)

Applicants are again encouraged to consult with staff through the File Manager prior to submitting their Detailed Revision Materials package to review the conditions for site plan approval and clarify what needs to be submitted in the package. The Detailed Revision Materials package should include updated plans and elevations to address greenline mark-ups provided in the Conditions for Site Plan Approval package. Where applicable the impact on site servicing may need consideration, particularly with respect to site access and drainage. Where there are multiple options for achieving the urban design objectives, the Applicant should work with staff to find the best solution.

Submission of Urban Design Related Materials

All required urban design materials, should be submitted to Planning and Development together with the appropriate complete submission package according to the applicable stage of the process. All submissions are to be submitted in digital (pdf) format. The following table summarizes how urban design materials, if required, fit into the standard submission packages of the Site Plan Approval process.

Standard Site Plan Approval Process Urban Design Materials

Site Plan Request for Consultation

Urban Design Content:

- Concept Plan and Elevations

Format of Urban Design Content:

- Include concept plan and elevations and a summary of urban design objective in covering document

Urban Design Peer Review Panel (if required)

Urban Design Content:

- Urban Design Brief

Format of Urban Design Content:

- Urban Design Brief per Terms of Reference or as scoped with Urban Design Staff

Site Plan Application Package

Urban Design Content:

- Urban Design Brief and Urban Design Peer Review Panel Recommendations

Format of Urban Design Content:

- Urban Design Brief
- Urban Design Peer Review Panel recommendations
- Description of how Panel recommendations have been incorporated into the proposal

Detailed Revision Materials package

Urban Design Content:

- Continue to address Urban Design conditions for Site Plan Approval

Format of Urban Design Content:

- Revised site plan and elevation drawings to address greenline mark-up

Resources

For more information on the principles and policies of Urban Design in the City of London, please see the following documents found at www.london.ca and navigate to > Home> business-development > urban-design and Reference Documents:

- Urban Design Brief Terms of Reference/Neighbourhood Character Statement
- Urban Design Peer Review Panel Terms of Reference
- Placemaking Guidelines

STAGE 2: APPLICATION REVIEW

APPLICATION FOR SITE PLAN APPROVAL GUIDELINE

About this Guideline

This guideline provides direction on the preparation and submission of an application for Site Plan Approval and describes how it is received and reviewed by the City. This guideline should be read in conjunction with the Site Plan Application Form.

The Application Review Stage begins when the Applicant submits a complete Application for Site Plan Approval. Staff review the submitted application and work to provide the Applicant with a Conditions for Site Plan Approval package (final copy) within 30 days.

Applicable Law

Per Section 41(4) of the *Planning Act*, a person cannot undertake development in an area designated under site plan control unless Council has approved plan and elevation drawings for the proposed site plan. Under Section 41(7) of the Act, the Municipality may apply conditions to the approval of these plans. Upon receipt, staff review the Site Plan Application and the Approval Authority establishes conditions to be satisfied in order to reach site plan approval per Section 41(7) of the Act.

Components of a Complete Application

Section 7 of the Site Plan Control Area By-law sets out the submission requirements of a complete Site Plan Application. All Applications for Site Plan Approval must contain the base mandatory components. The municipality may also require additional site-specific materials and reports to be included in the application package as identified in the Record of Consultation. The Record of Consultation provides a clear list of both the mandatory submission requirements and any additional site-specific submission requirements. The submission of a complete application provides the City with the information necessary to efficiently review the proposed site plan and establish conditions for site plan approval in a timely manner.

These are the mandatory submission requirements for all Application for Site Plan Approval Packages:

Application for Site Plan Approval Form: The Application form offers space for the Applicant to provide basic site information and a checklist for submission requirements.

Application Fee: All required fees must be included in accordance with the fee schedule.

Survey Plan: Legal survey of the property boundary prepared by an O.L.S.

Site Plan Drawing: The application must include a plan(s) illustrating the proposed site plan development. Schedule 1 of the Site Plan Control Area By-law outlines the information to be shown on the face of the site plan drawing.

Elevation Drawings: The application must include plans illustrating the elevations proposed for the development from all applicable views. Schedule 1 of the Site Plan control Area By-law outlines the information to be shown on the face of the elevation drawings.

Servicing Plans: Servicing Plans are to be included to illustrate the feasibility of the proposed servicing and grading principles for the site plan layout.

Internal Site Servicing Drawings and Grading - Part 1: Site servicing drawings and grading are submitted with the Site Plan Application. Also, fire flow calculations, water quality, storm water calculations where required

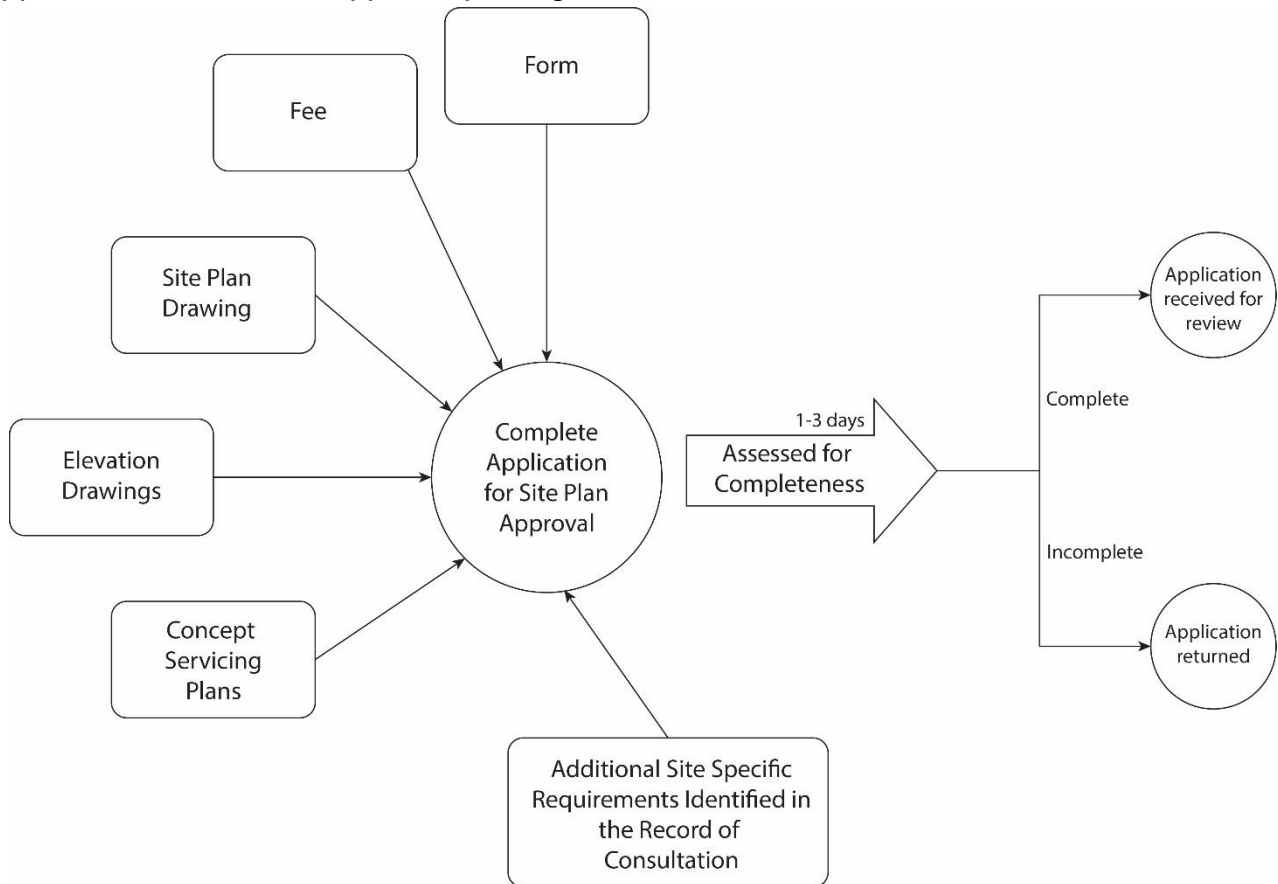
External Works Drawings (if required) - Part 2: Depending on the nature of the proposed site plan, the Applicant may be required to construct works beyond the limits of their site or service external properties across their lands through easements. The requirement for external works drawings will be indicated in the Record of Consultation and must be prepared and submitted with the Site Plan Application concurrent to the internal site servicing drawings.

Reports (if required) – Part 3: Noise and/or vibration study, shadow study, lighting studies etcetera.

The Record of Consultation may also identify additional site-specific materials to be submitted with a complete Site Plan Application Package.

Additional Site-specific Submission Requirements: Additional submissions requirements may include specific studies, information, or drawings necessary to respond to identified issues that could affect the municipality's ability to support the plan. Any additional materials required for application will be clearly identified and scoped in the Record of Consultation.

The following diagram illustrates the compilation, submission, and assessment of Application for Site Plan Approval packages:



Receipt of Application

Upon receipt of a Site Plan Application package, the City assesses the package to ensure all the mandatory submission requirements and additional site-specific submission requirements identified in the Record of Consultation have been included. The application will not be received for review if mandatory components are missing from the package. Applications submitted without minor site-specific submission requirements may still be received, however if major items are not included with the application, staff cannot support approval of the plan.

Review of Application

The Application for Site Plan Approval package is circulated to a standard liaison group of internal divisions and external agencies for review and comment. The liaison group brings their comments to the Internal Site Plan Review Group Meeting and works to reach a corporate position on the proposed Site Plan and Conditions for Site Plan Approval prior to meeting with the Applicant. If liaison groups review the application and do not have any comments, they need to identify this to Planner.

Upon the completion of this step, the plan will go forward to the Applicant Site Plan Review Group Meeting to allow for discussion of the liaison comments and the

recommended conditions for Site Plan Approval. Determination of conditions of Site Plan Approval shall be at the discretion of the Approval Authority, per the Site Plan Control By-law.

Staff will attempt to reach resolution with the Applicant on the Conditions of Site Plan Approval during the meeting. If a resolution cannot be reached, the Applicant has the right to appeal the conditions to the Ontario Land Tribunal.

The Site Plan Review Group meets weekly to discuss applications on Wednesdays and meets with clients the following Thursday. (See timing)

NOTE:

Depending on the nature of the requirement, applications submitted without the site-specific submission requirements identified in the Record of Consultation may have additional conditions placed on them in order to reach approval. These additional conditions would address the outstanding issue(s) in regard to the Record of Consultation. If the lack of information is too great to support the application, the application may be refused.

Understanding the 30 days

The *Planning Act* stipulates that the Applicant has right of Appeal to the Ontario Land Tribunal if the Municipality fails to approve the plans within 30 days of receiving a submission, or if the Applicant disagrees with any of the conditions for site plan approval imposed by the City (S41.12).

The City of London has set a goal of releasing the Conditions for Site Plan Approval package within 30 days. However, this timeline will not be feasible on more complex applications and will be identified as such at the outset of the process. These cases are the exception and apply to the very large or very complex sites. Applicants should be aware that timelines may be extended when a Site Plan Public Meeting is required. The File Manager determines whether the plans, drawings and reports have been adequately updated in order to schedule the Public Meeting at the appropriate Committee of Council.

NOTE:

Applicants are encouraged to communicate with Staff when preparing their Application for Site Plan Approval. The Applicant can contact the File Manager prior to submitting their application to confirm the necessary submission requirements and the appropriate level of detail or scope for required materials.

Additional Resources

- Site Plan Application Form
- Record of Consultation Overview
- Conditions for Approval of Site Plan Package Overview

- Schedule 1 of Site Plan Control Area By-law

CONDITIONS FOR SITE PLAN APPROVAL OVERVIEW

About this Overview

This document provides an overview of the Conditions for Site Plan Approval package to explain the intent of the package, what it contains, how it is prepared and how Applicants will use the package as they progress to Site Plan Approval. The Conditions for Site Plan Approval package is received by the Applicant following review of their application for site plan and marks the end of the Application Review stage.

About the Conditions for Site Plan Approval Package

Section 41(7) of the *Planning Act* cites the Municipality may apply conditions to the approval of site plans and drawings. Upon receiving an application for site plan approval, the City reviews the contents of the application and provides the applicant with conditions to be met in order to achieve site plan approval. The Conditions for Site Plan Approval package is a consolidated summary of all requirements to be satisfied by the Applicant during the Site Plan Approval stage. At this point, the application does not have approval, but the Municipality has confirmed that it generally supports the proposed development subject to the Applicant satisfying the conditions for site plan approval.

The City wants to help applicants reach site plan approval and, where possible, will deal with issues through conditions of site plan approval rather than refuse an application. However, if an application provides insufficient information or involves issues too large to be resolved through conditions, there may be no recourse but to refuse the application.

Contents of Conditions for Site Plan Approval Package

The following are the standard contents of a Conditions for Site Plan Approval package:

Summary of Comments: All packages start with a covering letter outlining the contents of the package and summarizing the principles and recommended conditions for approval of the plan for the Applicant.

Conditions for Site Plan Approval: The conditions for site plan approval will be included in the form of a detailed list in which each requirement establishes a clear target to be satisfied. Based on the listed conditions, the Applicant should fully understand the detailed revision materials required for submission during the Site Plan Approval stage.

Greenline Mark-up Drawings: The package will include a copy of the submitted Site Plan and Elevation Drawings marked up to indicate the requirements for revision to the face of the plan. Addressing Mark-ups is a standard condition of site plan approval for all applications.

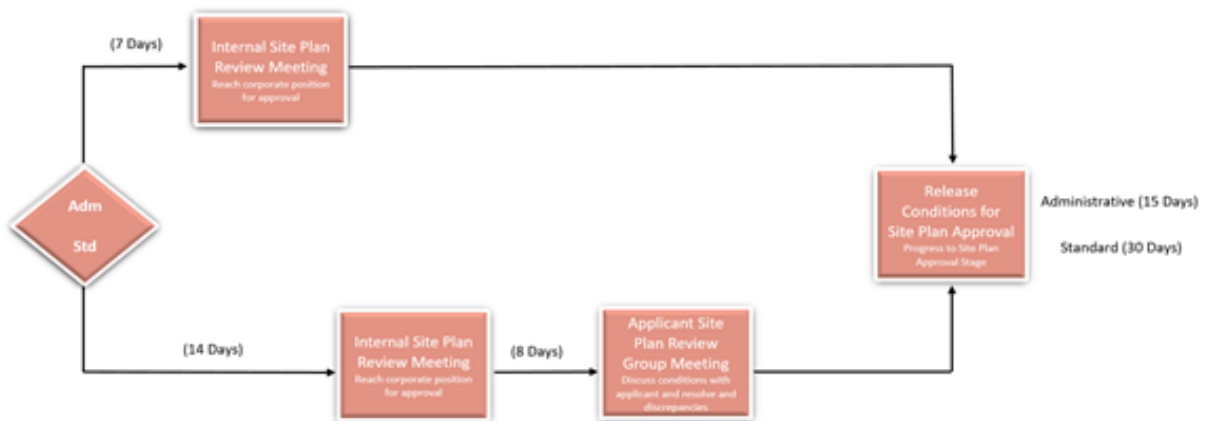
Comments on Site Servicing Drawings: The package will include a copy of the submitted Site Servicing Drawings, with comments or mark-ups to indicate the requirements for revision. Addressing Site Servicing Drawing including grading and drainage plan revision comments is a standard condition of site plan approval for all applications.

Building Code Compliance Checklist: The Building Division provides an itemized checklist of required amendments to the proposed site plan that are to comply with the building code. Addressing the revisions identified in the Building Code Compliance Checklist is also a standard condition of site plan approval for all applications.

Draft Copy of the Development Agreement: The Planner will prepare a draft copy of the suggested clauses for the Development Agreement. A final copy will be prepared once all the conditions for Site Plan Approval have been satisfied. The final copy of the Development Agreement will be released as part of the Site Plan Approval package.

Preparing a Conditions for Site Plan Approval Package

The flow for preparing the Conditions for Site Plan Approval package is as follows:



A standard liaison group of City divisions and external agencies bring their prepared comments on the Site Plan Application package to the Internal Site Plan Review Group Meeting in order to reach a corporate consensus on Conditions for Site Plan Approval. In the case of a difference of opinion that cannot be resolved at the Internal Meeting, the

File Manager will escalate the issue to senior management for resolution prior to meeting with the Applicant. If the group feels there is insufficient information to support the plan or if issues affecting the plan are too great to be addressed through conditions, they may recommend refusal.

If the Applicant is not satisfied with the recommended conditions or have questions about the comments, they can choose to attend the Applicant Site Plan Review Group Meeting to discuss their concerns. The Applicant Site Plan Review Group Meeting will be tentatively scheduled for all Applications but will only occur if the Applicant wishes to address issues with the liaison group. This meeting gives the Applicant an opportunity to hear staff comments firsthand and raise their concerns. The File Manager will facilitate this meeting in an effort to reach resolution on any disputed conditions so that the final copy of the Conditions for Site Plan Approval package can be released in a timely manner.

The Applicant shall use the information provided in the Conditions for Site Plan Approval package to compile the necessary revisions to drawings and any missing information or studies for a complete Detailed Revision Materials package.

Releasing Conditions for Site Plan Approval (final copy)

The finalized package should be released to the Applicant within 2-3 days of attending the Applicant Site Plan Review Group Meeting. If there are issues raised at the applicant meeting that cannot be resolved in the room, the File Manager will continue to work to reach a resolution within a goal of 1 week.

STAGE 3: SITE PLAN APPROVAL

COMPLETE DETAILED REVISION MATERIALS PACKAGE GUIDELINE

About this Guideline

This guideline provides an overview of how a Detailed Revision Materials package is processed during the Site Plan Approval stage of the Site Plan Approval Process. A complete Detailed Revision Materials package is prepared by the Applicant and submitted to the City in order to satisfy the Conditions for Site Plan Approval under the Standard Site Plan Approval Process.

About the Site Plan Approval Stage

To obtain Site Plan Approval the Applicant submits a complete package containing all necessary detailed revision materials required to satisfy the conditions for site plan approval. Staff respond to the first submission of detailed revision materials by providing the Applicant with a consolidated response.

Any further revisions and re-submissions must be submitted directly through PD for tracking purposes. The Planner will monitor the acceptance of resubmitted materials until all conditions for site plan approval have been satisfied. Once all conditions have been satisfied, the Planner will assemble the Site Plan Final Approval package.

Coordinating the review of submissions allows the Planner to maintain the schedule. If timelines are not being met the File Manager can step in to try to resolve any potential issues.

Preparation of a Complete Detailed Design Material Package

The Conditions for Site Plan Approval package provides the Applicant with a specific listing of the submission materials required to satisfy the conditions for site plan approval. Applicants are encouraged to consult with the Planner prior to submitting a complete Detailed Revision Materials package to confirm the list of materials to be submitted and discuss the scope of the required materials.

NOTE:

Consulting with the Planner prior to submitting the Detailed Revision Materials package helps the Applicant prepare complete, quality submissions that will expedite the application process and improve file handling.

A Complete Detailed Design Material Package must include:

Design Information/Studies to satisfy Conditions for Site Plan Approval:

Revisions to specific design information and/or any missing or additional information or studies will be identified in the Conditions for Site Plan Approval package.

Revised Site Plan and Elevation Drawings: The package shall include revisions to the face of the Site Plan and Elevation drawings to address both the Greenline Mark-ups and Building Code Compliance Checklist. Specific changes to the revised Site Plan will be identified within a “Bubble” for ease of identification and review.

Revised Site Servicing Drawings: The package shall include revisions to the face of the Site Servicing drawings to address comments provided in the Conditions for Site Plan Approval package.

Revised Landscape Plan- Revisions to landscape plans identified in the Conditions for Site Plan Approval package.

Revised Internal Site Servicing Drawings and Grading - Part 1: Any required revisions to the site servicing drawings and grading that have been indicated in the Conditions for Site Plan Approval package.

Revised External Works Drawings (if required) - Part 2: Any required revisions to the external works drawings that have been indicated in the Conditions for Site Plan Approval package.

Processing Detailed Review Material Packages

The steps for receiving and reviewing Detailed Revision Materials packages are described below:

1. **Submit Complete Detailed Revision Materials Package:** The first submission of detailed revision materials must be submitted together as a single complete package through PD in digital (.pdf) format. The package must contain all requirements identified in the Conditions for Site Plan Approval package. Incomplete packages will not be received.
2. **Release Coordinated Response:** PD Staff distribute the detailed revision materials to the appropriate Divisions for review. It is the City’s goal for the Divisions to complete their review and return their revision comments to PD **within 4 weeks or less (or 30 days)**. PD Staff will compile all comments into a Consolidated Detailed Revision Materials Response to ensure the Applicant receives an integrated response from the City.
3. **Review Revised Submissions:** Any further revisions to detailed materials may be submitted individually. Revised materials are to be submitted through PD to be immediately forwarded on to the appropriate Divisions. Staff have set a goal of working to address re-submissions and resolve outstanding issues with the Applicant **within 21 days (14 calendar days or less for any subsequent submissions)** of

receiving a revised submission. However, one liaison's comment may impact another's and so communication will be crucial in achieving the desired timelines. Having PD as the central repository for all submissions enables the Planner to monitor issues and step in if resolution of outstanding issues becomes problematic.

4. **Forward for Mechanical Plans Examination:** Once the Engineering Reviewer from PD has stamped site servicing drawings as accepted, the Site Plan can be forwarded to the Building Division for Mechanical Plans Examination. To ensure services comply with the Ontario Building Code, the Mechanical Plans Examination does not commence until Site Servicing Drawings have been accepted to ensure the examiner is working with the accepted drawings. The Mechanical Plans Examination typically takes **up to 7 calendar days** to complete. Sometimes however, the drawings may have to be returned to the Engineering Reviewer if changes from mechanical examination have the potential to impact site servicing both groups must be satisfied with Site Plan approved drawings. When the Applicant later applies for Building Permit, the Building Division will be checking for consistency with the Mechanical Plans cleared at this point. Two sets of approved plans are kept in the site plan file for this stage to facilitate the processing of the Building Permits. (See other distribution)
5. **Assemble Site Plan Approval Package:** PD will make any necessary revisions to the draft copy of the Development Agreement. Once all conditions have been deemed satisfied, PD will prepare the Site Plan Approval Letter and assemble the Site Plan Final Approval package.

FINAL SITE PLAN APPROVAL PACKAGE OVERVIEW

About this Overview

This document provides an overview of the Site Plan Approval package to explain its contents and how applicants will use the package to progress to the Construction Stage of the approval process. The Site Plan Approval package is received by the Applicant once all conditions for site plan approval have been satisfied.

About the Site Plan Approval Package

PD Staff begin assembling the Site Plan Approval package once all conditions of site plan approval have been satisfied. The package includes the Site Plan Approval Letter, a Development Agreement Transmittal Form, and a copy of the Development Agreement for signature. The site plan does not have final approval until the applicant completes the steps necessary to execute the development agreement. Following execution of the agreement, the final site plan drawings will be approved by the Approval Authority and upon registration of the Development Agreement the building permit application will be cleared by PD staff.

Preparing a Final Copy of the Site Plan Development Agreement

PD staff release a draft copy of the Development Agreement with the Conditions for Site Plan Approval package. The draft copy of the Development Agreement is finalized once staff are satisfied further revisions to the detailed revision materials will not likely affect applicable clauses.

All Development Agreements begin with the Standard General Provisions included in Schedule 2 of the Site Plan Control Area By-law. PD will use the comments received from the liaison groups to build the Development Agreement by removing or modifying standard clauses and adding special provision clauses as necessary. Should the Applicant have any concerns with the special provisions they can discuss any questions with the File Manager or the Planner.

The Development Agreement also outlines the required security that must be provided before the Development can be executed by the City. The City collects a security (in the form of cash or an irrevocable letter of credit) from the Applicant to secure against potential failure on the part of the applicant to complete the works on the site plan and comply with the clauses of the Development Agreement. The security is calculated based on the current Security Policy.

For additional information regarding the Security policy, visit www.london.ca and navigate to Home> council-policies, or call the City of London Planning and Development at 519-930-3500.

If the Applicant defaults on the agreement, the City can utilize the securities to obtain compliance with the provisions of the agreement as it sees fit. However, if the Applicant complies with the agreement, the City can release the securities once compliance inspections confirm that all works on the site and all clauses of the development have been satisfied.

Contents of Site Plan Final Approval Package

The following are the standard contents of a Site Plan Approval package:

Site Plan Approval Letter: The package covering letter confirms the application has reached Site Plan Approval subject to completing and returning the necessary paperwork as identified.

Development Agreement Transmittal Form: A transmittal form is included with the package to provide instructions for signing and returning the agreement along with all required securities.

Development Agreement: The Development Agreement is included in duplicate. The agreement is made up of selected standard clauses and special provision clauses specific to the plan. The Development Agreement copies must be signed and returned to the City for execution along with required securities. The agreement includes a schedule that lists all site plan drawings to be signed and stamped as approved and appended to the development agreement at the time it is executed by the City.

Following release of the Site Plan Approval Package

The following steps are completed following release of the Site Plan Approval package:

1. Applicant signs the Development Agreement and returns to the City along with required securities;
2. The City stamps the Site Plan drawings as Approved, attaches them to the Development Agreement and executes the Development Agreement;
3. An executed copy (this may be in a digital format) of the Development Agreement is returned to the Applicant who is responsible for registering the agreement on title;
4. Once PD is informed of the agreement's registration, the permit application is signed by the File Manager or the Planner and forwarded to the Building Division;
5. Stamped plans (this may be in a digital format) are provided to the applicant, for the purpose of forming construction plans; and

6. The Building Division can then issue a building permit at their discretion.

Throughout the Site Plan Approval process, PD staff are available to expedite the necessary steps to reach Site Plan Approval as quickly as possible. Contact PD, if you have any questions or concerns during this stage.

Resources

- Schedule 2, Site Plan Control Area By-law

STAGE 4: CONSTRUCTION EXTERNAL WORKS & THE SITE PLAN SECURITIES OVERVIEW

Construction Stage

The latter stages of the Site Plan Approval Process remain consistent regardless of the approval process stream followed by an application.

Building Permits

Applicants submit building permit applications directly to the Building Division. All submissions must conform to the Ontario Building Code, City of London Zoning By-law, and other applicable law. Building permits cannot be issued until the site plan has been approved. Under certain exceptions Conditional Building Permits may be issued at the discretion of the Chief Building Official (refer to conditional permits on www.london.ca)

For additional information regarding Building Permits, see [Introduction: Site Plan Approval Process Guideline](#) or visit www.london.ca and search “building permits” or call the City of London’s Building Division at 519-661-4555.

Compliance & Securities

The City collects a security (in the form of cash or an irrevocable letter of credit) from the Applicant to secure against potential failure on the part of the applicant to complete the works on the site plan and comply with the clauses of the Development Agreement. The security is calculated based on the current Security Policy. The required security is outlined in the Development Agreement and must be provided before the Development Agreement is executed by the City. If the Applicant defaults on the agreement, the City can utilize the securities to obtain compliance with the provisions of the agreement as it sees fit.

Upon confirmation that all works on the approved site plan, landscape and grading plans, servicing plans and all clauses of the development have been satisfied a Security Reference Letter is prepared and sent to the Applicant and the Finance and Corporate Services. The City can now release securities.

For additional information regarding Compliance & Securities, see [Introduction: Site Plan Approval Process Guideline](#).

ADDITIONAL INFORMATION

EXTERNAL WORKS APPROVAL

PROCESS OVERVIEW

About this Overview

This document provides an overview of the processes involved when a site plan includes the construction of infrastructure commonly known as external works. The overview explains the submission requirements, approvals and clearances involved when external works are required.

About External Works

Depending on the nature of the proposed site plan, the Applicant may be required to construct works beyond the limits of their site or service external properties across their lands through easements. External works include works such as an extension of a sewer or minor roadworks.

Submission Requirements

If a site plan requires external works, the requirement for external works drawings will be listed in the Record of Consultation. The external drawings must be prepared separately from internal site servicing drawings; however, the drawings should be submitted together in 2 parts. The simultaneous submission of both drawings allows the reviewer to catch any potential conflicts at the same time.

All drawings should be completed in accordance with the City of London's Engineering Record Drawing – **Design Specifications and Requirements Manual** available online at www.london.ca and search under the document title.

The first submission of drawings must be submitted along with any other required information as a part of a complete Site Plan Application to PD. The submission should be in digital (pdf.) format. Incomplete packages will not be accepted for review. Preparing complete quality submissions will expedite the detailed design stage and improve file handling.

Where external works are required an estimate of the works is also necessary for the calculation of the required securities for the development agreement. This estimate should be submitted with the Application for Site Plan Approval and any revisions should be included with the Complete Detailed Revision Materials package.

Submission Review

The external works drawings (Part 2) will be reviewed during the Application Review Stage concurrent with the internal site servicing drawings (Part 1). The PD Engineering Reviewer will review and may request revision as part of the Conditions for Site Plan Approval

package.

Any further revisions to the external works drawings may be submitted to PD through the Planner as part of a complete Detailed Revision Materials package. PD Staff will track the resolution of outstanding issues until the drawings are stamped as approved.

Other Approvals/Clearances to Consider

MECP Certificate of Approval

A number of site plans may require Ministry of the Environment Conservation and Parks (MOECP) approvals known as E.C.A.'s. The Environmental Compliance Approval (E.C.A.) is needed for works such as wastewater and storm management facilities such as ponds, drywells or where services are being extended to a site such as a watermain or a sanitary sewer. Often the MOECP application can be administered through the City under the Transfer of Review program and included as part of the Complete Detailed Revision Materials package.

On complex sites, it is recommended that the MOECP applications and associated fees wait until it is clear the detailed design drawings are close to approval before submission of the MOECP application so that there is greater level of certainty with the proposed works. A separate permission for potable water services may also be required. Applications are reviewed by the PD Engineering Reviewer and recommended to the MOECP for the actual approval. Construction cannot commence until all the appropriate approvals have been obtained.

It should be noted that Site Plan Approval will not be granted until the E.C.A. has been issued by the MOECP. The owner's consultant should ensure the Planner receives a copy of the E.C.A. The Managing Director, Development and Compliance Services and Chief Building Official may consider conditional permits before the E.C.A. has been issued.

Permit of Approved Works

In order for the applicant to construct required external works, the applicant must also obtain a Work Approval Permits (PAW) through the City's Customer Relations and Compliance Division. This approval requires fully "accepted" design drawings and also requires payment of a fee and potential security. The Permit of Approved Works is a short-term approval and covers only work in the road allowance and should be sought after all other approvals are in place and just prior to construction.

Resources

Additional information is available at:

- www.london.ca and navigate to Home> living-london > building-renovating > work-approval-permits
- www.london.ca and navigate to Home> living-london > water-environment
- The Ministry of the Environment Conservation and Parks

DEVELOPMENT CHARGES (DC) ELIGIBLE WORKS

Development Charges (DCs) play an important part in how growth infrastructure is financed in London. Each new house, commercial centre, educational facility, and/or manufacturing plant requires infrastructure and servicing (e.g. sewers, stormwater ponds, fire stations, road improvements, etc.) in order to function efficiently and effectively. DCs are fees that are paid by new development to fund growth infrastructure and services constructed throughout the City.

Eligible growth-related works are funded by DCs. Certain works that are designed and/or constructed by an Owner may be claimable and paid for with DCs. In order to assist Owners and their Engineering Consultant through the DC claimable works process, please refer to the Development Charges Claimable Works Guidelines located on the City Website (www.london.dc).

POTENTIAL SITE PLAN COSTS GUIDELINE

About this Guideline

This document highlights some of the potential costs, fees, and charges that an Applicant may encounter during the Site Plan Approval Process. The guideline does not provide an estimate of total cost for Site Plan Applications, as costs will vary on a case-by-case basis depending on the site plan, however, the information is provided to aid the Applicant in anticipating expenses that may be incurred during the process. For actual fees the Applicant will need to consult with the individual authority. Potential costing considerations are described below for each stage of the process.

Pre-Site Plan Approval Process

Prior to initiating the site plan approval process, Applicants may need to apply for a zoning amendment, minor variance, London Plan amendment or removal of a holding provision. Under the *Planning Act*, each of these processes has associated fees, the potential need for a Planning Agreement or possible public meeting requirements. Complete Planning and Development resource information, forms and current rates are available online at www.london.ca and navigate to Home> business-development > planning-development-applications.

Additionally, if the plan requires detailed urban design considerations the Applicant will be made aware of this during optional pre-consultation. Applicants may be encouraged to hire a professional to assist with the development of urban design depending on the scope and content of their urban design requirements. Early discussions with urban design staff can help the Applicant determine whether they are on the right track prior to investing considerable effort and money on designing their site plan. Additional Urban Design resources and contact information is available online at www.london.ca and navigate to Home> business-development > urban-design.

Consultation

When ready to begin formal consultation, the Applicant prepares and submits a complete Request for Site Plan Consultation which has no associated fees. The Request for Consultation requires a concept site plan and concept elevations, therefore depending on the complexity or nature of the Applicant is encouraged to hire a planning agent to assist with the development of the site.

Application Review

The Application Review stage begins when the Applicant submits a formal Site Plan Application. The Application requires a fee, current fees are available at www.london.ca and navigate to Home> business-development > planning-development-applications.

Depending on the site plan the Applicant can anticipate costs associated with the

preparation of site plan drawings and site servicing drawings. As well, in order to address some of the items on the Record of Consultation it may also be necessary for the Applicant to provide additional site-specific supporting information to ensure staff have sufficient information to approve the plan.

Additional site-specific information can include urban design, landscaping or access which may require the Applicant to retain professional consultants to initiate supplementary documentation such as Urban Design Brief, Transportation Impact Study or Tree Preservation Report.

Applicants should also be aware that depending on the site location other permits such as Ministry of the Environment Conservation and Parks, Department of Fisheries and Oceans, Upper Thames River Conservation Authority and Ministry of Transportation may need to be obtained. These potential permits will have associated fees.

Site Plan Approval

During the Site Plan Approval Stage, the Applicant is working to satisfy the conditions for approval and may be required to submit a Detailed Revision Materials package. There are no fees associated with the submission of the package; however, depending on the site plan the Applicant can anticipate costs associated with the revision of site plan drawings, servicing drawings, and providing any additional information or studies for Site Plan Approval.

When all of the Conditions of Site Plan Approval have been satisfied, the Development Agreement will be executed by the City, any required securities must be provided by the Applicant at this time. It is also the responsibility of the Applicant's solicitor to have the Development Agreement registered and forward a copy to the City Clerk, solicitor expenses are normally associated with this registration.

Construction

Upon obtaining Site Plan Approval, the Applicant should anticipate fees and charges for obtaining building permits; other application fees such as cash in lieu of parkland, meter changes and Development Charges may also be applicable.

Resources

- www.london.ca and navigate to Home> business-development > planning-development-applications
- www.london.ca and navigate to Home>Home> business-development > urban-design
- www.london.ca and navigate to Home>living-london>building-renovating>building-permits
- Ministry of the Environment Conservation and Parks
- Department of Fisheries and Oceans.
- Upper Thames River Conservation Authority
- Ministry of Transportation