

What is Site Plan Control?

Site Plan Control is a technical development review process to ensure site development matters such as land use compatibility, access, landscaping, parking, barrier free accessibility, and site servicing are built and maintained. Site Plan Control is also used to ensure safe, appropriate, and functional development that is in line with Municipal standards. Site Plan Control is typically applied to industrial, commercial, and multi-unit residential development but does not address the interior of buildings. Site Plans must be prepared by qualified professionals, and technical studies and reports may be required to support a proposal. The Site Plan Review process takes input from various departments and agencies into account during the preparation of a Site Plan Approval Agreement. A Site Plan Approval Agreement is a binding contract between the Municipality and the Owner, and is required to be registered on title of the property and is a prerequisite to the building permit application process.

What is the Site Plan Control Approval Process?

1. Schedule a pre-consultation discussion with the Planner.
2. Submit a complete application, the applicable fees, and any required documents to the Municipality.
3. The application is circulated to Municipal departments, and any relevant agencies for review.
4. Once the application is deemed complete, staff evaluate the application against the Zoning By-law, Site Plan By-law, agency comments, and engineering standards and, if necessary, provide recommended changes to the applicant. A site plan can be approved with or without conditions or denied by staff. This decision may be appealed by the applicant.

5. If a site plan is approved, a Site Plan Agreement will be prepared and approved by staff. The applicant may appeal the agreement provisions to the Ontario Land Tribunal.
6. The applicant can now register the site plan against the title of the subject land. The applicant must provide written confirmation of registry.
7. Once approved, signed, and registered, the applicant can now apply for a building permit.

Need More Information?

Contact the Warwick Planning Team at 226-848-3926

Find the Zoning By-Law at www.warwicktownship.ca

Visit the Municipal Office at 5280 Nauvoo Road, Watford

