



TOWNSHIP OF CHAPLEAU

SITE PLAN CONTROL APPLICATION GUIDE

Appendix I

What is Site Plan Control?

Site Plan Control is a regulatory measure that is provided to municipalities through Section 41 of the *Planning Act*, R.S.O., c.P.13, as amended. In the Township of Chapleau, a Site Plan Control agreement is required prior to any site alteration activities or construction activities on a property within the Township, unless otherwise exempt as identified in Site Plan Control By-law 2014-33, or the Township's Official Plan.

Site Plan Control is a process implemented at the planning stage to ensure that development is consistent with the physical planning, built form, and operational objectives of the Township's Official Plan and Zoning By-law. It also ensures that land is developed in a manner that is:

- Compatible with adjacent or nearby properties and lands;
- Safe and provides efficient access for both pedestrians and vehicles;
- Provides and maintains adequate landscaping, parking, and servicing;
- Meets specific standards of quality and appearance; and
- Is built and maintained in the manner by which the proposal was approved.

Upon entering in to a Site Plan Control Agreement with the Township, the agreement becomes registered on title, at the Registry Office, and describes the manner in which a property must be developed. In general, it contains plan(s) illustrating the proposed development, terms of the agreement (conditions), and may include financial guarantees (securities) to ensure the landowner fully complies with the agreement.

The process of Site Plan Control in the Township of Chapleau is available to download through the Township's [website](#).

Site Plan Control

Pursuant to Site Plan Control By-law 2017-33, as amended, and the Township Official Plan, the following is subject to Site Plan Control:

1. All Accessory Residential Dwelling Units;
2. Special Housing Forms (subject to Officer discretion);
3. Commercial development within the Neighbourhood Area designation;
4. Development and/or the placing of structures within the Community Facility Area designation;
5. Development and/or the placing of structures within the Corridor Commercial Area designation;
6. Development and/or the placing of structures within the Employment Area designation;
7. Development and/or the placing of structures within the Rural Area designation (subject to Officer discretion);
8. Development and/or the placing of structures within the Town Centre Area designation



9. Medium Density Residential Uses (subject to Officer discretion);
10. Wayside Pits and Quarries (for public authority projects only);
11. Concession or temporary construction and marshalling yards (for public authority projects only);
12. Storage Containers
13. All proposed development on identified Natural Hazard lands or Natural Heritage Features and Areas;

The Township may also apply certain conditions to Site Plan Control. This includes design standards that are consistent with the Official Plan and concern design controls that regulate external building, site, and boulevard matters such as character, scale, appearance, and sustainable design. Standards may include but are not limited to:

- Active and transparent street front design to create accessible, safe and attractive buildings and streetscapes;
- Façade elements that complement adjacent buildings to better reflect community character;
- Curb cuts to improve universal accessibility and mobility;
- Permeable surfaces to reduce stormwater runoff;
- Bicycle parking to facilitate active transportation choices; and
- Street furniture, tree planting, energy-efficient lighting and landscaping for sustainable and vibrant and public spaces.

It is the onus of the land owner and/or authorized applicant or agent to determine if the proposed development is subject to Site Plan Control. It is encouraged that the land owner and/or authorized applicant or agent consult with the Officer if it is unclear if the proposed development is subject to Site Plan Control. Development that is subject to Site Plan Control, but does not enter into an agreement with the Township, will not receive a building permit.

Special Note Regarding Shipping or Storage Containers

Site Plan Control within the Township of Chapleau also regulates standards for storage or shipping containers. It is also noted that a 2004 Building Code Commission decision rendered shipping and storage containers to be a 'building' by definition. For this reason, shipping or storage containers as an accessory use on any property within the Township of Chapleau shall also be subject to Site Plan Control, and associated standards and conditions as outlined above.

Site Plan Control Exemptions

Notwithstanding the Site Plan Control By-law 2017-33, as amended, the Township Official Plan, and the requirements above, the following developments are exempt from the Site Plan Control process:

1. Single detached dwelling;
2. Duplex dwelling;



3. Semi-detached dwelling; and
4. Except in cases where specifically required by the Official Plan.

Further to the types of development that are exempt from Site Plan Control, the following building elements are also exempt:

1. Interior design;
2. The layout of interior areas, excluding walkways, stairs, elevators, and escalators;
3. Minor renovations and extensions to an existing building that do not substantially increase the size or usability of the building;
4. Construction of new accessory buildings or structures where they are determined to be in compliance with existing zoning and character (e.g. a garage on a residential lot, which clearly meets zoning, set-back and other requirements) subject to Officer discretion; and
5. The manner of construction and standards for construction.

It is the onus of the land owner and/or authorized applicant or agent to determine if the proposed development is subject to Site Plan Control. It is encouraged that the land owner and/or authorized applicant or agent consult with the Officer if it is unclear if the proposed development is subject to Site Plan Control. Development that is subject to Site Plan Control, but does not enter into an agreement with the Township, will not receive a building permit.

Mandatory Preconsultation

Pursuant Site Plan Control By-law 2017-33, and the Preconsultation By-law 2014-32, it is mandatory that the land owner and/or authorized applicant or agent contact the Officer prior to formal submission of a Site Plan Control application. There is a \$500.00 fee for preconsultation with the Township. This permits the Officer to determine what is required from the applicant for an application to be deemed complete, and includes a review of the proposed development to discuss any requirements of the Site Plan Control process and of the proposed Site Plan Control application. It is the responsibility of the land owner and/or authorized applicant or agent to provide a complete and accurate Site Plan Control application.

Site Plan Control Application

To enter in to a Site Plan Control agreement with the Township, a complete Site Plan Control application must be submitted to the Officer. When an applicant has prepared and submitted a complete Site Plan Control application, it is reviewed by the Officer and if necessary, the Township's administration. If revisions and or modifications to the proposed site plan are required, these are communicated to and reviewed with the applicant by the Officer. Any deficiencies in the application must be addressed through a revised site plan to the satisfaction of the Officer prior to executing the agreement. In addition to the site plan application requirements, it is the responsibility of the land owner and/or authorized applicant or agent to identify, list, and provide all financial



obligations of the development to the Township. This determines any securities that are required to be posted by the land owner.

Site Plan Control Agreement

When a Site Plan Control application is deemed complete by the Officer, and the proposed development is to the satisfaction of the Township, the applicant will enter a contractually binding site plan agreement with the Township. A formal agreement that establishes the obligations of the land owner to build and maintain the site according to the approved drawings, terms, and conditions will be prepared by the Township. The agreement will also identify any financial securities that are required to be posted by the land owner. If the terms and conditions are agreeable, it is then signed and executed by the land owner and returned to the Township where it is registered on title in perpetuity at the Land Registry Office.

Release of Financial Securities

If a land owner has posted securities as required by the terms and conditions of a Site Plan Control agreement, notice must be given to the Township when the conditions of development have been completed. The Township will conduct inspections to determine that all conditions as outlined in the Site Plan Control agreement have been completed to the satisfaction of the Officer and the Township. If the completed works are deemed satisfactory by the Officer, the securities will be released and returned to the land owner. It is the sole responsibility of the land owner and/or authorized applicant or agent to pursue the release of securities once a development is complete and the conditions and terms of the Site Plan Control agreement have been met.

Additional Information

For additional information regarding Site Plan Control, or the Site Plan Control application process, please contact the Chief Administrative Officer of the Township of Chapleau:

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