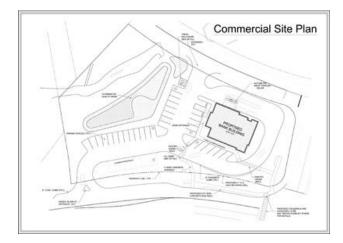
## When is Site Plan Approval Required?

If you're planning construction of a new building or addition, and the property is subject to site plan control, you'll need to apply for site plan approval. Contact the Planner for more information.

# How do I make changes to a Site Plan that is already approved?

To make changes to an approved plan, you will be required to seek an Amendment or as determined by Planning Staff a Redline Revision. The Site Plan Amendment process follows the standard Site Plan Review process. A formal application can be made to the Planning and Development Department utilizing the site plan application form. The Redline Revision process is a scoped review process, where minor changes are reviewed (usually prompted due to onsite construction issues or lack of information at the approvals stage). This process may also be used for small building additions where little impact on the original approved drawings is anticipated.





#### How long does Site Plan Approval take?

The time required to process a Site Plan application will vary depending on the complexity of the proposal. On average, Site Plan review and approval may take between three to six months.

For more information, contact:
 Municipality of Lambton Shores
 Planning and Development Services
 9575 Port Franks Rd
 Thedford, ON N0M 2N0
519-243-1400 Ext. 8512 or 8311 / 1-866-943-1400
 planning@lambtonshores.ca
 www.lambtonshores.ca

# Site Plan Approval

#### **Site Plan Approval Application Process**

## What is Site Plan Approval?

Site Plan Approval 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 Approval is also used to ensure safe, appropriate, and functional development that is in line with Municipal standards. Site Plan Approval 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 Approval Process?

- Schedule a **pre-consultation** discussion with the Planner.
- Submit a **completed application**, any required documents including a sketch(es), and applicable fees to the Municipality.
- The application is circulated to Municipal departments, and any relevant outside agencies for review.
- Staff evaluate the application against the Municipality's Zoning By-law, Site Plan policies, outside agency comments, and engineering standards and, if necessary, provide recommended changes to the applicant. Once the application meetings the requirements, a **site plan agreement** is prepared.

- The application and site plan agreement will then be considered by **Municipal Council** where it will either be approved, denied, or deferred.
- If **approved**, the applicant will register the site plan agreement against the title of the subject property.
  - An applicant may appeal to the **Ontario Land Tribunal** for a final decision.
    - Once approved, signed, and registered, the applicant can now apply for a **building permit**.



Please contact one of our Municipal Planners at 519-243-1400 Ext 8311 or 8512. Municipal Website <a href="https://www.lambtonshores.ca/en/invest-and-build/zoning-by-laws.aspx">https://www.lambtonshores.ca/en/invest-and-build/zoning-by-laws.aspx</a>