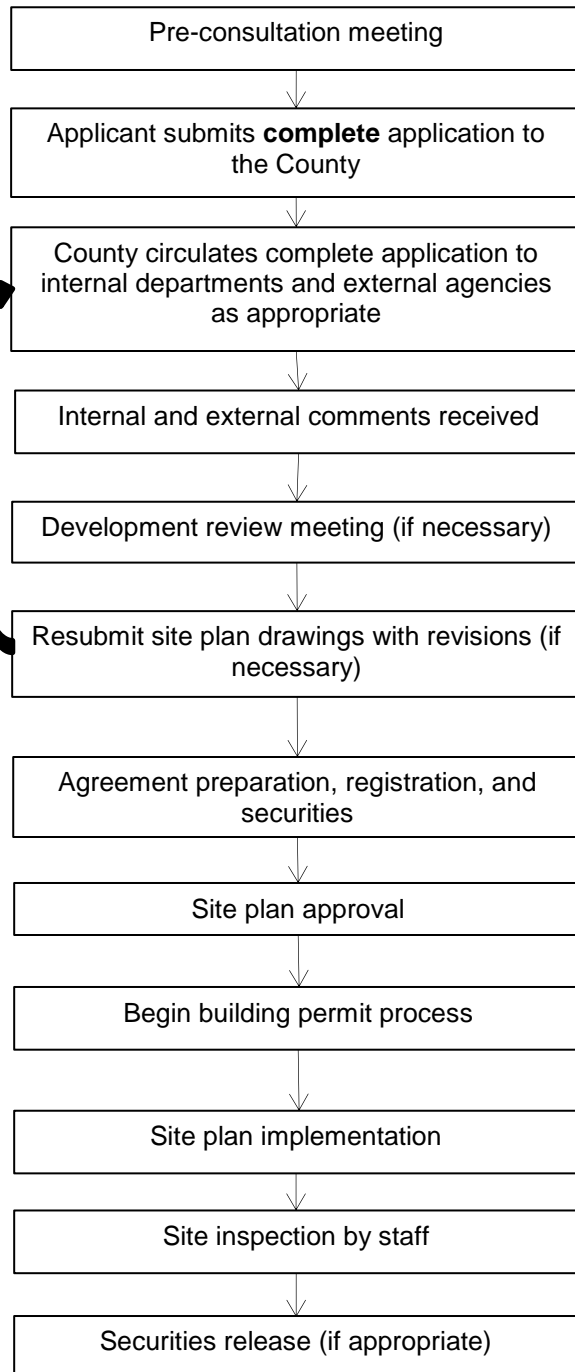


## Site Plan Approval Process



## Development and Cultural Services Division Planning Department

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# Site Plan Approval



[www.norfolkcounty.ca/government/  
planning](http://www.norfolkcounty.ca/government/planning)

[www.facebook.com/NorfolkPlanning](http://www.facebook.com/NorfolkPlanning)

## What is Site Plan Control?

Site Plan control refers to the process authorized under Section 41 of the Planning Act which regulates development in accordance with physical planning, built forms and the natural environment.

Site Plan control is generally used to implement measures for new development or for the expansion or redevelopment of existing sites.

This is to ensure that development will:

- be compatible with adjacent and nearby properties;
- function safely and easy for pedestrians/vehicles;
- have adequate landscaping, parking, lighting and servicing, lot grading and storm water management;
- meet specific standards of quality and appearance; and
- be built and maintained in the manner endorsed by Norfolk County Council.

All lands and uses within Norfolk County may be subject to Site Plan control except those with specific cases where required by the Norfolk County Official Plan and those listed here:

- Certain farm buildings and the residence of the farm operator
- Single detached, duplexes or semi-detached dwellings

## Pre-Consultation Meeting

In order to streamline the approval process, applicants are required to contact Planning staff for a pre-consultation meeting prior to application submission. The objective of a pre-consultation meeting is to identify issues, determine the supporting documents and studies required to evaluate a proposal, to verify proposal information, and to clarify the necessary procedures to follow. Please contact Planning staff to schedule an appointment for a pre-consultation meeting. A fee applies for these meetings.

## Site Plan Application Requirements

- 1) Completed application form
- 2) 3 complete sets of site plan drawings folded to 8.5" x 11"
- 3) Application fees (outlined in the fee schedule; Conservation Authority fees may apply as well)
- 4) Additional information outlined at pre-consultation meeting; generally, the following studies are required for all site plan applications:
  - i) Traffic Impact Study
  - ii) Functional Servicing Report
  - iii) Stormwater management report

Application forms are available at the Robinson Administration Building or Langton Administration Building or online.

## Submission of a Complete Application

The County will consider your application to be 'complete' if it is accompanied by the compulsory information. A complete application will allow a more efficient and comprehensive review of all supporting material by the County.

The submission of an incomplete application may result in delays in the processing of your application. Usually, the County will return your application and request that you submit the outstanding information. Making your submission in person is recommended as this provides an opportunity for immediate confirmation of the completeness of your submission.

## Approval of Site Plan

The Site Plan process can be a very detailed process. Site Plan submissions can take time to prepare the appropriate details, plans and reports required. Appropriate time is required by Norfolk County staff and agencies to review Site Plan submissions. A Site Plan process can take 4 – 6 months to process depending on the level of detail and complexity of the plans.

Norfolk County Council has delegated authority to Planning staff to approve Site Plans prior to the issuance of a building permit. The Site Plan process is not a public process and does not require a Public Meeting of Council. However, consultation with adjacent landowners may be considered. After the plan is stamped and the agreement is registered, the applicant can begin the building permit process.