

When is a Site Plan Required?

A site plan is required for new commercial, institutional, multi-residential buildings, greenhouses, or medical marijuana facilities and additions thereto and in some cases industrial buildings if the development is less than 20% of the gross floor area up to a maximum of 500 square feet. Site plans may also be required where new services or works are required on municipal property. In the case of new commercial, industrial, institutional and multiple dwelling developments, a legal "Site Plan Agreement" with financial securities is required to ensure the project is completed according to approved plans and the Agreement.

Costs Involved:

The pre-consultation fee is \$547.00, which will be credited against the application fee. The application fee is currently \$7,178.00 for Major Applications, \$3,736.00 for Minor Applications with Site Plan Agreements and \$731.00 for Site Plan without an agreement. A legal deposit of \$2565.00 is required at the time of application. An engineering plan review fee deposit of \$1,253.00 for developments under 1000m², \$1,880.00 for developments between 1000-1999m², \$2819.00 for developments between 2000-2999m², \$3863.00 for developments between 3000-3999m² and \$7,726.00 for developments over 4000m² is also required at the time of application. A cheque or cash is accepted by staff when you submit your completed application, and a receipt can be issued to you at that time if required.

Regional Municipality of Niagara and Niagara Peninsula Conservation Authority Fees are also applicable and can be found at niagararegion.ca and npca.ca

Other fees and deposits that will be collected at the time of agreement execution are as follows:

- Watermain commissioning fee based on proposed watermain
- Parkland Dedication cash in lieu (2% for commercial and industrial, 5% for residential with minimum value set at \$2000/lot)
- Connection permits for watermain / sanitary sewer connections or services (\$172.50/service)
- Engineering Review/ Administration / Inspection in Agreement
 - 4.0% of engineering estimate for projects under \$100,000
 - 3.5% of engineering estimate for project between \$100,000 - \$500,000
 - 3.0% of engineering estimate for project over \$500,000
- Legal deposit \$2,565.00
- Outstanding taxes if applicable

Development Charges are paid during the building permit process.

How Do I Apply for a Site Plan?

Application forms are available in the Community and Development Services Department at the Town Hall at 1 Municipal Centre Drive in Fort Erie. Before making your formal application, we require that you submit a preliminary site plan for pre-consultation. The pre-consultation process helps to streamline the process by scoping out potential issues that may arise during the formal application process.

To make an pre-consultation application for a site plan, you must submit the following to the Planning Department:

A Preliminary concept for review (site plan) and the pre-consultation fee noted above, which will be credited against the full application fee.

Our experience has been that more professionally drawn sketches, such as those drawn by a surveyor, architect, engineer or a planner, provide more accurate information and as a result, expedite the process. The site plan will be circulated to key agencies and comments provided to you at a pre-consultation meeting.

Following the completion of the pre-consultation review, an application form completed in full, and an application fee and legal fee deposit, made payable to the Town of Fort Erie, to cover the costs of processing the file(s), may be submitted to the Town along with the following:

- Required Studies and drawings as noted in the pre-consultation.
- Any other additional agency fees as noted in the pre-consultation.
- 8 copies and 1 digital copy (pdf) of all drawings and studies required.

Public Notice:

Under Section 41 of the Planning Act there are no requirements for public notice of a site plan application. Any notice to affected neighbouring properties that may be deemed necessary, is the responsibility of the owner/applicant. In the case where the owner is public entity, communication with the neighbours is the responsibility of the public entity or the applicant.

What the Site Plan must show?

Generally the site plan would include:

- The location of proposed and existing buildings and use for each building and setbacks from property lines
- Existing and proposed Grading
- Existing and proposed Services
- Site Features: such as lighting, fencing, walkways, parking layout, existing & proposed signs, garbage storage area, accessible ramps, fire routes

NOTE: The Town has adopted "Site Plan Guidelines" document which outlines the Town's design and expectations for site development. **Please request a checklist to ensure all the relevant information is on the site plan.**

How Long Will the Site Plan Process Take?

Once a complete application has been received the 1st circulation will go out for commenting and a three week time period is provided to all commenting agencies and internal departments. Once the comments have been received they will be returned to the applicant and owner along with a draft Site Plan Agreement if required. A meeting may be set up one week after the comments are returned if necessary. A second submission including cost estimates will be circulated for a two week review period to all commenting agencies and internal departments. The final site plan agreement with the required securities will be provided to the owner and the owner's consultant along with an approved set of drawings or additional comments. If additional submissions beyond the second submission are required each circulation will require a two week commenting review period. Ideally the Town's review period of the application should be completed within 80 days however the amount of time required to obtain Final Site Plan Approval depends on whether there are any major design issues to resolve, and on how quickly applicants resubmit submissions.

Securities Required for Site Plans:

The following securities are required in the form of a Letter of Credit :

100% OFF-SITE Primary Services & 15% ON-SITE Primary Services

120% OFF-SITE Secondary Services & 50% ON-SITE Secondary Services

Preliminary Lot Grading (if applicable)

Tree Planting Security (if applicable)

Once the applicant has provided the three executed copies of the agreement, insurance and securities the Town will execute the agreement and have it registered on title.

If the site plan warrants, once the Town has received the documents and is in the process of registering the agreement, the Town will set up a preconstruction meeting with the Developer, Town staff, Developer's Engineer and the Developer's Contractor to ensure that all construction expectations are addressed.

The Various Steps in the Process:

Planning staff will require that the applicant submit a preliminary site plan and the required fee of \$547.00 for a pre-consultation review with key agencies.

Applicant submits the pre-consultation meeting form along with application to the Planning Department, including all required sketches, supporting studies and a processing fee of \$7,178.00 for Major Applications and \$3,736.00 for Minor Applications and \$731.00 Site Plan without an agreement. As well as a legal deposit of \$2,565.00. Please note the exact fees are identified in the pre-consultation agreement but fees are normally increased on January 1 of each calendar year.

Planning staff process the application and circulate application to prescribed agencies for their comments.

Once the application has been approved the agreement will be sent out for execution.

The agreement will be executed returned to the Town with the required documents and securities.

A preconstruction meeting will be arranged with the owner, owner's engineer, and owner's contractor and required Town staff.

For further information please contact the Planning and Development Services Department at the address/phone number found at the front of this brochure.



SITE PLAN PROCESS

The Town of Fort Erie Planning and Development Services

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1 Municipal Centre Drive
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