

## What is Site Plan Control and when is it required?

After a severance application is approved by the Committee of Adjustment (or required as a condition of approval for a minor variance), any development on the created lot or vacant retained lot is required to go through the Site Plan Control process. Site Plan Control is a tool that the City uses to make sure that development is appropriately designed, and will function as proposed. It also makes sure that the City's standards are respected and aids in minimizing the impact of development on neighbouring properties. Site Plan Control is authorized under Section 41 of the *Planning Act* and is implemented through the City of Brantford's Official Plan and Site Plan Control By-law 90-2018.

### Application Process

#### 1. Consultation with Planning Staff

Prior to submission of an application, applicants must consult Planning Staff to review the details of the proposal. The Planner will also go through what is required for a complete application. Having an agent act on your behalf and manage the application may be beneficial, and it would be best to have them included in this meeting.

#### 2. Complete Application Submission

In order to submit a Site Plan Control application, the application must be considered complete. The Items required to form a complete application are as follows:

##### Fees

At submission:

- a. Can be found here:  
<https://www.brantford.ca/en/business-and-development/planning-fees.aspx>

*Prior to Final Site Plan Approval:*

Site Plan Agreement Fee (per agreement) - **\$150.00**

Securities (per lot) - **\$6,000.00**

Site Alteration Permit - **\$600.00**

Boulevard Tree Contribution and Cash-in-lieu Parkland may apply and are determined through the application process.

- b. **Application Form** which can be found on the City of Brantford website  
<https://www.brantford.ca/en/business-and-development/resources/Documents/PlanningDevelopment/Submitting-Planning-Application/Application---Site-Plan-Control-Approval.pdf>
- c. **Detailed Building Elevations** illustrating the proposed building.
- d. **Cover Letter** detailing the proposal.
- e. **Site Plan** illustrating all required information detailed in the Site Plan Application form including but not limited to: the proposed building outline and required parking spaces, site statistics, proposed building elevations (noting materials and colours), existing and proposed site services, and existing and proposed grading and drainage details of the subject site and abutting properties as well as the right-of-way (if applicable). Grades, elevations and swales or retaining walls are also to be noted. All drawings are to be stamped by the qualified professional (Engineer or Architect) and are to be in metric and to scale.
- f. **Survey** completed by an OLS.
- g. Any other **supplementary information** that may be required.

#### 3. Circulation of Application

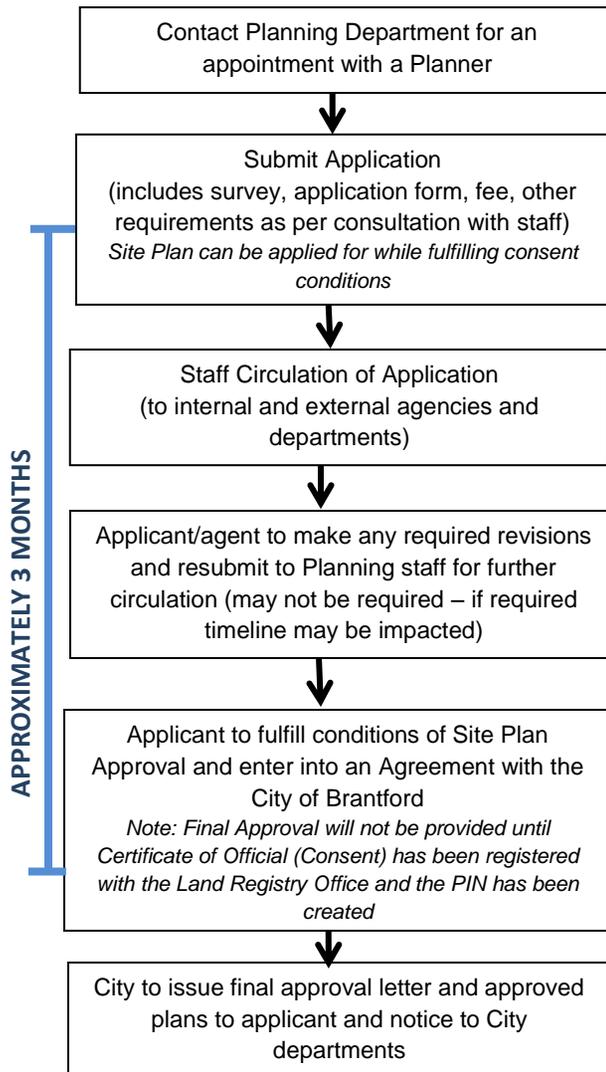
Once an application is deemed complete (within 30 days of submission), Planning Staff circulate the application to other departments and agencies, who provide comments on the application. Departments are given approximately 3 weeks to provide comments, which are then forwarded to the applicant/agent. If revisions to the plans are required, it is the applicant/agent's responsibility to make the required changes and resubmit to the Planning Department. Although not typical, further circulations may be required if not all required information is included on the plans. This will extend the application process timeline and final approval of the plans.

#### 4. Final Site Plan Approval

Prior to final Site Plan approval, the applicant/agent will be required to provide the following: the Site Plan Agreement signed by the owner and mortgagee, insurance certificate, Site Alteration Permit (applied for through the Engineering Department), Boulevard Tree Contribution/ Cash-in-lieu Parkland (if applicable), securities, and Agreement Fee. The Agreement is then signed by the Mayor and Clerk on behalf of the City.

Final Site Plan Approval is issued 1-2 weeks after the Agreement is provided for signature.

## Site Plan Control Process Chart



### Checklist for Site Plan Control

1. Complete application including a Site Plan showing: location of driveway and building footprint, existing and proposed servicing, grading and drainage of subject site and abutting properties;
2. Detailed coloured elevations illustrating the proposed building and building details and materials;
3. Apply for and receive final Site Alteration permit;
4. Registration of Site Plan Agreement including: insurance certificate, securities and required fees.

## Post Application Process

Please note the Building Permit process is separate from the Site Plan Control process and is through the Building Department.

Once the site works have been completed in accordance with the registered site plan agreement and approved drawings, the applicant can request for reduction in the posted securities. A complete certificate submission package with required documents, including: a signed and sealed Certificate from a Professional Engineer certifying that the development has been developed in accordance with the approved plans and are functioning as designed.

For further information please refer to the City of Brantford Site Plan Manual:

<https://www.brantford.ca/en/business-and-development/resources/Documents/Site-Plan-Manual.pdf>

For any planning inquiries please contact:

The City of Brantford  
Planning Department  
100 Wellington Square,  
Brantford, ON, N3T 5R7  
Tel: (519) 759-4150 x5546  
Website: [www.brantford.ca](http://www.brantford.ca)

This pamphlet is intended to provide preliminary information only. Last updated January 2020.



## RESIDENT GUIDE TO SITE PLAN CONTROL APPLICATIONS FOR SMALL INFILL DEVELOPMENT

### DEVELOPMENT PLANNING



FRONT ELEVATION  
SCALE: 1/4" = 1'-0"

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