

SITE PLAN CONTROL

Applicant User Guide



Innisfil

Disclaimer: If you are proposing to develop on a property subject to the Our Shore Community Planning Permit By-law 062-17, please reach out to Planning Services to obtain the appropriate approvals for your development.

TABLE OF CONTENTS

- INTRODUCTION 6**
 - What is Site Plan Control? 7
 - Why does Innisfil use Site Plan Control? 8
 - What type of Development is required to go through Site Plan Control? 9
 - What type of Development is **not** required to go through Site Plan Control? 9
 - What if my proposal does not comply with the Town’s Official Plan and/or Zoning By-law? 10
- TIMELINE 11**
 - How long will approval take? 13
- COST 14**
 - Staff Billable Rates 16
 - How do I make an application payment? 16
 - Formal Submission Fees, Charges & Deposits 16
 - Application Fee: 17
 - Working Deposit: 17
 - Conservation Authority Review Fees: 18
 - Additional Fees: 18
 - Cash-In-Lieu: 18
- APPLICATION PROCESS 22**
 - STAGE 1: PRE-CONSULTATION 25**
 - What Is Pre-consultation? 26
 - How do I submit my Pre-consultation request? 27
 - What do I need to include with my request? 27
 - Is there a Pre-consultation fee? 28
 - When will the Pre-consultation meeting be scheduled? 29
 - STAGE 2: SUBMISSION PREPARATION 33**
 - What is the Submission Preparation stage? 34
 - Preparing the submission 35
 - General notes for all submitted documents: 35
 - Preparing Drawings, Reports and Studies 36
 - File Naming Convention 36

STAGE 3: FIRST SUBMISSION	38
What is the First Submission Stage?	39
What is a complete application?	40
What is an incomplete application?	41
Public Notification Sign	42
STAGE 4: CIRCULATION & COMMENTS	43
What is the Circulation and Comments stage?	44
Who receives circulated documents?	45
Internal Circulation List	46
External Circulation List	47
STAGE 5: RESUBMISSION(S)	49
What is the Resubmission(s) Stage?	50
Why do Resubmissions happen?	51
Common reasons for Resubmissions:	52
Response to Comments	52
STAGE 6: SITE PLAN AGREEMENT	53
What is a Site Plan Agreement?	54
Road Widening/Easements	55
Certificate of Insurance	56
Cost Estimate	57
Security	57
Signing the Agreement	58
Release of Securities	59
NEXT STEPS	60
Building Permits	61
Why do I need a building permit?	61
When can I apply for my building permit?	61
What is required in my building permit submission?	62
Site Inspections	63
GLOSSARY	64
FORMS & TEMPLATES	70
TERMS OF REFERENCE	72
APPENDIX A:	74



INTRODUCTION

pages 6 through 9.

The Town of Innisfil (“Town”) welcomes the opportunity to grow, while maintaining our cherished small-town feel and our commitment to providing superior customer experiences.

As one of the fastest growing municipalities in Ontario, we recognize that it is important to manage growth and future **Development** that is safe, aesthetically pleasing and adheres to our placemaking planning policies. This Applicant User Guide has been prepared by the Town to support and lead Applicants through the **Site Plan Control** process. This guide is intended to ensure that all **Development** aligns with the goals and objectives of the **Town’s Official Plan, “Our Place”, Site Plan Control By-law 135-17** and **Zoning By-law 080-13**, as amended.

WHAT IS SITE PLAN CONTROL?

Site Plan Control is a tool used by the Town to make sure that land **Development** is designed appropriately, is safe and functional, and minimizes potential impacts on neighbouring properties. It also makes sure that the Town’s standards for developing land are respected. The Town has a Council-approved Site Plan Control By-law which designates all lands within the municipality, with certain exceptions, as a Site Plan Control Area. Any planned **Development** on lands within the Site Plan Control Area are subject to review by Town staff and **External Agencies**, prior to any changes or construction taking place.

WHY DOES INNISFIL USE SITE PLAN CONTROL?

Innisfil uses site plan control when reviewing site plan applications, to help Town staff ensure that:

- The site is safe, functional, appropriate and makes good use of design, landscaping, lighting, etc.
- The exterior character, scale, appearance, and design features of buildings/ structures are appropriate.
- The proposal suits the character of the area, improves, and activates the streetscape (i.e., placemaking, landscaping, paving, street furniture, bicycle parking) and poses minimal land use conflicts to neighbouring uses.
- The site is graded properly, and any easements needed for public utilities, servicing and/or site drainage have been secured.
- Road considerations (i.e., road width, the location/size of driveways, parking lots, loading facilities, garbage collection areas, snow storage/removal areas, etc.) are clearly shown and appropriate.
- The site is designed to be convenient and accessible for pedestrians, cyclists, and drivers.
- Fire & Rescue vehicles will be able to enter and exit the site if there is an emergency safely and quickly.
- Sustainable design, such as **Low Impact Development (“LID”)** is used to minimize the impact of the Development on the natural environment.

WHAT TYPE OF DEVELOPMENT IS REQUIRED TO GO THROUGH SITE PLAN CONTROL?

The Town's Site Plan Control By-law outlines the types of **Development** that must go through site plan control and any **Development** that is exempt based on the zoning of the property and the type of **Development** proposed. **Appendix A** includes a full list of the land uses and any site-specific exceptions.

WHAT TYPE OF DEVELOPMENT IS NOT REQUIRED TO GO THROUGH SITE PLAN CONTROL?

The following **Development** types do not typically require site plan control:

- Single detached, semi-detached, duplex and townhouse dwellings within approved **Developments**;
- Residential lands zoned Community Planning Permit System (CPPS); (please see **Shoreline Permits**)
- On-farm buildings associated with agricultural uses;
- Municipal **Development** projects on Town property; and
- Any other **Development** that has been exempted by Council.

A one-time expansion to an existing **Development** may also be exempt from site plan control if the following conditions are met:

- There is an existing **Site Plan Agreement** registered on title;
- The nature of the use of the site will not change;
- The proposal complies with the Zoning By-law;
- The total increase in area of all buildings, structures and parking lots will be less than 20%;
- Site imperviousness or stormwater runoff potential will not increase by more than 20%; and
- The proposal does not require any alterations to external works, roads, or drainage infrastructure

Town staff will review the proposal and determine if the proposed Development or redevelopment is exempt from site plan control.

WHAT IF MY PROPOSAL DOES NOT COMPLY WITH THE TOWN'S OFFICIAL PLAN AND/OR ZONING BY-LAW?

Town staff will identify at the pre-consultation meeting if any additional planning applications are required to support the proposed **Development**. The appropriate Official Plan designation and Zoning need to be in place for the subject lands **before** a site plan control application can be approved. If your proposal does not already comply with the Official Plan, then you will need to amend your proposal or apply for an Official Plan Amendment (OPA). If your proposal does not already meet **all** zoning requirements, then you will need to amend your proposal or apply to the appropriate amendment process for a Minor Variance (for small variations from the Zoning By-law) or a Zoning By-law Amendment (ZBA/re-zoning). These additional application processes can run concurrently with a formal site plan control application.



TIMELINE

pages 11 through 12.

Maintaining a customer service focus while ensuring the proposed Development meets Town policies and guidelines enables a more collaborative and positive experience for any developer. Staff are committed to being transparent and accountable throughout the process and will ensure that a thorough review of your application takes place to avoid late stage and conflicting comments. To ensure effective communication throughout the process, all correspondence regarding your application will flow through the Development Coordinator.

- Applications submitted will be reviewed for completeness against the required materials listed in the Record of Pre-consultation
- Communication regarding your application will flow through the Development Coordinator
- Design consultants must communicate with one another to ensure drawings are compatible
- Staff target 60-90 days to review and provide comments on a submission*

*Subject to number of revisions and complexity of application

HOW LONG WILL APPROVAL TAKE?

The time it takes to approve a site plan application depends on several variables. Staff require a minimum of 30 business days to review and provide comments on each submission. If a resubmission is required, the applicant will need revise the drawings and/or reports and resubmit. Below are the most common variables affecting processing timelines:

- **The type of application:** More complex applications may require various studies and/or reports to be submitted with the application. This typically requires additional technical reviews which increase deadline deliverables.
- **The quality, completeness, and clarity of submissions:** Well prepared submissions are efficient to review and provide feedback on. To ensure the most efficient and streamlined approach is taken, any incomplete applications will not be accepted or circulated. Any re-submissions must clearly address all comments before they can be accepted, re-circulated/ reviewed.
- **The time it takes the applicant to make revisions:** This can fluctuate depending on the complexity of the submission and feedback received. This has an increased impact on the overall length of time it takes to process a site plan control application and ultimately gain approval.

***Timelines do not include Submission Preparation – the time it takes for the Applicant to make revisions and submit the required documents.**

COST

Tanger
Outlets

pages 14 through 20.

Site Plan Control costs will vary depending on the complexity and scope of the proposed **Development**, as well as many other factors including:

- Location of proposed **Development**;
- Surrounding natural environment (i.e., impacts to trees, watercourses, conservation);
- Stormwater management requirements; and/or,
- Proposed use and impacts on neighbouring lands.

The Town follows a billables approach, whereby the full cost of Town expenses and staff time associated with the subject application are recovered through the Site Plan Control process. The billables approach helps control and direct these costs to the Applicant, reducing the impact on municipal taxpayers as well as ensuring the costs associated with application review accurately reflect the time spent by staff.

STAFF BILLABLE RATES

The rates are set out in Schedule I, Section 9.11 of the Town's **Fees & Charges By-law**. These are applied to all staff time required for review, circulation, site inspections, meetings, and correspondence between staff members and the **Applicant** and any applicable consultants working on the subject file. These amounts are invoiced on a monthly basis and payment is required. The Staff Review Deposit is to remain on the Applicant's account in the original amount.

HOW DO I MAKE AN APPLICATION PAYMENT?

Application payments are now accepted electronically via PayPal. A payment link will be circulated to the **Applicant** at the pre-consultation stage and the formal submission stage. If you do not have access to a computer or internet, application payments can be made in person at Town Hall. Please note that payment of monthly invoices cannot be made via PayPal.

FORMAL SUBMISSION FEES, CHARGES & DEPOSITS

The following provides an overview of the various fees, charges and deposits associated with the site plan control process.

Schedule I – Planning Services of the Town’s **Fees and Charges By-law** is updated regularly to set the applicable fees, charges and deposits for Site Plan Control including pre-consultation costs, application costs, working deposit as well as staff rates discussed above. Fees are payable based on the fee schedule in effect on the date that the formal Site Plan application is accepted by the Town.

- **Application Fee:**

The application fee is non-refundable and is due at the time the application is submitted to the Town. Please refer to Schedule I, Section 9.5 of the Town’s **Fees and Charges By-law** for the most up to date fees.

- **Working Deposit:**

A **Working Deposit** is a cash deposit that covers some of the costs of staff time spent reviewing the application and is required along with the application fee at the time the application is submitted to the Town.

The Owner is sent a monthly invoice that provides an update on the time spent by staff. Working deposits generally cover the costs of staff time for the first two (2) submissions, depending on the complexity and scope of the proposed **Development**. The Town requires that the working deposit balance never goes below the original deposit of \$2,000.00. If the **Working Deposit** dips below the original amount, the **Applicant** will be required to “top up” the deposit to \$2,000.00 to ensure that the account remains in good standing and there are adequate fees to cover the expected staff time. The **Working Deposit** will be returned to the Owner once a final inspection has been completed to the satisfaction of the Town. The **Working Deposit** also covers the costs of time spent by Legal Department Staff in conducting title searches, reviewing, executing, and registering the **Site Plan Agreement** or **Amending Site Plan Agreement**.

Costs **not covered** by the Working Deposit include:

- Peer review costs
- External review costs (e.g., Conservation Authority review, County review, etc.)

- Other Planning Applications (e.g., Official Plan/Secondary Plan Amendments, Zoning By-law Amendments, Minor Variance Applications)
- Additional permits fees
- **Conservation Authority Review Fees:**
If the proposed **Development** is located within an area regulated by the Lake Simcoe Region Conservation Authority (“LSRCA”) or the Nottawasaga Valley Conservation Authority (“NVCA”) there is an additional review fee required. This fee is collected by the relevant conservation authority and is due prior to the review of the first submission.
- **Additional Fees:**
There may be financial requirements arising from the application, including, but not limited to, consultant fees, public notification signage, parkland dedication, **Development Charges**, payment of outstanding property taxes, Right of Way Activity Permits (RAP), **Road Widening** conveyance, legal preparation, allocation of servicing for Innisfil Developers Allocation Group (IDAG), if applicable, and registration of agreements. If there is a need for a peer review of any of the required supporting studies, the peer review shall be at the **Applicant**’s cost.
- **Cash-In-Lieu:**
Where specific sites cannot meet the required parking spaces calculated within the Zoning By-law, the Town may at its discretion allow the **Applicant** to pay **Cash-in-Lieu** based on a formulae specific for this occurrence. Approval for cash-in-lieu is granted through a Zoning By-law Amendment application or Minor Variance application. The applicable fees for **Cash-in-Lieu** of parking are listed in Schedule I, Section 9.9 of the Town’s **Fees and Charges By-law**.

- **Parkland Dedication:**

The Town requires, as a condition of **Development** or redevelopment, that the developer convey to the Town for parks and other public recreational purposes 2% of the land proposed for commercial or industrial **Development** or 5% of the land proposed for other types of **Development**. The Town may at its own discretion require payment of **Cash-in-Lieu** of conveyance with the value of the land for which cash is being substituted determined as of the day before the day the building permit is issued or, where more than one is issued. The conveyance of land (or **Cash-in-Lieu**) for park purposes is not required where previous conveyance or payment was made, or the lands will increase the density of **Development**, or the land originally proposed for **Development** or redevelopment for commercial or industrial purposes (2% conveyance requirement) is now proposed for **Development** or redevelopment for other purposes (5% conveyance requirement).

- **Cost Estimates Prior to Site Plan Approval**

As part of the **Site Plan Approval** process, the **Applicant** will need to submit Cost Estimates for the internal and external works being completed on site. These cost estimates determine the required securities which are due at the **Site Plan Agreement** stage. After the site plan has been approved, the **Applicant** will need to apply for a building permit. The Building Department will calculate the required Building Permit fees and **Development Charges**, which are due before the permit is issued (see Next Steps section).

Site inspections are completed by Town Planning and Engineering staff and time spent will be billed at the rates specified in Schedule I, Section 9.11 and Schedule J, Section 10.5 of the Town's **Fees and Charges By-law**.

- **Development Charges**

Effective January 1, 2020, the Development Act provides that Development Charges (DC) are to be calculated on:

- a. the day an application for an approval of development in a site plan control area under subsection 41 (4) of the Planning Act was made in respect of development that is the subject of the DC,
- b. if clause (a) above does not apply, the day an application for an amendment to a by-law passed under section 34 of the Planning Act was made in respect of the development that is the subject of the DC;
- c. if neither clause (a) nor clause (b) applies,
 - i. in the case of a DC in respect of a development to which section 26.1 applies, the day the DC would be payable in accordance with section 26 if section 26.1 did not apply, or
 - ii. in the case of a DC in respect of a development to which section 26.1 does not apply, the day the DC is payable in accordance with section 26.

If the period between DC calculation and building permit issuance is greater than one month, interest will be charged, as prescribed below:

- Where Security is provided, the Interest Rate in effect at the date of DC calculation will be applied annually to the DC balance owing beginning on the first day of the month succeeding the date of DC calculation. The Interest Rate will be accrued on a monthly basis.
- Where Security is not provided, the Interest Rate in effect at the date of DC calculation plus 2% will be applied annually to the DC balance owing beginning on the first day of the month succeeding the date of the DC calculation. The Interest Rate will be accrued on a monthly basis.

Note: The interest rate does not apply to non-profit housing development DC deferrals (i.e. 0% interest for non-profit housing developments).

The DC amount is frozen until two years from the date the site plan application is approved or in the absence of the site plan application, two years from the date the zoning application was approved. If the first building permit has not been issued for the development within two years, then DCs are calculated using the DC rate at the time of the issuance of the building permit.

You can see the full list of development charges rates and other details in our [**Development Charges Rates Pamphlet**](#).

An aerial view of a modern city street featuring a tram and cars, with a blue semi-transparent graphic overlay. The street is wide and multi-laned, with a tram in the center. The buildings on either side are modern and have a grid-like facade. The sky is clear and blue.

APPLICATION PROCESS

pages 22 through 23.

Development and redevelopment proposals often begin with a high-level concept, plan, or idea, where the Applicant is proposing to make changes to a property. We recommend that the Applicant consults with Planning Services and Economic Development prior to investing time and money into the architectural design and planning of the proposed Development. The Town also recommends retaining a professional Planning or Engineering Consultant whose expertise in Site Plan Control will help guide and coordinate the application through the process as well as take an in-depth look at the Town's Official Plan, Zoning By-law, and relevant policies to ensure your proposal meets the Town's requirements.

Contact Planning Services & Economic Development staff before you invest money on detailed design. We can help make sure your idea is feasible and will work with applicable policies and regulations.

planningservices@innisfil.ca or business@innisfil.ca

Please contact the Town's Customer Service at (705) 436-3710 to be connected with a Planning Services or Economic Development staff member.

All **Development** proposals within the Town of Innisfil follow the same six-stage Site Plan Control process:



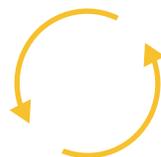
Stage 1:
Pre-consultation



Stage 2:
Submission Preparation



Stage 3:
First Submission



Stage 4:
Circulation & Comments



Stage 5:
Resubmission(s)



Stage 6:
Site Plan Agreement

All applications will follow this process, except for **Development** proposals that are exempt from the requirements of Site Plan Control. Each stage in the process is described in more detail on the following pages.

STAGE 1: PRE-CONSULTATION

pages 25 through 31.





WHAT IS PRE-CONSULTATION?

Pre-consultation is a mandatory meeting between the **Applicant**, Town staff, and **External Agencies**, to discuss the proposed **Development** and gain meaningful feedback. Staff from various departments and **External Agencies** will provide guidance, preliminary comments and advise you what plans, and studies are required for a formal submission. Pre-consultation meetings take place virtually through Zoom Video, Microsoft Teams or via telephone conference call. An in-person meeting is not required and is only scheduled under specific circumstances.



Pre-consultation is a mandatory first step in the site plan process

- Scheduled within 2-3 weeks from receipt of complete request
- Preliminary comments are circulated 2 business days before the scheduled meeting
- Provides the **Applicant** an opportunity to ask questions and receive guidance on the process
- **Applicant** receives list of requirements for a formal submission

HOW DO I SUBMIT MY PRE-CONSULTATION REQUEST?

You can submit a digital request for **Pre-consultation** to the Town's Development Coordinator using our fillable **Request for Pre-consultation Form**. Requests are to be emailed to planningservices@innisfil.ca.

WHAT DO I NEED TO INCLUDE WITH MY REQUEST?

- Location of property and immediate surroundings (including property dimensions)
- Existing and proposed land and structure uses and uses of adjoining lands
 - Location of all existing and proposed structures and features, including:
 - Pedestrian and vehicular access (including adjacent accesses and intersections);
 - Proposed and existing parking spaces (including aisle widths, parking stalls and accessible parking spaces);
 - Location/names of all road allowances, rights of way, streets or highways);
 - Restrictive covenants or easements affecting the subject land;

- Location of all existing trees and vegetation, watercourses, drainage ditches, slopes and natural features which may affect the application); and
- Services and utilities (including location of connections at property line)
- Other relevant information, as appropriate, to assist staff in understanding the proposal (zoning matrix, elevations, etc.)

All submission material must be provided in digital format (.PDF, .JPG, .PNG etc) and be dimensioned in metric.

IS THERE A PRE-CONSULTATION FEE?

Yes. **Pre-consultation** meeting fees are collected once the request has been received by the Development Coordinator. Please refer to Schedule I, Section 9.9 of the Town's **Fees and Charges By-law** for the current fee.

WHEN WILL THE PRE-CONSULTATION MEETING BE SCHEDULED?

Pre-consultations are scheduled on a first come, first serve basis within 2-3 weeks from the receipt of a complete request. The Development Coordinator will provide the **Applicant** with a list of available dates and times to meet with Town staff and will coordinate the scheduling of the virtual meeting. Staff will ensure that the appropriate agencies and staff are available to attend the **Pre-consultation** meeting to ensure a thorough review and complete discussion of the proposal.

WHAT ARE THE BENEFITS OF A VIRTUAL MEETING?

Virtual meetings eliminate commuting time for both the applicant and for their design teams, while allowing for greater availability for the applicant and Town staff.

WILL I RECEIVE PRELIMINARY COMMENTS ON MY PROPOSAL?

Yes. Preliminary comments are circulated to the **Applicant** ahead of the scheduled meeting. The Development Coordinator will coordinate the receipt of comments from staff and **External Agencies** and provide the **Applicant** with a copy a minimum of two business days ahead of the meeting. This value-added service provides the **Applicant** with time to review staff comments and requirements before the meeting, yielding a better and more effective discussion.

WHAT HAPPENS AT THE MEETING?

The meeting will begin with introductions of all parties in attendance and a high-level overview of the proposal. The **Applicant** will be provided the opportunity to ask questions to staff or agencies in attendance and clarify any comments received prior to the meeting. The Development Coordinator will capture any important discussion items including any action items for staff, **External Agencies** and/or the **Applicant**.

Staff will request preliminary comments from internal departments and External Agencies ahead of the scheduled meeting. A full list of departments and External Agencies that may be circulated on your application is included below in Stage 4: Circulation and Comments.

Questions to ask during your **Pre-consultation** meeting:

- Does my application conform to the Town's Official Plan and Zoning By-law?
- What other approvals or permits will I require?
- How long will the entire process take?
- Do I need to hire a planning consultant?
- Do I need approvals from the conservation authority?
- How can I improve accessibility of my proposed **Development**?
- How can I improve sustainability of my proposed **Development**?

WHAT DO I NEED TO BRING WITH ME TO THE VIRTUAL MEETING?

The Development Coordinator will capture important discussion items at the meeting, however it is recommended that you have a paper or digital notepad available to record any items or questions. Please ensure you are prepared to answer questions from staff on the proposed **Development**.

WHO SHOULD ATTEND THE MEETING?

We encourage you to attend the meeting with any applicable consultants as deemed necessary to ask questions and understand the expectations of the Town. At a minimum it is recommended that a Planning consultant and Engineering consultant (depending on the scope of the proposal) are in attendance. The **Applicant** can forward the scheduled meeting to any required individuals that may add value to the meeting.

WHAT HAPPENS AFTER THE MEETING?

Within 3-5 business days of the **Pre-consultation** meeting, the Development Coordinator will provide you with a Record of Pre-consultation. The Record will contain a list of information and material that will be required to process the formal application. The Record of Pre-consultation must be submitted with your formal submission along with all of the required information and materials to be considered a “Complete Application”.

HOW LONG DO I HAVE TO SUBMIT A COMPLETE APPLICATION?

You have **one (1) year** to submit a complete application from the date that the Record of Pre-consultation is circulated. Should the **Applicant**/Owner require an extension to this date, please contact the Development Coordinator. If a request for extension is not received prior to this date, the application will lapse and the file will be closed. Should you wish to proceed with the initial proposal after this lapsed date, a new Pre-consultation will be required.

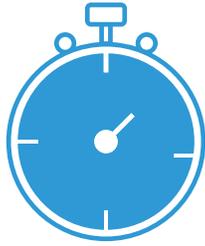
WHAT IF I CHANGE THE SCOPE OF MY PROPOSAL?

We recommend contacting the Development Coordinator who can assist you with recirculating the updated concept plan to staff and agencies. Staff can review your proposal and ensure that the changes are reflective of the submission requirements, making any changes (i.e., addition or removal of plans and studies), as required.

An aerial photograph of a city street scene, overlaid with a semi-transparent blue filter. The image shows several multi-story buildings, a road with a green-painted lane, and surrounding greenery. The text is centered over the image.

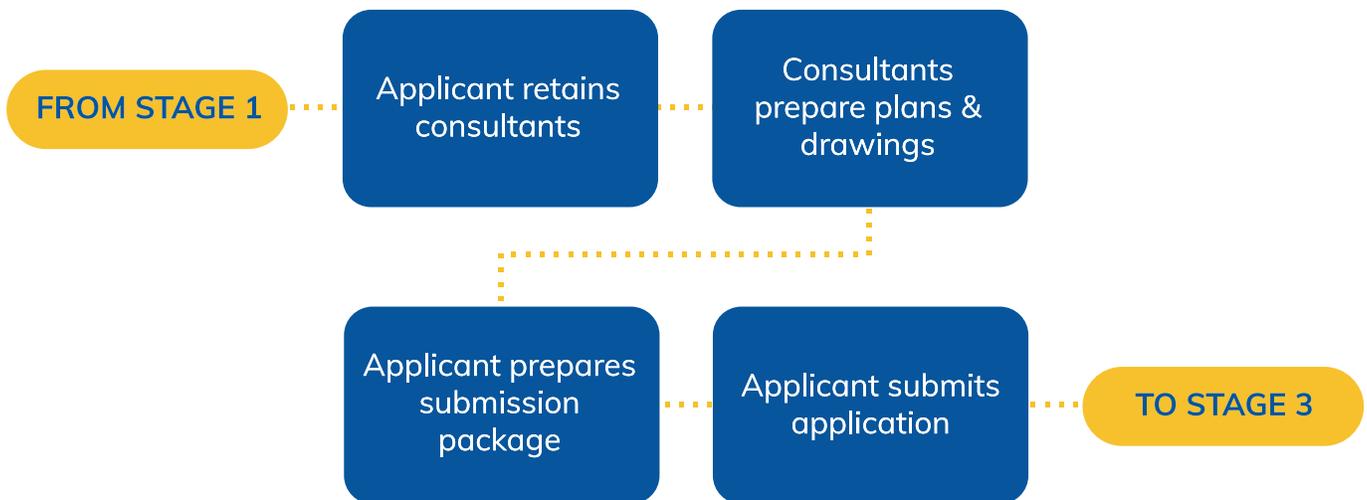
STAGE 2: SUBMISSION PREPARATION

pages 34 through 38.



WHAT IS THE SUBMISSION PREPARATION STAGE?

The Submission Preparation stage is the stage between **Pre-consultation** and Application Submission / Resubmission. Once you receive your Record of Pre-consultation, you should begin to prepare your formal site plan submission package. Site plan submissions can be quite complex and involve many consultants and discussions. It is highly recommended that a professional planning or engineering consultant is retained to help you prepare and manage the preparation and coordination of application materials.



Good quality submissions that meet all of the Town requirements can be processed more quickly.

- The **Applicant** has one (1) year to submit a formal submission
- Site Plan preparation takes time and should be factored into development timelines
- Communication between designers and consultants is key to reducing resubmissions
- The Town has gone digital! All Site Plan materials must be submitted digitally by emailing the Development Coordinator. No paper copies are required or accepted.

Note: Online payment is preferred and available through PayPal

PREPARING THE SUBMISSION

All site plan applications are to be filed with the Development Coordinator. You will be advised at or following the **Pre-consultation** Meeting exactly which studies and documents will be required, and in what quantity and format. It is imperative that the **Applicant** ensures that the consultants communicate with each other on all aspects of design to produce quality drawings and reports that align with one another. It is strongly recommended that the consultants contact the Town to ensure that the design criteria is clearly established and that the relevant policies are referenced prior to initiating design.

GENERAL NOTES FOR ALL SUBMITTED DOCUMENTS:

- All submission material must be submitted digitally (i.e. no paper copies)
- Applications will **not be accepted and/or processed** if the mandatory drawings and information are not provided in the requested format.
- Plans should be clear, legible, and dimensioned in metric units
- Plans, Reports and Studies must follow the File Naming Convention as set out below
- Plans, Reports and Studies must include a revision date

PREPARING DRAWINGS, REPORTS AND STUDIES

The **Site Plan Approval** process is a key component in the implementation of the policies of the Town's Official Plan (Our Place), Town Standards, and Town Master Plans. The policies of Our Place relate to a range of technical matters such as transportation, environment, urban design, heritage preservation, natural heritage, public health, and safety. To ensure that designs meet with expected standards of construction in Innisfil, **Applicants** shall refer to the most recent version of the **Town of Innisfil Engineering Standards**.

FILE NAMING CONVENTION

All electronic/digital documents received must be named following the Town's file naming convention as outlined below. This drastically reduces the amount of staff time spent renaming and searching for files and aids in an effective review process.

Date	File Number	Address	Title
------	-------------	---------	-------

- Date – must be in YYYY.MM.DD format and must match the stamp on the document or the most recent submission date of the document, whichever is more recent.
- File Number – this is the number provided by the Development Coordinator following the **Pre-consultation** meeting
- Address – the street number and street name for the property being discussed
- Title – the condensed name of the document (see examples below)

Example File Name:

2022.06.10	SP-2022-001	2101 Innisfil Beach Road	Landscape Plan
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Sample Condensed Names for Plans and Drawings and Example File Names:

Full Name	Condensed Name	Example File Name
Plans		
Topographic & Boundary Survey	Survey	2022.06.10 SP-2022-001 2101 Innisfil Beach Road Survey
Concept Plan	Concept	2022.06.10 SP-2022-001 2101 Innisfil Beach Concept
Site Plan	Site Plan	2022.06.10 SP-2022-001 2101 Innisfil Beach Site Plan
Landscape Plan	Landscape Plan	2022.06.10 SP-2022-001 2101 Innisfil Beach Landscape Plan
Erosion and Sediment Control Plan	ESC	2022.06.10 SP-2022-001 2101 Innisfil Beach ESC
Grading and Drainage Plan	Grading	2022.06.10 SP-2022-001 2101 Innisfil Beach Grading

Sample Condensed Names for Plans and Drawings and Example File Names:

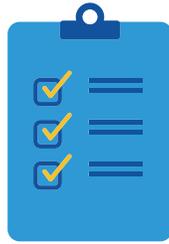
Full Name	Condensed Name	Example File Name
Reports		
Stormwater Management Report	SWM	2022.06.10 SP-2022-001 2101 Innisfil Beach SWM
Planning Justification Report	PJR	2022.06.10 SP-2022-001 2101 Innisfil Beach PJR
Functional Servicing Report	FSR	2022.06.10 SP-2022-001 2101 Innisfil Beach FSR
Geotechnical/Soils Report	Geotech	2022.06.10 SP-2022-001 2101 Innisfil Beach Geotech
Transportation Impact Study	TIS	2022.06.10 SP-2022-001 2101 Innisfil Beach TIS

Following the naming convention correctly can save time in application processing. Please reach out to the Development Coordinator if you have questions or require assistance.

STAGE 3: FIRST SUBMISSION

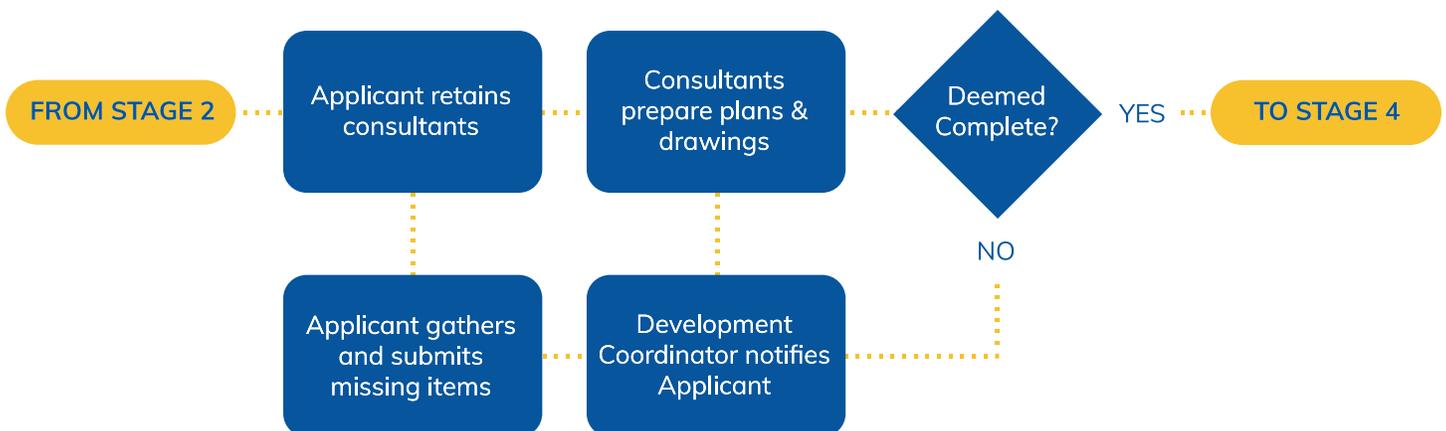
pages 40 through 43.





WHAT IS THE FIRST SUBMISSION STAGE?

Once you have prepared the required submission material, you will submit the complete application package digitally to the Development Coordinator. The Development Coordinator will review your submission within five (5) business days to ensure all requirements listed in the Record of Pre-consultation are included and all applicable application fees have been paid to the Town. If the submission is deemed complete by the Development Coordinator, it will then be accepted for circulation to applicable commenting departments/agencies in the next stage of the process (Stage 4: Circulation and Comments). If the submission is deemed incomplete, the application will be placed on hold and the Development Coordinator will provide the **Applicant** with a list of outstanding items to be resolved for submission acceptance.



Tips for a successful 1st submission

- Ensure your submission is complete **before you submit** to avoid delays and additional costs in the application process.
- Communication between consultants and designers is critical in reducing common errors.
- Have your consultants contact the Town to establish the design criteria prior to initiating design.
- Retain the expertise of a Planning Consultant to help guide and coordinate your application through the process.

WHAT IS A COMPLETE APPLICATION?

An application is deemed to be complete when it includes all the information required to perform a thorough review of the application in a timely manner. This includes the following:

- Completed Site Plan Control Application Form
- Copy of the Record of Pre-consultation including Submission Checklist
- A digital copy of each required plan, drawing, study, report etc. as outlined in the Submission Checklist (prepared to meet all standards and stamped/signed if necessary)
- All required application fees and deposits confirmed paid

- All documents submitted must be dated, signed, and stamped, where applicable by a consultant.
- Professional drawings and reports must be dated and signed by a consultant
- Digital files submitted must be properly labelled using the Town's File Name Convention

The Development Coordinator will notify you through an email once the application has been reviewed and deemed to be complete or placed on-hold pending the receipt of missing or corrected materials. If your application form needs to be commissioned by a Commissioner of Oaths, the Development Coordinator will schedule that virtual meeting with the **Applicant** at no charge.

WHAT IS AN INCOMPLETE APPLICATION?

An incomplete application is when your submission package is missing one or more items needed to ensure a thorough review by staff and **External Agencies**. Applications that are missing information will be placed on hold until the missing information is received and deemed complete by the Development Coordinator. A complete list of all items missing from the submission will be circulated to the **Applicant** within five (5) business days from the date the submission is received

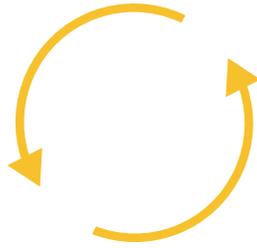
PUBLIC NOTIFICATION SIGN

Once the Development Coordinator deems the submission complete, a sign is ordered for the property outlining the proposed use of the lands. Although Site Plan Control is not a public process under the Planning Act, we encourage residents to Get Involved in all proposed **Developments** and redevelopment projects within the Town limits. Please include a contact person (i.e., builder) for the public, should they have questions.



STAGE 4: CIRCULATION & COMMENTS

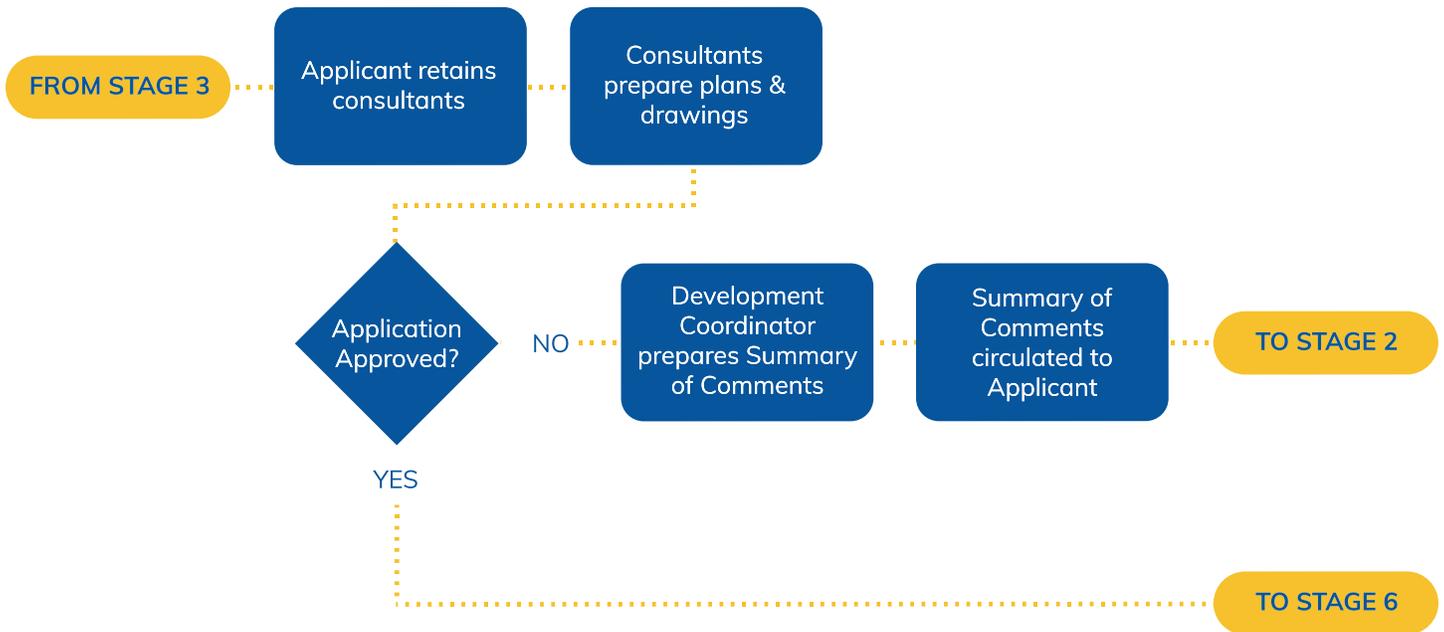
pages 45 through 50.



WHAT IS THE CIRCULATION AND COMMENTS STAGE?

The Circulation and Comments stage is when the application is circulated to internal staff and **External Agencies** for review and comments. The Development Coordinator will circulate the **Complete Submission** by email to internal staff and External Agencies to review and provide comments on the **Development** proposal. The Development Coordinator will then begin receiving comments from various staff and **External Agencies**. The turnaround time for comments is thirty (30) business days*. Once the turnaround time has been reached, all comments received will be emailed to the **Applicant** in a Summary of Comments package. Comments requiring a response will be clearly identified and flagged for the **Applicant**. If comments are received after the standard turnaround time, a revised Summary of Comments document will be circulated with the additional comments highlighted.

**Note: Turnaround time is twenty (20) business days for South Shore Woods residential applications*



Standard site plan applications have a review and comment turnaround time of 30 business days.

- Comments on applications within the South Shore Woods subdivision are returned to the Applicant within 20 business days
- All correspondence will flow through the Development Coordinator, reducing time spent emailing specific staff members or **External Agencies**.

WHO RECEIVES CIRCULATED DOCUMENTS?

Site Plan submissions are circulated to Town staff from various departments as well as **External Agencies** so that they may review and provide meaningful feedback to help guide your application towards approval.

The following is a list of Town departments and **External Agencies** that may review your application. Commenting agencies that might require additional permits/approvals or costs have been flagged with an asterisk (*).

Internal Circulation List

Town of Innisfil	
Department	Responsible for:
Planning	<ul style="list-style-type: none"> The review of all aspects of site design, including but limited to built form, building elevations, site layout, impact on adjacent uses, natural features such as trees, streetscape, development standards checklists, accessibility standards, signage and personal safety Reviewing the plans to ensure compliance with the relevant zoning by-laws, County Official Plan, Town's Official Plan, Urban Design Guidelines, and other relevant planning documents (e.g. Lake Simcoe Protection Plan (LSPP), Provincial Policy Statement (PPS), etc) Review of projects that impact properties that are listed on the Town's Heritage Register or designated under the Ontario Heritage Act. Determination of parkland dedication
Engineering	<ul style="list-style-type: none"> Responsible for reviewing the plans, reports and studies to ensure compliance with Town Engineering Standards Town Master Plans, and applicable policies. Review can encompass elements related to stormwater management, grading, servicing, landscaping, tree preservation & compensation, salt management, transportation, vehicular access & movements, Road Widenings, Easements, geotechnical, hydrogeological, and noise impacts, Responsible for the circulation of reports and studies to Town selected peer reviewers and review of peer review comments
Community Development Standard Branch (CDSB)*, and Fire & Rescue	<ul style="list-style-type: none"> Reviews site plans to ensure compliance with the necessary elements of the Ontario Building Code and Fire Code Building code matrix review Spatial separation review Accessibility requirements throughout the site and access to entrances Identification of required applicable law statutory requirements Adequacy of firefighting water supply Review and approval of Fire and Emergency Services access to buildings Review of access road to determine widths, turnaround for fire trucks, appropriate signage and access road material Location and distance of water supply to proposed Development Location of fixed fire protection equipment (fire department connection, wall hydrants) Location of storage facilities for hazardous materials Gates or security barriers that will require fire department lock box Review outdoor storage requirements
Economic Development	<ul style="list-style-type: none"> Provides support for developers and new business owners looking to develop within the Town limits Provides information on available locations to start or expand your business to Provides red carpet, account management support for strategic, industrial developments

InnServices	<ul style="list-style-type: none"> Review of plans, studies, and reports to ensure compliance and compatibility with the Town's water and wastewater utilities Completes water/wastewater modelling exercises to determine available flows/pressures and to confirm if there is capacity within the systems
InnPower	<ul style="list-style-type: none"> Review of plans, studies, and reports to ensure compliance and compatibility with the Town's hydro system
Legal	<ul style="list-style-type: none"> Review title of property regarding ownership, legal description, registration, and other legal matters Finalization of Site Plan Agreement
South Simcoe Police	<ul style="list-style-type: none"> Review of plans through the lens of Crime Prevention Through Environmental Design (CPTED) Review of parking and traffic flow Review of plans to determine if new Development will interfere with any existing radio towers Review from growth perspective to see if the proposal will change service demands within Innisfil
Heritage Advisory Committee*	<ul style="list-style-type: none"> Review of proposals that have been identified as historically, culturally or architecturally significant to the community Review of Heritage permits within the Cookstown Heritage Conservation District
Council	<ul style="list-style-type: none"> Ward Councillors, Deputy Mayor and Mayor are notified on all site plan applications for notification purposes

External Circulation List

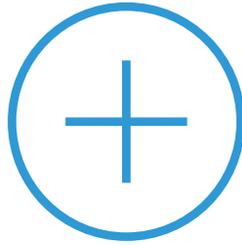
External Agencies	
Canada Post	<ul style="list-style-type: none"> Reviews plans to determine the transfer point for mail delivery. Should a community mailbox be required, Canada Post will propose locations
County of Simcoe*	<ul style="list-style-type: none"> Review of projects abutting County Roads for necessary setbacks, Road Widening requirements, garbage collection, road radii and entrance permits, as well as grading and engineering infrastructure Review of impacts on County landfills, uses on agricultural lands and County natural heritage system, and cultural heritage resources
Lake Simcoe Region Conservation Authority (LSRCA)*	<ul style="list-style-type: none"> Review proposals in the context of the Provincial Policy Statement, Lake Simcoe Protection Plan and the Growth Plan for the Greater Golden Horseshoe from the perspective of: <ul style="list-style-type: none"> Natural hazard lands Natural heritage Water quality and quantity Source water protection Sub-watershed plan recommendations
Ministry of Environment, Conservation and Parks (MECP)*	<ul style="list-style-type: none"> Review of applications for Environmental Compliance Approval (ECA)
Ministry of Transportation (MTO)*	<ul style="list-style-type: none"> Review of impacts on Provincial highways and interchanges

<p>Nottawasaga Valley Conservation Authority (NVCA)*</p>	<ul style="list-style-type: none"> • Review proposals in the context of the Provincial Policy Statement, Conservation Authorities Act, from the perspective of: • Locally and provincially significant wetlands • Flooding and erosion hazards • Wildlife habitat, fish habitat and habitats of threatened and endangered species • Areas of Natural & Scientific Interest (ANSI) • Woodlands • Groundwater • Surface water quantity and quality • Stormwater Management
<p>Bell, Rogers</p>	<ul style="list-style-type: none"> • Review of plans to ensure compliance with existing and proposed utilities • Conditions of Approval
<p>Simcoe County District School Board (SCDSB) & Simcoe Muskoka Catholic District School Board (SMCDSB)</p>	<ul style="list-style-type: none"> • Review of residential plans to determine impact on surrounding schools including the requirements of additional schools
<p>Enbridge</p>	<ul style="list-style-type: none"> • Review of location and size of proposed Development to determine requirements for: <ul style="list-style-type: none"> • gas pressure; • existing gas installed within area; and • vital mains • Conditions of Approval



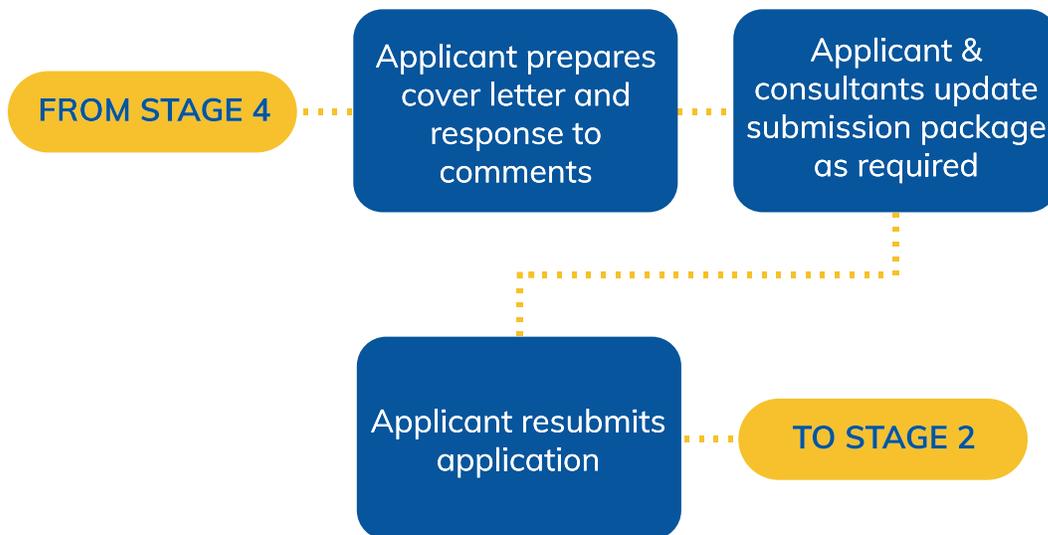
STAGE 5: RESUBMISSION(S)

pages 52 through 54.



WHAT IS THE RESUBMISSION(S) STAGE?

The resubmission stage is the process whereby the **Applicant** needs to make changes to the initial material provided to satisfy the Town's and any **External Agencies'** comments. Resubmissions are required until no further revisions are required to the provided material. A cover letter outlining what items are being resubmitted and a **Response to Comments** letter is required with each resubmission. Resubmissions that do not address all comments will be deemed incomplete and placed on hold by the Development Coordinator.



Applicant Checklist: Please remember that all submissions are required to be digital

The following items must be included in your resubmission package:

- Cover letter outlining what items are being resubmitted
- Response to Comments** letter outlining how each comment has been addressed
- Updated plans, drawings, reports and studies, as required, to address comments from staff
- Digital copy of each plan, drawing, report and study

You should also be able to answer these questions before you resubmit your plans:

- Have I met with my consultants to discuss comments from Town staff and **External Agencies**?
- Have I clearly indicated where changes were made?
- Have I updated all plans to reflect changes in the resubmission?
- Have I provided an appropriate response to each comment by staff and **External Agencies**?

WHY DO RESUBMISSIONS HAPPEN?

Resubmissions happen when comments from Town staff are not adequately addressed at the previous submission review. Town staff will provide comments on each item submitted, where applicable, outlining what needs to be revised and resubmitted to address the comment. Our goal is to reduce resubmissions wherever possible for a more effective and efficient process for the **Applicant** and Town staff.

COMMON REASONS FOR RESUBMISSIONS:

- Comments have not been addressed
- Drawings conflict and do not coincide with each other
- Consultants did not seek clarification on Town comments
- Consultants did not contact the Town to establish the design criteria prior to initiating design
- Town standards, relevant policies and/or design criteria has not been met/satisfied
- External timelines do not coordinate with Town processing/review requirements

RESPONSE TO COMMENTS

A **Response to Comments** is a requirement for the **Applicant** to submit with each additional submission. The **Response to Comments** will outline how the **Applicant** has addressed each comment by Town staff and **External Agencies** and should be organized for each Town department or external commenting agency. If comments are not addressed, the additional submission will not be processed or recirculated.



St. Louis
BAR & GRILL

STAGE 6: SITE PLAN AGREEMENT

pages 56 through 61.



NOW OPEN!



St. Louis
BAR & GRILL



WHAT IS A SITE PLAN AGREEMENT?

Upon approval of the site plan application and final site plan drawings, the **Applicant** will be required to enter into a **Site Plan Agreement** with the Town. The Agreement must be registered on title **before** a building permit is applied-for with the Town's Building Department (Community Development Standards Branch) and issued by the Chief Building Official.

Under the Planning Act, a **Site Plan Agreement** can only be entered into with the Owner of the property. A title search of the subject property will be completed by the Town's Legal Department to ascertain registered ownership and to obtain the legal description of the property which forms part of the site plan agreement.



Site Plan Agreement Package

For the Town to execute and register your agreement on title, you will be required to deliver the following package components to the Town:

The following items are required prior to registering your agreement on title:

- Signed **Site Plan Agreement** by the property Owner
- Certificate(s) of Insurance
- Securities
- Any required **Cash-in-Lieu** amounts, deposits, or other fees as outlined in the **Site Plan Agreement**
- Proof of payment of any outstanding property taxes and any outstanding accounts receivable with the Town

ROAD WIDENINGS/EASEMENTS

Should a **Road Widening** or **Easement** be required, the **Applicant's** solicitor shall submit to the Legal Department, a solicitor's title opinion in a form to be approved by the Town. The **Road Widening** or **Easement** lands are to be transferred free and clear of all physical and title encumbrances, at no cost to the Town. If any encumbrances are registered on title, the Town will require partial discharges to be registered for **Road Widening**s or postponements to be registered for **Easements**. The **Applicant's** solicitor shall draft the Transfer and message same to the Town in Teraview. Any transfers to the Town are to be registered prior to the issuance of a building permit. Note that there are certain "off title" searches that the **Applicant's** solicitor must undertake that may take several weeks or months to obtain responses for. This may delay the timing for building permit issuance.

If an **Easement** is required, the Applicant will be responsible for all costs associated with retaining a surveyor to prepare and deposit a reference plan which will delineate the lands required for the Easement.

The templates for a solicitor's title opinion will be forwarded to the Applicant by the Legal Department.

CERTIFICATE OF INSURANCE

It is important for third parties to be held responsible for their own property, equipment, vehicles, products, and operations. It is necessary for the Town to transfer any risk associated with **Development** to a third party.

As a result, in order to receive and maintain a **Site Plan Agreement** and Building Permit, the **Applicant** or the **Applicant's** contractor must obtain and maintain insurance coverage as outlined below. Insurance coverage must be underwritten by an insurance company that is licensed to transact business in the Province of Ontario. Evidence of such insurance shall be provided to the Town in the form of a Certificate of Insurance signed by an authorized signatory. The policy is to remain in place until the Chief Building Official has certified that the building is fit for occupancy and the securities, if any, have been released to the **Applicant**. Annual renewal Certificates shall be provided to the Town.

- Commercial General Liability in the amount of \$5 million/occurrence, with an aggregate amount of \$10 million, including bodily injury (including death), personal injury and/or property damage;
- cross liability/severability of interests clause;
- contractual liability;
- non-owned automobile liability (match CGL limit/occurrence);
- sudden and accidental pollution liability with a minimum 120 hour discovery and reporting or contractor's pollution liability in the amount of not less than \$2 million/claim (in instances where the **Development** is a high risk **Development** such as a gas station or marina where there is storage of fuel tanks, the **Applicant** shall provide environmental impairment liability in the amount of not less than \$5M/claim);
- minimum 30 days' written notice of cancellation or non-renewal to the Town;
- The Corporation of the Town of Innisfil shall be added as an additional insured and shall include the Town's address;
- The site location/description of the work shall include the address of the property where the **Development** is occurring, along with a short description of what is being constructed.

In addition, the policy shall not contain an exclusion for blasting, shoring, underpinning, raising or demolition of any building or structure, collapse of any structure or subsidence of any structure or land from any cause.

In situations where the **Applicant** is the contractor, a Wrap-Up Liability policy is required which is a project specific form of Commercial General Liability insurance and would require the same limits as Commercial General Liability.

It's recommended that the Town's Certificate of Insurance Template be forwarded by the **Applicant** to their insurance broker for completion at their earliest opportunity as it may take several days to get the proper insurance in place.

COST ESTIMATE

The **Applicant** shall provide a detailed **Cost Estimate** prepared by their consultants and approved by the Town that covers all works within the boundaries of the Site Plan. For construction work that is external to the site plan, such as roadwork and servicing, a separate **Cost Estimate** would be prepared, and a Right-of-way Activity Permit (RAP) would need to be applied for.

This **Cost Estimate** will form the basis for the **Security** to be held by the Town as per the **Site Plan Agreement**. These estimates are also to include a landscaping estimate that has been prepared by a Landscape Consultant and approved by the Town.

SECURITY

The amount of **Security** required is 25% of the total **Cost Estimate** set out in the **Site Plan Agreement** and is required to guarantee the obligations of the **Applicant** under the agreement.

For construction work that is external to the site plan, a **Security** amount of 120% of the cost of works is required as part of the Right-of-way Activity Permit (RAP) process to guarantee the restoration in the right-of-way.

The **Security** is a payment to the Town which is payable in the form of a certified cheque, bank draft or letter of credit. Securities are non-transferrable to pay for other accounts such as Parkland Dedication or other items of Site Plan. It's up to the discretion of the **Applicant** as to what method of payment is best suited to them. A **Letter of Credit** is generally provided when dealing with large sums of money.

A **Letter of Credit** is essentially a financial contract between a bank, the bank's customer, and a beneficiary. It is a letter drawn on by the **Applicant's** financial institution guaranteeing payment to the Town (who is the beneficiary) in the amount of the **Security**.

If the **Applicant** fails to complete the works set out in the **Site Plan Agreement** to the Town's satisfaction, the Town may request a partial or full payment of the **Security**. For example, if the **Applicant** completed all the works required pursuant to the agreement except for some of the landscaping works, the Town could complete the landscaping works at the expense of the **Applicant** by using the **Security** that was provided. If the **Security** was provided by letter of credit, the Town would write to the bank requesting a draw on the letter of credit.

SIGNING THE AGREEMENT

The agreement must be signed by the registered owner(s) of the property being developed. If ownership is in the name of an individual(s), the individual's signature must be witnessed. The witness cannot be a party to the agreement and must be 18 years old and of sound mind.

If the owner is a corporation, the authorized signing officer(s) who has authority to bind the corporation must sign the agreement. A letter, on corporate letterhead addressed to the Town, must be submitted to the Town's legal department setting out the authorized signing officers and the corporation's address for service.

- A building permit cannot be applied for with the Town's Building Department until the Site Plan Agreement has been registered on Title.

RELEASE OF SECURITIES

Securities may be released by the Town once the site plan work has been certified complete by the **Applicant**'s engineer and/or landscape architect, record drawings have been submitted and approved, the works have been inspected (if warranted), and Town staff are satisfied that the **Applicant** has fulfilled its obligations under the Agreement.

An aerial photograph of a city, likely Los Angeles, with a semi-transparent blue overlay covering most of the image. The overlay is a large, irregular shape that follows the general outline of the city's urban area. The text 'NEXT STEPS' is centered in white, bold, sans-serif font over the blue area. Below the text is a thin white horizontal line. To the right of the line, the text 'pages 63 through 65.' is written in a smaller, white, sans-serif font. The background shows a mix of urban buildings, green spaces, and a coastline with a large body of water.

NEXT STEPS

pages 63 through 65.

BUILDING PERMITS

Once the **Site Plan Agreement** is registered on title, you can apply for your building permit submission with the Town's Building Department (Community Development Standards Branch). By obtaining a building permit before any work is done, the Town can ensure that buildings comply with the Ontario Building Code.

WHY DO I NEED A BUILDING PERMIT?

Building permits are required by law prior to construction taking place on the subject lands. The Building Code sets standards for the design and construction of buildings to meet objectives such as health, safety, fire protection, accessibility, and resource conservation.

WHEN CAN I APPLY FOR MY BUILDING PERMIT?

To satisfy applicable law and ensure that the drawings provided in the building permit application have all been reviewed and approved by the Site Plan team, it is important to wait until the **Site Plan Agreement** is finalized. Applying prior to the finalization of the Site Plan process will mean that the permit will be placed on hold, or it will not be accepted. Legislated review timelines will not begin until such time that the application is deemed complete.

WHAT IS REQUIRED IN MY BUILDING PERMIT SUBMISSION?

Depending on the type and scale of your project, different documents, drawings and reports may be required. At a minimum, every application requires the following documents which should be compiled in PDF (electronic) format:

1. Application to Construct or Demolish (Building Permit Application Form)
2. Owner's authorization (if the **Applicant** is not the owner)
3. Designer's Schedule 1 Form (one form for each of the Project's designers)
4. Commitment to General Review Form (where Engineers and/or Architects are required)
5. Architectural, Structural, Mechanical, Plumbing, Electrical Drawings (as applicable)
6. Copies of the Approved Site Plan, Lot Grading Plan, and Servicing Plan (as applicable)

Copies of required applicable statutory requirements (A full list of applicable law statutory requirements can be found in Division A, 1.1.3.3., of the Ontario Building Code)

Once your building permit application package is complete, please email all documents to buildingpermit@innisfil.ca

Tips for a successful Building Permit submission:

- Ensure each relevant document has a clear and descriptive name (e.g. 2022.01.01 123 Main Street Architectural Plans)
- Submit full packages as opposed to individual sheets / drawings
- Ensure that the provided plans and documents match those approved through the Site Plan process. If the dates on the drawings or the content is at all different from those approved through the Site Plan process, the application will be put on hold until matching drawings and plans are provided.

SITE INSPECTIONS

Over and above any inspections required by the Town's Building Department, Town staff may do periodic site inspections of the works to ensure that the construction is in accordance with the approved plans.

Following construction completion, the Town will require from the **Applicant's** professional engineer and/or landscape architect, certification that the site has been constructed in compliance with the site plan agreement and the approved plans and drawings.

The Owner shall provide to the Town a final hard copy set of "As Constructed" drawings printed on A1 drawing sheet, using the same scale as was submitted for site plan control. The owner shall also provide the Town an electronic copy of the "As Constructed" drawings in PDF format.



GLOSSARY

This glossary of common terms has been prepared by the Town to assist Applicants in better understanding the various aspects of the site plan process.

AMENDING SITE PLAN AGREEMENT

An amendment to a previously registered Site Plan Agreement between the Town and the Owner(s) that sets out the conditions of Development and includes a list of the approved plans and drawings and reports.

APPLICANT

Applicant refers to the registered owner, developer and/or any authorized consultants and agents working on their behalf.

BILLABLE WORK ORDER

A financial document that captures the registered owner's billable information.

CASH-IN-LIEU OF PARKING

Where specific sites cannot meet the required spaces within the Town's Zoning By-law for parking, the Town may at its discretion allow the Applicant to pay Cash-in-Lieu based on a formula specific for this occurrence.

CASH-IN-LIEU OF PARKLAND DEDICATION

The payment of money to the value of the land otherwise required to be conveyed as park or other public recreation purposes. Please refer to the Site Plan Agreement Stage for more information on Cash-in-Lieu of Parkland Dedication, by-law information and applicable percentages.

CERTIFICATION OF THE WORKS

A written document stamped by a professional engineer and/or landscape architect, where applicable, certifying that all of the works associated with the **Development** have been constructed in compliance with the site plan agreement, plans and drawings and reports.

COMPLETE SUBMISSION

A submission that includes all the required materials as outlined at the **Pre-consultation** meeting or in subsequent comments received from staff.

CONDITIONS OF APPROVAL

Conditions imposed by the Town and any **External Agencies** in the approval of a land **Development** proposal.

COST ESTIMATE (EXTERNAL WORKS)

A breakdown of the estimated total costs to complete work outside the limits of the property.

COST ESTIMATE (INTERNAL WORKS)

A breakdown of the estimated total costs to complete work inside the limits of the property.

DEVELOPMENT

The preparation and **Tree Removal**, the construction, erection, or placing of one or more buildings or structures on a property within the corporate limits of the Town or the making of an addition or alteration to a building, structure or landscaping that has the effect of substantially increasing/decreasing the size of usability of the lands. **Development** includes the laying out and establishment of a commercial/industrial parking lot or of sites for the location of three or more trailers as defined in subsection 164 (4) of the Municipal Act, 2001, or of sites for the construction, erection, or location of three or more land lease community homes as defined in subsection 46 (1) of the Act.

DEVELOPMENT CHARGES

Fees payable at the time of building permit issuance set by the **Town's Development Charges By-law No. 104-18**.

EASEMENT

A permanent (or temporary) right transferred to the Town over part of the **Applicant's** lands to maintain those lands for municipal purposes, such as drainage.

ENGINEERING DESIGN STANDARDS AND

A manual intended to provide clarity to Engineers, Landscape Architects, Developers, and Contractors that are designing or installing municipal infrastructure within the Town of Innisfil.

EXTERNAL AGENCIES

Any third-party government agency, public interest group or Council appointed Committee that is not governed by the Town.

LETTER OF CREDIT (“LC”)

A financial letter from a financial institution requested by their customer that guarantees payment to a named beneficiary.

LOW IMPACT DEVELOPMENT (“LID”)

Systems and practices that mimic the natural water balance by focusing on practices that promote increased infiltration and groundwater recharge, and lower surface runoff volumes and flow rates. LID measures can help reduce the impacts of **Development** by increasing infiltration, evaporation, soil storage, water reuse, and reducing runoff, detrimental water quality impacts, and downstream erosion.

PLANNING ACT, R.S.O. 1990, C. P.13

The legislation that governs land use planning in Ontario.

PRE-CONSULTATION

A mandatory meeting between the **Applicant** and the Town, providing an opportunity to discuss the proposed **Development**.

RIGHT OF WAY ACTIVITY PERMIT (“RAP”)

A permit which is required for road improvements within the Town’s right of way in accordance with the Town’s Roads By-law No. 073-19.

RESPONSE TO COMMENTS

A standardized response from the **Applicant** that outlines how all comments have been addressed from the last submission review.

ROAD WIDENING

Increasing the width of the road to accommodate increased density of traffic, as a direct impact from the proposed **Development** or future growth, in accordance with the Town Official Plan.

SECURITY

Payment to the Town by the **Applicant** as a guarantee of obligations of the **Applicant** under the agreement.

SITE PLAN CONTROL AGREEMENT

An agreement between the Town and the Owner(s) that sets out the conditions of **Development** and includes a list of the approved plans and drawings and reports.

SITE PLAN APPROVAL

Refers to the final approval provided by Town staff for the **Applicant** to obtain a building permit and commence construction of the **Development**.

SITE PLAN CONTROL

The process authorized under Section 41 of the Planning Act which regulates **Development** in accordance with physical planning, built form and the natural environment.

SITE PLAN CONTROL BY-LAW

A municipal by-law which designates all lands within the municipality, with certain exceptions, as a Site Plan Control Area. Any lands within the Site Plan Control Area are subject to review by staff and **External Agencies**, prior to construction taking place.

TERMS OF REFERENCE

Define the purpose and structure of a specific plan/drawing, report or study.

TREE REMOVAL

The felling (cutting down) and removing of any trees and or vegetation, including tree trunks, branches, removal of stumps, grubbing and topsoil stripping.

WORKING DEPOSIT

A cash deposit that covers some of the costs of staff time spent reviewing the application and is required along with the application fee at the time the application is submitted to the Town.

FORMS & TEMPLATES



FORMS

Request for Pre-consultation

Site Plan Control Application

Building Permit

TERMS OF REFERENCE



To ensure the expectations of the Town are met and to adequately address the technical aspects of your proposal, the Town will require the submission of several reports, studies, and drawings to be included with your application. The Town is in the process of drafting Terms of Reference for each study, report or drawing to better guide and lead **Applicants** through the preparation of these documents.

APPENDIX A:



Site Plan Control By-law 135-17, as amended, provides a full list of land uses that must go through Site Plan Control. Please refer to the By-law for the most up to date list.

The following land uses, including the corporate limits of the Town and any site-specific exceptions, are designated as site plan control areas:

- (i) Residential Apartment (RA) Zone;
- (ii) Residential Special Community (RSC) Zone;
- (iii) Commercial Neighbourhood (CN) Zone;
- (iv) Commercial Village (CV) Zone;
- (v) Commercial Highway (CH) Zone;
- (vi) Commercial Tourist (CT) Zone;
- (vii) Commercial Business Park (CBP) Zone;
- (viii) Community Service (CS) Zone;
- (ix) Mixed Use 1 (MU1) Zone;
- (x) Mixed Use 2 (MU2) Zone;
- (xi) Mixed Use 3 (MU3) Zone;
- (xii) Mixed Use 4 (MU4) Zone;
- (xiii) Mixed Use 5 (MU5) Zone;
- (xiv) Open Space (OS) Zone;
- (xv) Environmental Protection (EP) Zone;
- (xvi) Industrial General (IG) Zone;
- (xvii) Industrial Business Park (IBP) Zone;
- (xviii) Industrial Extractive (IE) Zone;
- (xix) Agricultural General (AG) Zone, save and except for on-farm buildings and structures associated with agricultural uses;
- (xx) Agricultural Speciality Crop (ASC) Zone, save and except for on-farm buildings and structures associated with agricultural uses;
- (xxi) Agricultural Rural (AR) Zone, save and except for on-farm buildings and structures associated with agricultural uses;
- (xxii) Future Development (FD) Zone;
- (xxiii) Each residential lot on lands zoned Residential 1 Exception (R1-2), (R1-2a) and Residential 1 Exception Waterfront (R1-2-W) and Environmental Protection Exception (EP-8) referred to as South Shore Woods Development, and located on Registered Plan 51M-788 (specifically Plans of Subdivision 43T-89051, and 43T-94009);
- (xxiv) Land in Part of Lot 18, Concession 8, Town of Innisfil zoned as Residential Rural (RR) Exception (RR-9) (municipally known as 1792 Innisfil Beach Road);
- (xxv) All lots with a Home Occupation or Home Industry when a Building Permit is required or additional parking or landscaping is required, regardless of the zone;
- (xxvi) All lots with a commercial water taking permit or agreement, regardless of the zone;
- (xxvii) All lots with a medical marihuana production facility, regardless of the zone;
- (xxviii) Medium Density Resort Residential 1 (MDRR1) Zone;
- (xxix) Medium Density Resort Residential 2 (MDRR2) Zone;
- (xxx) Medium Density Resort Residential 3 (MDRR3) Zone;
- (xxxi) High Density Resort Residential 1 (HRR1) Zone;
- (xxxii) High Density Resort Residential 2 (HRR2) Zone;
- (xxxiii) High Density Resort Residential 3 (HRR3) Zone;
- (xxxiv) Resort Recreational Commercial (RRC) Zone;
- (xxxv) Resort Recreational Hotel Commercial (RRHC) Zone;
- (xxxvi) Resort Commercial (RC) Zone;
- (xxxvii) Resort Service (RS) Zone;
- (xxxviii) Resort Recreational Civic (RRCV) Zone;
- (xxxix) Urban Open Space (UOS) Zone;
- (xl) Rural Open Space (ROS) Zone;
- (xli) Environmental Protection Area (EPA);
- (xlii) General Open Space (GOS) Zone;
- (xliii) Residential 1 Exception (R1-25) Zone. Located on Registered Plan 369 as Lot 6 (municipally known as 2 John Drive);
- (xliv) Rural Residential Exception (RR-12) Zone. Located on north part Lot 14, Concession 7 (municipally known as 2403 Innisfil Beach Road);
- (xlv) Agricultural General Exception (AG-23) Zone. Located on Reference Plan 51R-30083, as Part 3 and Reference Plan 51R-37741, as Parts 6, 11 and 12. (municipally known as 2539 14th Line).