



**Site Plan Control Information Package
Schedule B**

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Site Plan Control

Pursuant to Section 41 of the Planning Act, R.S.O. 1990, and in accordance with the Corporation of the Town of Aylmer Official Plan and Site Plan Control By-law, all lands within the corporate limits of the Town of Aylmer, with few exceptions, are subject to Site Plan Control. Exceptions to Site Plan Control are outlined in the Town of Aylmer Site Plan Control By-law 66-18.

What is Site Plan Control?

Site Plan Control is an integral component of the development review process and is intended to improve the efficiency of land use and servicing, to protect adjacent land use and to encourage appropriate development within the boundaries of the Town of Aylmer. In order to achieve these objectives, Site Plan Control will address such matters as the location of buildings and structures, proposed road widenings, location of access points, off-street parking and loading facilities, pedestrian circulation, lighting, landscaping, garbage storage facilities, private and common outdoor areas, easements over and grading of lands, provision of the disposal of storm, surface and waste water from the site and such matters as may be appropriate in each case. Through Site Plan Control, the Town of Aylmer can ensure that all new development within the town's boundary will comply with the requirements of municipal, regional, and provincial authorities.

Other Permits & Approvals

Additional permits and approvals may be required prior to Site Plan approval, or prior to the issuance of a building permit. While the Town of Aylmer will make all possible effort to identify the required permits and approvals, it is ultimately the applicant's responsibility to contact relevant external agencies to confirm whether or not other approvals or permits are necessary to complete the proposed project.

Fees & Securities

Throughout the Site Plan Approval process, the applicant/developer will be required to pay various fees, as well as to submit securities and/or deposits to the Town of Aylmer.

- Application fees are \$200.00 and payable at the time of submission. Applications submitted without the required fee will be considered incomplete and will not be accepted.
- Applicants will be responsible for all external fees incurred by the Town in the Site Plan Application Approval process. These include the Town of Aylmer's costs associated with retaining such planning, engineering, environmental, architectural, legal and/or other consultants as are deemed necessary by the Corporation to evaluate and finalize the Development and to negotiate and register the Development Agreement. The emphasis is on the applicant to

minimize their costs of approval through the submission of quality applications designed in accordance with the Town of Aylmer's requirements. These external fees incurred will be invoiced by the Town on a cost recovery basis only.

- Securities relating to the site works will be required by the Town of Aylmer in the amount as calculated by the engineer of record at the time of final approval and signing of a Development Agreement.
- Development charges and building permit fees are required to be paid at the time of Building Permit issuance, after the Site Plan Approval process has been completed.
- Inspection fees may be required by the Town before the release of securities.

Streams of Site Plan Approval

The Town of Aylmer has three separate application streams for Site Plan Approval. While there are similarities in all processes, the streams, timelines and requirements for each may differ. Developments, including all non-residential buildings and residential buildings consisting of three (3) or more units, occurring within the designated Site Plan Control Area, with few exceptions, are subject to Site Plan Approval.

Minor

A Minor Site Plan Approval application is required for properties where Site Plan Approval exists and where the proposed development will increase the existing gross floor area by less than 50% and/or cause substantial alterations to stormwater management and/or impact site access, etc.

Targeted timeframe for initial feedback on a complete application is 10 business days.

Major

A Major Site Plan Approval application is required for the proposed development of any new building on a site, other than an accessory or temporary building, or where a proposed addition which will increase the existing gross floor area by more than 50% and/or cause substantial alterations to stormwater management and/or impact site access, etc.

Targeted timeframe for initial feedback on a complete application is 15 business days.

Amendment

A Site Plan Amendment application is required for properties where Site Plan Approval exists and where proposed development involves either; a) the conversion of use for an existing building or structure, b) additions to or alterations of the gross floor area which equal less than 10% of an existing structure's floor space, c) the development of a new accessory or temporary building or structure, or d) revisions to a previously approved Site Plan relating to landscaping, paving, servicing, grading and/or other site works.

Targeted timeframe for initial feedback on a complete application is 5-10 business days dependent upon the scope of the proposed development.

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Step 1: Required Approvals

To determine what approvals are required in order to move forward with a proposed project, begin by contacting the following departments and agencies for additional information:

1. Contact Town of Aylmer Corporate Services at 519-773-3164 or planning@town.aylmer.on.ca regarding:
 - Confirming the zoning of the proposed project site;
 - Assistance determining if the proposed project is subject to Site Plan Control;
 - Obtaining a Site Plan Control Application Package;
 - Obtaining clarification and further information regarding application submission requirements;
 - Application for a Zoning By-law Amendment or Official Plan Amendment
2. Contact County of Elgin Planning at 519-631-1460 regarding:
 - Obtaining a Severance/Easement Agreement;
 - Pursuing a Plan of Subdivision/Condominium;
 - Obtaining an Official Plan Amendment Approval
3. If required, contact Catfish Creek Conservation Authority at 519-733-9037 regarding:
 - Projects occurring within a natural resource regulation area under the jurisdiction of the CCCA.

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Step 2: Preliminary Meeting

The Town of Aylmer Site Plan Approval process recommends applicants attend a preliminary meeting with planning staff prior to submitting an application for Site Plan Approval. During the preliminary meeting, Town staff will provide initial feedback on the project, as well as will provide direction for completing a Site Plan Approval application.

All comments and direction offered by staff during this step is preliminary and based solely on the information available at the time of the meeting. Once a completed application has been filed with the Corporation and has been circulated for comment, additional information may be required in order to proceed with the application.

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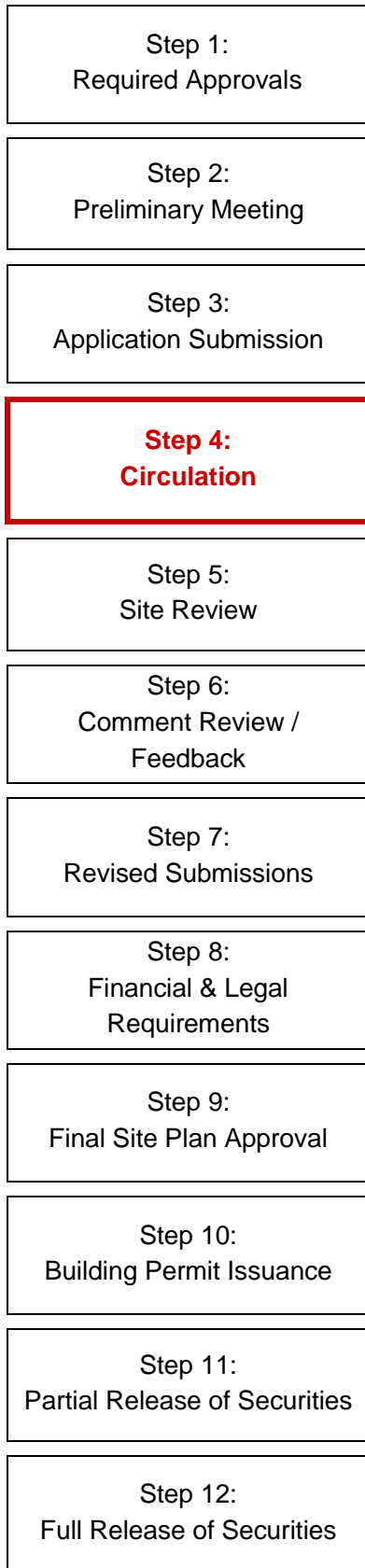
Step 12:
Full Release of Securities

Step 3: Application Submission

After attending the preliminary meeting, the property owner/developer will complete a Site Plan Approval application in accordance with the Town of Aylmer Site Plan Control By-law 66-18.

Once the application has been compiled as per the requirements outlined in the Site Plan Control Application package, the property owner/developer/agent will submit the completed application to the Town of Aylmer Corporate Services Department for review. Please note that the application fee for Site Plan Approval is due at the time of submission.

If an application is deemed to be incomplete, it will not be accepted, and the applicant will be notified of the deficiencies.



Step 4: Circulation

Once an application has been submitted, it will be circulated by the applicant to the appropriate departments for review and comment. The Site Plan Approval application is to be circulated to the following agencies, as required:

- Town of Aylmer staff, including the Director of Corporate Services, the Director of Operations, the Fire Chief, and the Chief Building Official;
- The County of Elgin Planning and Engineering Department as required

Other agencies may be required to be included in the circulation and review process depending on the location and scope of the proposed development/project.

Please note that staff encourage applicants to contact external agencies directly. Please also note that the Town of Aylmer requires all external approvals to be granted prior to Site Plan Approval by the Corporation.

- The Catfish Creek Conservation Authority;
- Applicable local utility companies; and
- The Ministry of Transportation, the Ministry of Natural Resources, Ministry of the Environment, etc. if required.

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Step 5: Site Review

During the circulation period, Town of Aylmer staff will complete a review of the project site, which may include a site visit to the property.

A site visit, if required, will be used to determine the scope and impact of the proposed project on the surrounding landscape and community.

If the property is regulated by the Catfish Creek Conservation Authority (CCCA), the site visit may be completed in coordination with staff from the CCCA.

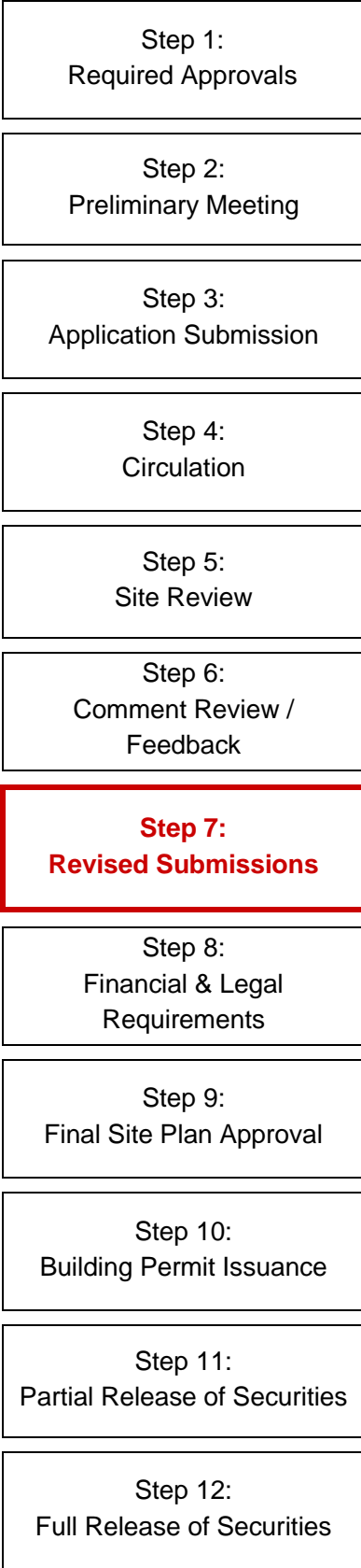
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Step 6: Comment Review / Feedback

When the circulation period is complete, the site plan committee will meet to compile comments and feedback on the application. Corporate Services staff will consolidate the comments into a formal response and will forward that response to the applicant.

If all requested comments have been received and it is identified that additional information or clarification is required, Town of Aylmer staff will provide an updated response outlining the additional data needed to proceed with the application to the property owner/developer. The applicant is responsible for providing the required additional information and for submitting a revised application to Town of Aylmer Corporate Services staff for recirculation and comment.

If all requested comments have been received and it is identified that there are no additional concerns with the application, Town of Aylmer staff will prepare a Development Agreement outlining the terms and conditions of the Site Plan Approval for the development between the Corporation and the property owner/developer.



Step 7: Revised Submission(s)

Once feedback is received, the applicant will prepare a revised set of Site Plan drawings which address the requested revisions to satisfies the requirements outlined in the Town of Aylmer Site Plan Control By-law 66-18 and the Site Plan Control Application package.

Once the revised application is received by Town of Aylmer Corporate Services staff, it will be recirculated for review and comment.

If all requested comments have been received and it is identified that there are no additional concerns with the application, Town of Aylmer staff will prepare a Development Agreement outlining the terms and conditions of the Site Plan Approval for the development between the Corporation and the property owner/developer.

Should additional revisions be required, the applicant will repeat Step 7 until the application satisfies all commenting agencies' criteria and there are no further concerns with the application.

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Step 8: Financial & Legal Requirements

Once all comments have been addressed, Corporate Services staff will outline the financial and legal requirements which must be satisfied before the application receives final approval. The requirements include, but are not limited to:

- A signed Development Agreement between the Corporation of the Town of Aylmer and the property owner;
- A Certificate of Insurance to the satisfaction of the Town outlining the applicant's coverage and naming the Corporation of the Town of Aylmer as an additional insured; and
- A Letter of Credit from the applicant's financial institution or cash deposit to serve as performance security for the development and to provide a guarantee of payment for the external fees incurred in finalizing Site Plan Approval.
- The Owner or Developer must acknowledge the Town of Aylmer may retain at its sole discretion, such planning, engineering, environmental, architectural, legal and/or other consultants as are deemed necessary to evaluate and finalize the Development and negotiate and register the Development Agreement. The Owner or Developer shall be responsible for all costs incurred by the Town of Aylmer during the Site Plan and Development approval process. The said costs shall be paid for through the security deposit held by the Town of Aylmer for the Development or by the Owner or Developer directly. In the event that the security deposit held by the Town of Aylmer for the Development is insufficient to pay the aforesaid costs, the Owner or Developer shall forthwith remit to the Town of Aylmer all such costs.

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Step 9: Final Site Plan Approval

When Town of Aylmer staff consider the proposal complete, and once all comments and concerns have been fully addressed and all financial and legal requirements have been fulfilled, staff will recommend the Site Plan application to Council to authorize the signing of the Development Agreement.

A copy of the approved Site Plan and Development Agreement will be sent to the applicant, as well as registered on title by the Town's solicitor.

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Step 10: Building Permit Issuance

The construction of buildings or structures cannot commence until the Development Agreement has been signed by all necessary parties and has been registered on title as well as all performance securities have been received the Corporation.

Once the Development Agreement has been executed, Town of Aylmer staff will notify the Chief Building Official to move forward with the Building Permit process.

Please note that additional fees, such as development charges and servicing deposits, may be required at the time of issuance of the Building Permit.

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Step 11: Partial Release of Securities

The Town of Aylmer releases performance securities in two stages:

- 1. Partial Release: Engineering & Planning Securities
- 2. Final Release: Landscaping Securities

Prior to the partial release of performance securities, the applicant must provide the Town of Aylmer with written confirmation from the consulting engineer that certain site works have been completed as per the Development Agreement and all as constructed stamped drawings. Town staff may also complete a site inspection to further ensure that all site works are satisfactory.

If the site works outlined in the Development Agreement are not completed as required in the Development Agreement, the performance securities or portion thereof will be retained until the deficiencies are remedied. Should the property owner/developer fail to complete the work to the satisfaction of the Corporation, the Corporation may choose to draw upon the performance security to complete the work.

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Step 12: Final Release of Securities

Performance securities held by the Corporation for landscaping purposes or other maintenance items may be held until the June following the end of the first winter in order to ensure that all installed landscaping / other materials have survived the winter in satisfactory condition. Town staff may conduct a site inspection to confirm that all landscaping meets the requirements outlined in the Development Agreement and that the site is maintained to the standard agreed upon.

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