

Site Plan Control Approval



For specific inquiries:
Town of Renfrew
Department of
Development and Works
127 Raglan Street South,
Renfrew, Ontario
K7V 1P8

Tel: (613) 432-8166

This pamphlet is intended to
provide preliminary
information only
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What is the Site Plan Control?

Site Plan Approval is a site-specific, specialized form of and use control.

“Development”, as defined under the Town of Renfrew’s Site Plan Control By-law, is subject to a Site Plan Control Approval Process. The purpose of this process is to apply specific conditions to certain types of development which complement and refine the existing zoning. These “quality control” conditions may include, but are not limited to, matters such as road widening, vehicular and pedestrian traffic flows, safety, landscaping, building plans, drainage and private / municipal services. The Site Plan Control By-law is a Council-approval document. Where applicable, development cannot proceed without a site plan agreement being registered against the land.

Why Site Plan Control?

Site Plan Control approval is required for certain types of development and addresses a range of site planning matters. It is generally required for commercial and industrial development, housing of three or more units, certain changes of land use and for a revision to an existing site plan. Professional design may be required. Site Plan Application may be granted by Council.

Pre-Consultation

Prior to submission of an application, applicants are advised to consult the development planner to discuss: (1) the site plan approval process (2) details of the development proposal and (3) standards, requirements / conditions of the Site Plan Approval. To arrange a meeting with the development planner, please contact:

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Application Processing

1) *Complete an application:*

Each application must undergo a pre-consultation process to prevent oversights, errors, delays and additional costs in the processing. Also ensure that the required drawing(s) are in compliance with the minimum standards and that the correct fee accompanies the submission.

2) *Submit the application and required documents:*

Submit these to the Department of Development and Works, 127 Raglan Street South.

3) *After the application has been submitted:*

- The application is circulated by the Planning Department and upon a review of their comments, a report and draft By-law (agreement) are prepared. In order to allow sufficient time for the agencies to respond and for staff to prepare a report, your application must be submitted a minimum of three (3) weeks in advance of the next Planning Advisory Committee meeting.
- The report and draft By-law (agreement) are presented to the Planning Advisory Committee for its consideration and recommendation. You will receive written notice of the meeting and be expected to attend to present your proposal.
- The Planning Advisory Committee’s recommendation and draft By-law (agreement) will be forwarded to Town Council for its consideration.
- The agreement, if approved and passed by Council, must be signed by the applicant, the Mayor, and Clerk, and a financial guarantee, equal to 100% of the estimated cost of site improvements, must be deposited with the Town prior to the issuance of any building permits. Once the site improvements have been completed, Town staff will conduct an inspection to ensure that the work complies with the details of the site plan. If the work is satisfactory, any financial guarantees retained by the Town will be returned to the applicant.
- The Site Plan Agreement will be registered against the title of the property. The cost of this registration is not included in the application fee, and the account of the Town’s Solicitor in this regard shall be the responsibility of the applicant.

Application

Applications are available at the Department of Development and Works, 127 Raglan Street South. They are also available through the Town of Renfrew’s web site.

Fees

Please refer to the Site Plan Control application for the fee schedule

