



# City of Guelph Site Plan User Guide

**Version 1**

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## **Important note: The user guide is intended to be updated as appropriate.**

Please forward any errors and omissions found within this document to the attention of the site plan coordinator at [planning@guelph.ca](mailto:planning@guelph.ca) for review for the next update.

The accompanying technical guideline document is subject to changes as new policies and standards are incorporated. Check [guelph.ca](http://guelph.ca) often to ensure you are using the most up to date accompanying document and related guidelines from all City of Guelph departments.

Alternative formats are available upon request in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*.

The site plan process ensures new developments are designed and built to meet municipal requirements, policies and standards, including Guelph's Official Plan and Zoning Bylaw. This process also ensures new developments have essential municipal services (e.g. water main, sanitary and storm sewers) and on-site facilities (e.g. buildings, parking, etc.) and that they do not impose negative impacts on adjacent lands. For developments that go through this process, site plan approval is required before building permits can be obtained.

**In Guelph, the following types of development go through the site plan review process:**

- New buildings or structures.
- Additions or alterations to existing buildings that substantially increase a building's size or usability. This is determined on a case-by-case basis.
- Parking lots.

## About this user guide

This user guide describes the site plan process. The accompanying technical document sets out the required design standards for submissions. This guide provides a level of predictability for all new developments in Guelph for you (the applicant), City staff and the public.

The City of Guelph has the authority to approve site plans under Section 41 of the Planning Act. Municipalities also have the authority to set out site plan control areas. The

entire City of Guelph has been designated as a site plan control area. Refer to the City of Guelph Site Plan Control Bylaw, available on [guelph.ca](http://guelph.ca).

Unless otherwise specified by City Council, site plan approval in Guelph is the responsibility of the general manager of Planning, Urban Design and Building Services (the general manager) who makes the decisions on site plan applications.

## Standard site plan process

The standard site plan process is made up of nine steps:

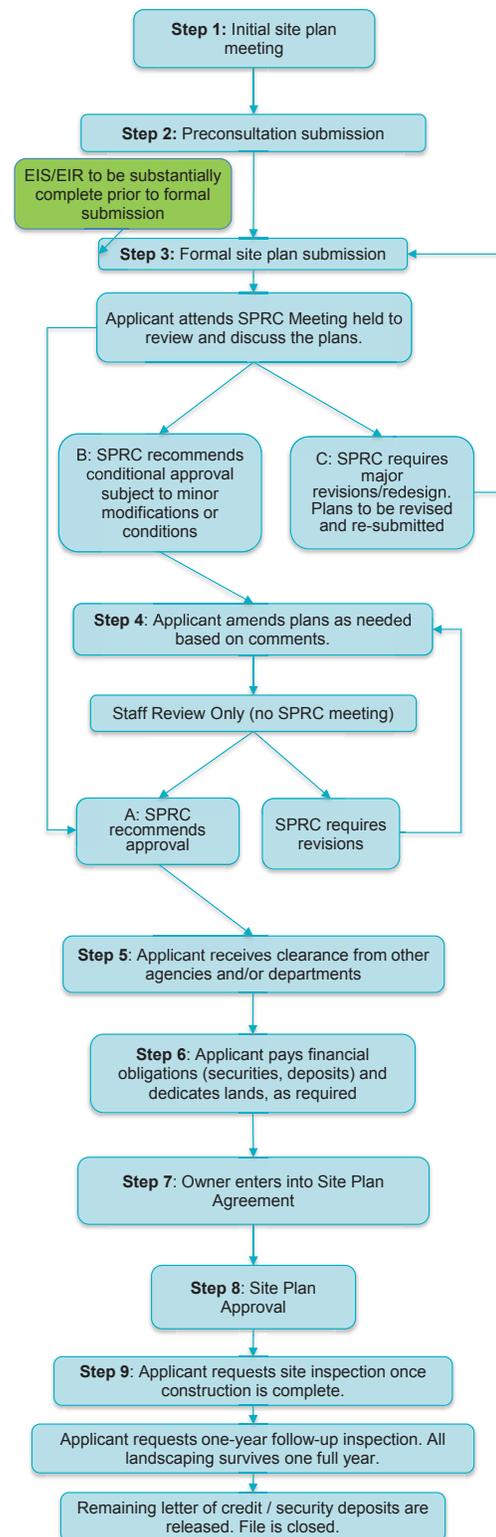
- Step 1:** Initial meeting (optional)
- Step 2:** Pre-consultation submission and meeting
- Step 3:** Formal site plan submission and meeting
- Step 4:** Revise plans and re-submit (as needed)
- Step 5:** Receive clearance from other agencies
- Step 6:** Securities, payments and land dedication
- Step 7:** Enter into site plan agreement
- Step 8:** Site plan approval
- Step 9:** Post-development inspection and release of securities

## Standard site plan process

The following types of applications go through the standard site plan review process:

- New multi-residential (e.g. townhouses, apartments), industrial, commercial and institutional developments.
- Sites proposing to add more than 50 per cent of the existing gross floor area (GFA).
- Sites proposing to remove and/or replace existing buildings.
- New parking lots.
- Existing parking lots where more than 50 per cent of the existing parking spaces will be added.
- Applications that impact natural heritage features (e.g. streams, woodlots, etc.) and require an Environmental Impact Study (EIS) or an Environmental Implementation Report (EIR).
- Approved application that requires amendments to three or more drawings.

## Standard Site Plan Process:



## Minor site plan process

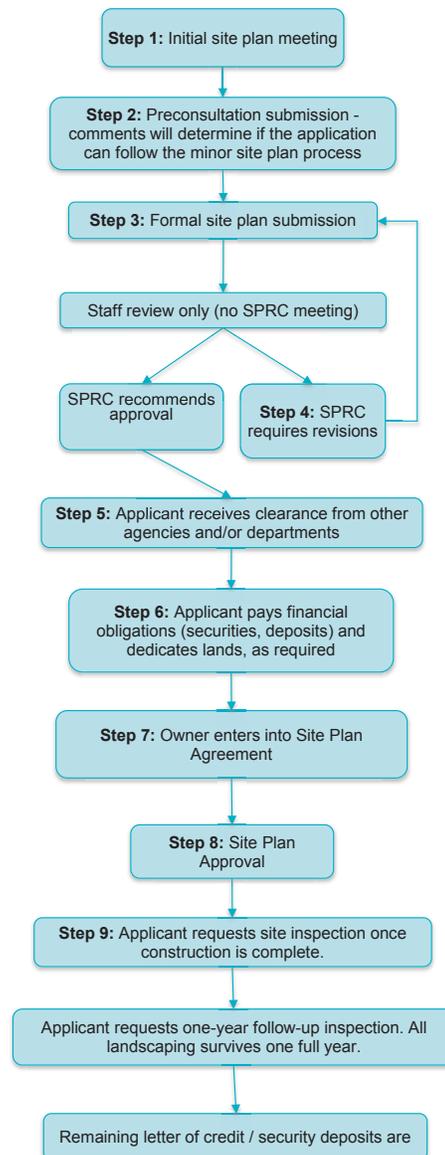
The minor site plan process is a streamlined version of the standard process used for less complex applications. The following types of applications may go through the minor site plan review process:

- Redevelopment of existing buildings proposing to add less than 50 per cent of the existing GFA.
- Amendments to individual drawings for an approved site plan (e.g. landscape plan, elevations, etc.)
- Expansions of existing parking lots where fewer than 50 per cent of the existing parking spaces will be added.
- Sales trailers and sales pavilions for real estate sales.
- Garden centers in parking lots.
- Food vehicles located outside of a defined parking space.
- On-street townhouses.

**Important note: On-street townhouses may follow a streamlined approval process where pre-consultation may not be required. A checklist for formal applications is available. Please contact the site plan coordinator at 519-837-5616 or [planning@guelph.ca](mailto:planning@guelph.ca) for more information.**

At the pre-consultation meeting City staff will inform you (the applicant) if your application can go through the minor site plan process. The steps in the minor site plan process are similar to the standard process however you are not required to attend the formal Site Plan Review Committee (SPRC) meeting following the pre-consultation site plan submission. Instead, staff will review the formal site plan submission and provide written comments.

## Minor Site Plan Process:



## Site plan exemption process

Certain developments may be exempt from site plan approval. The general manager is delegated the authority by Council to exempt these special circumstances. These circumstances will be reviewed on a case-by-case basis.

An initial meeting is needed to discuss the project. The site plan coordinator will need detailed construction drawings to provide a recommendation to the manager of Development Planning, the manager of Infrastructure, Development and Environmental Engineering and the general manager.

The following types of developments may be exempt from site plan approval:

- Low-density residential developments, including single-detached and semi-detached homes.
- University of Guelph project (subject to the Site Plan Control Bylaw).
- Farm related development including buildings and structures for agricultural use.
- Licensed pits or quarries.
- Portable classrooms on a school board site.
- Buildings or structures used for flood control as defined in the Site Plan Control Bylaw.
- Parking lot resurfacing.
- Construction trailers on a construction site as defined in the Zoning Bylaw.
- Exterior storage tanks, dust collectors and mechanical units.
- Changes to exterior cladding and façade alterations.

Contact the City of Guelph site plan coordinator at 519-837-5616 or [planning@guelph.ca](mailto:planning@guelph.ca) to confirm whether your development is exempt before applying for building permits.

**Important note: Lodging houses, coach houses, garden suites, bed and breakfasts, group homes, residential care facilities, nursing homes, single-detached homes located right on the property line (i.e. zero lot line), and buildings or structures on a farm that are used for commercial or industrial purposes are not exempt and must go through the site plan review process.**

## Conditional site plan approval

The City can consider issuing conditional site plan approval for partial development of a site that takes place in stages. These approvals are offered as a way to allow construction to start ahead of final site plan approval (e.g. seasonal construction timing).

At this time you will need to complete and submit the Conditional Approval Site Plan Application Form **(Appendix D)**.

Separate building permit applications are required for each stage of a conditional site plan approval. Additional fees are required as part of the building permit application.

**Important note: As the applicant, you are taking a risk by starting work on site before final site plan approval is granted by the City. Conditional approval does not guarantee final approval. Any changes required to the final design after the work has started, and any costs arising from such changes, are your responsibility.**

Work beyond the conditional approval cannot be started. Regular inspections by City staff and related bylaws will be used to ensure the work does not proceed beyond the approved stage.

You can apply for two types of conditional approval:

1. Foundation Only; or
2. Foundation and Servicing Only.

**Important note: If you apply for Foundational and Servicing Only and the servicing is not ready for approval, the approval for the foundation will not be granted. In this case, a separate application for Foundation Only will be required.**

## Foundation Only

Foundation Only conditional approval allows work to start on the pre-grading, tree removal, grubbing, foundations and internal rough-in underground plumbing of the building(s). This does not include municipal servicing or exterior piping to the foundation. The following plans and reports need to be approved before the City grants Foundation Only conditional approval:

- Site plan (SP-1) – to confirm the foundation meets zoning requirements.
- Environmental Impact Study (EIS) and/or Environmental Implementation Report (EIR).

- Tree Inventory and Preservation Plan (TP-1) – to confirm the location of tree protection fencing and trees to be removed.
- Erosion and Sediment Control Plan (ESC-1) – to ensure adequate erosion and sediment control measures will be in place before starting construction or any grading, tree removal, etc.
- Archaeological assessment (as required) – to ensure archaeological resources will be protected to the satisfaction of the City’s Heritage Planning staff.
- Cultural Heritage Resource Impact Assessment (as required) – to address concerns for properties that have heritage resources, are listed under the Ontario Heritage Act or are adjacent to protected heritage property.

The following needs to be submitted in a state that gives SPRC staff an understanding of the development before Conditional Approval —Foundation Only is granted.

- Traffic geometrics
- Grading
- Site servicing
- Elevations
- Landscaping
- Trail and public open space

## Foundation and Servicing Only

Foundation and Servicing Only conditional approval allows work to start on the foundation(s) as well as the on-site servicing, pre-grading, tree removal and grubbing. All plans and reports associated with the site plan application need to be approved before Foundation and Servicing Only conditional approval is granted. All required payments, securities and land dedications (parkland, other lands, road widening, right-of-ways, and easements) must also be received by the City at this time. The site plan agreement is not required to be signed at this stage, and building permits for above ground work cannot be issued.

## Inactive files

### Inactive applications

Formal applications that have been submitted to the City will be considered active for one year from the last SPRC meeting date. If a follow-up submission is not received within one year, a notice will be sent to you (the applicant) requesting confirmation that you intend to complete the approval process. If a response is not received within a month of the notice, the file will be closed. Any fees submitted as part of the application will not be reimbursed to the applicant. Securities and payments not used will be released.

### Expiring approvals

Under the Site Plan Control Bylaw the general manager has the authority to revoke site plan approval when development has not significantly moved forward within five years of the date of approval. The general manager may use this authority when, in his or her opinion, it is no longer in the public interest to maintain the dated site plan approval and the associated agreement.

1



## Step 1 Initial meeting (optional)

If you are a developer or consultant new to the site plan process in Guelph, have questions about the process or want City input on your initial/draft site drawings or development proposal, you are encouraged to schedule an initial meeting with the City site plan coordinator. Contact Planning Services at **519-837-5616** or **planning@guelph.ca**.

The initial meeting is an opportunity to discuss the proposed project, the site plan process and any additional

planning approvals you may need.

No formal drawings are required for the initial meeting. A concept plan (sketch or aerial photo with proposal superimposed) is helpful to communicate your plans for the site. The site plan coordinator will provide you with an initial meeting request form that you will submit via email along with the concept plan before the meeting is scheduled. Staff will review the concept prior to the meeting.

2



## Step 2 Pre-consultation submission

After initial discussion with the site plan coordinator, you will prepare your pre-consultation submission. A complete pre-consultation submission must include:

- 15 copies of the site plan drawing (SP-1). \*\*
- 15 copies of a cover letter outlining the proposed development.
- Completed Pre-Consultation Site Plan Application Form (**Appendix C**).

\*\* refer to the drawing submission requirements for a list of what must be shown on the site plan drawing (SP-1). These can be obtained from the site plan coordinator or on **guelph.ca**.

**Important note: Only complete submissions are processed. If the submission is missing any information or does not include the required number of copies of plans or reports, the City will not accept the application.**

The submitted plans will be date-and-time stamped and will be circulated for review by City staff when the submission is complete. The City's review timeline begins when the complete submission is received. Please refer to **guelph.ca** for the SPRC schedule and related review timelines.

All submissions must be made to Guelph's Development Planning Division to the attention of the site plan coordinator located on the third floor of City Hall. Your application may be delayed if submitted through ServiceGuelph. To avoid such a delay, instruct couriers to deliver submissions directly to the third floor of City Hall.

Once the submission is complete, it will be circulated to the relevant City departments, and scheduled for the next available SPRC meeting.

A pre-consultation submission must be received at least two weeks before the SPRC meeting. All site plan submissions and resubmissions must be circulated through the SPRC for approval. As the applicant, you are required to follow the SPRC deadlines and meeting schedule. Please take these timelines into account when considering your construction timeline.

### Site Plan Review Committee (SPRC)

Guelph's multi-disciplinary SPRC meets regularly to review site plan submissions and provide feedback to applicants. The SPRC is comprised of staff members with expertise in the following areas:

- Planning and zoning
- Building
- Engineering
- Landscape planning
- Park planning
- Signage
- Urban design
- Traffic engineering
- Environmental planning
- Heritage planning
- Economic development
- Accessibility
- Source water protection

Staff from relevant City departments will focus on specific elements of your site plan submission. They will review your application and provide comments to the site plan

coordinator who will forward them to you before your SPRC meeting.

Most applicants will attend SPRC meetings at least two times: first to discuss the pre-consultation submission and second to discuss the formal site plan submission. The need to attend additional SPRC meetings will be determined at the SPRC meeting.

The SPRC meets every two weeks on Wednesday. The meeting schedule is available on the City's website ([guelph.ca](http://guelph.ca)). Agenda items are typically scheduled for 45 minutes to allow time for discussion and issue resolution.

A pre-consultation submission must be received at least two weeks before the SPRC meeting. One week in advance you will be notified of the date and time of the meeting that your submission will be considered.

### At the SPRC meeting

You will attend the SPRC meeting when your file is scheduled to be discussed. You will be provided with staff comments about your application in advance of the meeting. Please be sure to arrive on time for the meeting.

The SPRC Chair will welcome you to the meeting and introduce the application and the staff members present. The Chair will then lead a discussion through each section of the comments to discuss any issues or concerns with the plans. SPRC meetings are intended to be informal and you are encouraged to ask questions or comment at any time. Staff will indicate if your application will be a standard or minor application. Following the meeting, a summary of comments will be sent to you. This summary includes the outcome of the meeting and your next steps to achieve site plan approval. Formal meeting minutes are not recorded.

**Important note: Documents required as part of your next submission and the required number of copies for each document will be listed in the 'required for next submission' box included in the summary of comments. All of the listed documents must be provided with your next submission.**

You can contact the site plan coordinator for information on the site plan process and the SPRC. You are encouraged to contact individual members of the SPRC for clarification on comments and resolution of issues related to specific

site plan elements. Where issues are not resolved with individual staff you should contact the site plan coordinator for assistance.

If you require clearance from other agencies, such as the Ministry of Transportation or Grand River Conservation Authority (see Step 5 in this user guide), you will be alerted by the SPRC to begin that process now.

### Source Water Protection Program

Starting July 1, 2016, all planning and building permit applications, including site plan applications, in vulnerable areas (i.e. Well Head Protection Area or Intake Protection Zone) will require screening for potential drinking water threats and review against Guelph-specific policies in the Grand River's Source Protection Plan.

Every site plan application will be reviewed under the policies of the Source Protection Plan prior to submission in accordance with the requirements of Section 59 of the Clean Water Act, 2006 (CWA) and in accordance with the City of Guelph policies, Section 8, Grand River Source Protection Plan.

If you, the applicant, do not require a Prohibition or Risk Management Plan, no further action is needed.

If you are proposing an activity that requires a Risk Management Plan, you and the City's Risk Management Official will need to agree that the details of your Risk Management Plan satisfy policy requirements before your planning application will be accepted and your building permit issued. If you are proposing to undertake an activity that is prohibited by policies in the Source Protection Plan, your planning application will not be accepted and your building permit will not be issued.

For additional information, please contact the Source Water Protection (SWP) Program Coordinator and/or the Risk Management Official at **519-822-1260 x 3320** or [sourcewater@guelph.ca](mailto:sourcewater@guelph.ca).

**Important note: Prior to proceeding to Step 3, you will require Source Water Protection Clearance.**

## Environmental reports

If your site requires an Environmental Impact Study (EIS) or Environmental Implementation Report (EIR), you will initiate that process at this stage. You will need clearance from the City's environmental planner regarding the completion of your EIS or EIR to include with your formal submission.

Many site plan applications are part of a larger development approval process. If a previous development approval required an EIR for your site, you should initiate the EIR as early as possible. An environmental administration fee will be collected prior to the review of the EIS/EIR.

### 3



## Step 3

### Formal site plan submission

Once you receive your summary of comments from the pre-consultation meeting you will begin to prepare your formal site plan submission.

A complete formal site plan submission must include:

- All drawings specified in the summary of comments. \*\*
- Supporting studies specified in the summary of comments. \*\*
- Clean Water Act, Clearance letter
- Cover letter explaining how each SPRC comment was addressed. \*\*
- Complete Site Plan Application Form (**Appendix A**)
- Digital submissions - all plans and reports in a single PDF file (CD or USB stick)
- Complete Building Code Analysis Form (**Appendix B**)
- Site plan application fee.
- Site plan agreement fee.
- Environmental administration fee (as required).
- Unit numbering plan and unit layouts for all buildings. For multi-level buildings include a floor plan for each level showing unit numbers.
- Property identifying number (PIN) printout from the Land Registry Office (if updated since last submission).

\*\* Refer to the summary of comments from your pre-consultation SPRC meeting for the required number of copies.

A formal submission must be received at least three weeks before the SPRC meeting. A longer review period may be required for large or complex developments. All site plan submissions and resubmissions must be circulated through the SPRC for approval. As the applicant, you are required to follow the SPRC deadlines and meeting schedule. Please take these timelines into account when considering your construction timeline.

## Standard site plan process

Once you submit your formal site plan submission, staff from relevant City departments will review and comment on your application. Staff will send comments to the site plan coordinator who will forward them to you before your SPRC meeting.

You will attend a second SPRC meeting to discuss your formal submission. At the end of the discussion the SPRC Chair will indicate that your plans are either:

- A. Recommended for approval. No revisions are required and you will enter into a site plan agreement (see Step 7 in this user guide)
- B. Minor revisions or modifications must be submitted. At this stage you may request that the site plan coordinator grant conditional approval (refer to the Conditional site plan approval section of this user guide for more information). Conditional approval is subject to a final submission of revised plans.
- C. Major revisions are required and plans must be resubmitted for formal review and attend another SPRC meeting.

## Minor site plan process

If your application is proceeding through the minor site plan process, you do not need to attend the formal SPRC meeting. Instead, City staff will review your formal submission and provide comments or recommend approval. You will then respond to these comments by revising and re-submitting the plans or reports as required. Please provide a cover letter explaining how each comments is addressed. Staff will review the revised plans and provide follow up comments or recommend approval.



## Step 4 Amend plans and re-submit (if needed)

In cases where changes are required to the plans after your formal submission, the SPRC will decide whether a formal resubmission and attendance at a subsequent SPRC meeting are required. Following the meeting, a summary of comments will be sent to you explaining the outcome of the meeting and your next steps to achieve site plan approval.

If the SPRC decides the changes to your plan are minor, you will need to resubmit your revised plan but you will

not need to attend a follow-up SPRC meeting.

For all resubmissions that do not need to come back to an SPRC meeting, the two week submission deadline. Further comments and/or approval of the plan will be sent by the next SPRC meeting date. Please take these timelines into account when considering your construction timeline.

**Important note: Steps 4 and 5 often happen at the same time.**



## Step 5 Receive clearance from other agencies

You may need additional approvals, clearances or comments from other agencies (listed below) before you can proceed.

During the pre-consultation process City staff will discuss whether you need to seek approval from any other agencies. It is your responsibility to ensure all relevant agencies have reviewed the proposed development and provided clearance and approvals (as required). The City of Guelph may require approvals and clearances for the following:

- Cultural heritage (recommendation provided by Heritage Guelph)
- Minor variances (approval provided by the Committee of Adjustment)
- Severance, easements, rights-of-way, and partial charges (consent provided by Committee of Adjustment)
- Road widening dedication
- Dedication/lifting of 0.3 m reserves
- Encroachment agreement
- Zoning Bylaw amendment
- Removal of Holding Provision
- Demolition Control Bylaw
- Site Alteration Bylaw
- Parkland dedication/cash-in-lieu
- City Council review and approval
- Public notification
- Cost estimate and deposit for work in the right-of-way

**Important note: It is your responsibility to confirm whether external agencies need to provide clearance/approval for your plan.**

Common agencies (others may be applicable) include:

- Grand River Conservation Authority
- Ministry of Environment and Climate Change
- Ministry of Transportation
- Ministry of Natural Resources and Forestry
- Department of Fisheries and Oceans
- Canadian National Railway Properties
- Guelph Junction Railway
- Metrolinx
- Local utilities (e.g. Guelph Hydro, Union Gas, Bell Canada, Rogers Cable, Canada Post)
- Envida

It is your responsibility to secure utilities and services for the site.

Important note: Steps 4 and 5 often happen at the same time. You should start Step 5 as soon as possible after your pre-consultation meeting with the SPRC.



## Step 6 Securities, payments and land dedication

You are required to provide securities and/or payments to the City to ensure the work is constructed according to the approved plans in a timely manner. This is a condition of the site plan approval.

Securities are collected for hard and soft landscaping on the site and public open space lands. Parkland dedication or payments for cash-in-lieu of parkland and work within the right-of-way are required by the Planning Act and relevant City bylaws. These are determined on an application specific basis, based on the work shown on the plans.

**Important note: Development charges are separate from the site plan approval process. Development charges are calculated and paid through the building permit process.**

### Landscape security requirements

The amount of the landscape securities is determined based on a detailed cost estimate that lists the items, quantities, unit costs and total costs for landscaping work on the privately-owned site. The security amount is 100 per cent of the cost of all landscaping – both hardscape (e.g. sidewalks, retaining walls, etc.) and softscape (e.g. trees, shrubs, mulch, sod, etc.). The cost estimate must be prepared by your landscape architect and submitted as part of the formal site plan submission. The landscape architect must be a Full Member of the Ontario Association of Landscape Architects (OALA) with seal.

Landscape securities will be released when the work is completed to the satisfaction of the City as per the approved plans and the City receives a letter from the consulting Landscape Architect certifying the work is complete. You are required to contact the planning department (519-837-5616) when construction is complete and ready for inspection. Once passed by inspection, 50 per cent of the original amount will be released to you. The remaining 50 per cent will be held for one year from the date of passing to ensure that all the landscaping survives and continues to comply with the approved site plan drawings. Once the final inspection is approved, the remaining 50 per cent of the security will be released.

**Important note: If any of the required landscaping is not completed within two years of issuing the occupancy permit, the City may, after giving the applicant notice, have the outstanding work com-**

**pleted and use the posted securities to pay for the work. This will be done in accordance with the site plan agreement.**

### Public open space security requirements

Securities for landscaping work on municipally-owned public spaces are processed separately from those on private property.

The security amount is 100 per cent of the cost of any landscape work in the open space including all works required by an approved Environmental Impact Study (EIS) or Environmental Implementation Report (EIR), if applicable.

As the applicant, you will submit an itemized cost estimate provided by a landscape architect. The landscape architect must be a Full Member of OALA with seal. This cost estimate should be titled open space works and must list the items, quantities, unit costs (by plant species) and total costs for landscaping work. It is to be submitted as part of the formal site plan submission. City staff will review the estimate and inform you if any revisions are needed.

When the landscape work is complete, you are required to contact City parks planning staff to review it. If the work is acceptable, staff will release 90 per cent of the posted security. Depending on the nature of the work, the City may hold the remaining 10 per cent of the security for up to two years for warranty. Near the end of this period, your landscape architect will review the work on site. You will be responsible for correcting any landscaping issues identified by your landscape architect and contacting City staff to review the site. Once all work is deemed complete and acceptable by City staff, we will release the remaining 10 per cent of the posted securities.

**Important note: The public open space security is separate from the private property landscaping security. Planted buffer strips between private and public lands are included in the private property cost estimate and security.**

Agreements for open space works may be required to address special circumstances, for example, a trail connection from private property to a City trail or for a City trail on private property. If such agreements are required, the City will prepare the agreement for review and the agreement will be signed by the registered owner, any mortgagees and

the developer (if different from the owner) before site plan approval is granted. Additional costs may apply.

**Important note: If any or all of the required landscaping has not been completed within two years of issuing the occupancy permit, the City may, after giving the applicant notice, have the outstanding work completed and use the posted securities to pay for the work. This will be done in accordance with the site plan agreement.**

## Payment for work within the right-of-way

Work may be required within the City's right-of-way to support the proposed development. This work could involve, but is not limited to, municipal servicing connections, curb cuts and/or fills, driveway accesses, turning lanes, sidewalks, boulevard restorations, traffic control signals, traffic control signage, roadside ditches and culverts related to immediate access and other requirements of the site. As the applicant, you are responsible for all of the associated cost for this work.

To determine the cost for work within the right-of-way, you must complete a detailed cost estimate using the City of Guelph template that can be found at [guelph.ca](http://guelph.ca). The cost estimate needs to be prepared by your consulting engineer and submitted to the City with the formal site plan submission. After final review and approval of the site plan submission, you will be required to pay, as a deposit, the approved estimated amount. You (the applicant) must provide additional funds based on the tendered costs before the City constructs the work.

City of Guelph Engineering Services staff will tender, project manage and inspect the work constructed within the right-of-way. You (the applicant) must pay actual costs including project management and inspection.

## Cash-in-lieu of parkland dedication

The City may require cash-in-lieu (CIL) of parkland dedication instead of land. When cash-in-lieu of parkland dedication is required, City staff will advise the applicant during the pre-consultation phase. To determine the amount of the CIL payment, you (the applicant) will prepare a long form market value land appraisal for the subject lands. The appraisal must be prepared by an Accredited Appraiser Canadian Institute (AACI) certified appraiser. The appraisal will be completed at the sole cost of the applicant.

An appraisal is only valid for six months. You need to ensure that an appraisal is done at the appropriate time so

that a valid appraisal can be reviewed and accepted. If it is not valid, an updated appraisal will need to be done to avoid a delay of issuance of a building permit.

Where there is a concern with the value identified in the appraisal, the City may ask for a third-party peer review of the appraisal. The cost of the third-party review will be the responsibility of the applicant.

CIL payments are calculated following the Planning Act and relevant City bylaws. City staff will advise the applicant of the value of cash-in-lieu once the appraisal is complete. The applicant will provide the amount paid in full before building permits are issued.

## Forms of security

As the applicant, you must provide securities in one of two acceptable forms:

- A certified cheque payable to the City of Guelph, in the amount of the approved security value, or
- An irrevocable, renewable letter of credit from an acceptable financial institution and payable to the City of Guelph. You are encouraged to contact the City's Finance Department with any questions about the standard form of letter of credit and acceptable financial institutions. See **Appendix E** for a sample letter of credit.

**Important note: Payments for cash-in-lieu of parkland must be paid by certified cheque or cash.**

## Dedication of lands

The City may require the dedication of parkland in accordance with the Planning Act, the Official Plan policies and the City's Parkland Dedication Bylaws (1989)-13410, (1990)-13545 and (2007) 18225 or any successor bylaw. When parkland dedication is required, City staff will advise the applicant during the pre-consultation phase.

The dedication of other lands may also be considered as part of the site plan approval process. Land dedication may be required if a site-specific EIS and/or EIR identifies lands to be protected to preserve environmental features or the Guelph Trail Master Plan recommends a trail through the subject property.

Where dedication of lands is required, you will provide a draft reference plan (R-Plan) to Legal/Realty. The draft R-Plan will show the limits of the part in the context of the surrounding properties. Legal/Realty circulates to City staff

who will review the draft plan to determine if the proposed part is appropriate. Once the City accepts the proposed part, you will deposit the R-Plan at the local Land Registry Office and provide deposited copies to the City. The land will then be transferred to the City prior to site plan approval.

The lands must be free and clear on title prior to transfer to the City. A partial discharge from the property owner's lender may be necessary. Ensure this is reviewed early on in the site plan process by the property owner's legal counsel to avoid delays to the final approval.

### Dedication of road widening

The Official Plan sets out public highway and road allowances where road widening dedication is required.

Where a road widening is required, you will provide a draft reference plan (R-Plan) to Legal/Realty. The draft R-Plan will show the limits of the part in the context of the surrounding properties. Legal/Realty circulates to City staff who will review the draft plan to determine if the proposed part is appropriate. Once the City accepts the proposed part, you will deposit the R-Plan at the local Land Registry Office and provide deposited copies to the City.

You must also register a consolidation of the dedication with the abutting road allowance. The land will then be transferred to the City before the site plan approval is granted.

The lands must be free and clear on title prior to transfer to the City. A partial discharge from the property owner's lender may be necessary. Ensure this is reviewed early on in the site plan process by the property owner's legal counsel to avoid delays to the final approval.

### 0.3m reserves

The City holds reserves of land adjacent to public roads to control driveway access locations. The reserves are typically 0.3 metre wide blocks of City-owned land next to the right-of-way. If your site plan needs a new driveway access, part of the reserve must be lifted.

Where a reserve must be lifted, you will provide a draft reference plan (R-Plan) to Legal/Realty. The draft R-Plan will show the limits of the reserve to be lifted in the context of the surrounding properties. Legal/Realty circulates to City staff who will review the draft plan to determine if the proposed part is appropriate. Once the City accepts the proposed part, you will deposit the R-Plan at the local Land Registry Office and provide deposited copies to the City. Legal/Realty prepares a by-law describing the part on the R-Plan to be dedicated as part of the right-of-way. Once passed by Council, Legal Realty registers the by-law on title and an invoice for the registration disbursements are sent to you along with a copy of the registered by-law.

Ensure this is reviewed early on in the site plan process by the property owner's legal counsel to avoid delays to the final approval.

## 7



### Step 7 Enter into site plan agreement

Once the proposed plans are recommended by the SPRC for approval, you will be required to enter into a site plan agreement with the City. The agreement sets out the obligations of the property owner and/or developer to construct and maintain the site according to the drawings that were approved by the City.

The site plan agreement must be signed by the registered property owner and the developer (if not the owner), and any mortgagees. Alternatively, the mortgage may be postponed by the mortgagee/lender in favour of the site plan agreement. The postponement must be registered on title

in a form approved by the City at the applicant's expense. Agreements are registered on title of the property to ensure that they bind subsequent landowners.

Payment for the agreement is due along with the submission of the formal site plan application. The City's Legal Services staff will prepare the agreement and provide a draft to you for review.

Once the executed site plan agreement is returned to the City, it will be signed by the Mayor and City Clerk, and you will receive site plan approval.

You may apply for building permits at this stage. However, in

new subdivisions you need to ensure the subdivision block has been released for building permits before submitting your permit application.

**Important note: If you provide inaccurate information to the City that requires changes to be made to the site plan agreement, an additional fee may apply.**



## Step 8 Receive site plan approval

Once the signed site plan agreement is returned to the City, you are ready to receive site plan approval. Once you have site plan approval, building permits may be issued by the Building Services department. When you have received your building permit you may start construction. In the case of new subdivisions, staff will ensure the property is serviced in accordance with the Zoning Bylaw prior to issuing site plan approval.

You will be notified by email when two sets of approved drawings are ready to be picked up at the third floor counter in City Hall.

Within a week or two of receiving the email notification, a copy of the registered site plan agreement will be mailed to each party. At this time, an invoice will also be mailed to the applicant for the registration and title search disbursements. This charge is in addition to the agreement preparation fee.

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## Step 9 Post-development inspection and release of securities

After construction is complete, you will need to request a site inspection. This can be done by contacting the City's Planning Services staff at **519-837-5616** or **planning@guelph.ca**. If the site is built in compliance with the approved plans, a portion of the securities will be released to you. See **Step 6: Securities, payments and land dedication** for more information.

**Important note: You may need to request separate inspections for any work on public open space. If your project includes work on public open space; contact Park Planning staff to arrange for an inspection and release of securities once construction is complete.**

### First inspection

The City inspector will review the work completed for the development. The site plan inspector will review building location and elevations, parking layout, site servicing, grading and drainage, landscaping and informational signage.

If the site does not pass inspection, you will be given a site inspection letter that details the reasons for the failed inspection and the actions to be taken before you can request

a re-inspection. These actions may include, but are not limited to, planting landscaping, repainting parking lot lines, installing signage and/or submitting as-built drawings.

If the site plan inspector finds major deficiencies, such as changes to the building elevations, site servicing and grading alteration and/or parking lot reconfigurations, the site inspection letter will note that you must apply for amendments to the approved plans to bring the site into compliance. Plans showing the as-constructed development will need to be submitted to the SPRC for review. The City is not obligated to approve these plans and may require the development to be constructed in accordance with the original approved plans.

Refer to the inspection letter for details on what plans may be submitted for amendment. A pre-consultation will be required for any amendment requests (see Step 2: Pre-consultation submission and meeting).

Once the amended plans are approved, you will need to request a second inspection. The site plan inspector will review the site to ensure the items listed in the letter have been completed or the site matches the approved amendments.

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Once the inspection is passed, 50 per cent of the private landscape security will be released and a date for a final inspection will be given in a site inspection letter.

### **Full compliance**

After inspection is passed, the site plan inspector will set a date for a final inspection. If the required landscaping has survived the one year warranty period, then the project is deemed to be in full compliance with the approved plans and the remaining portion of the securities is released. If the required landscaping has not survived, it must be replaced and an additional follow-up inspection will need to be requested after a winter season has passed. The file will remain open until full compliance is granted. Once your site complies with all the plans, including the site plan, engineering, landscaping and elevations then the site is considered to be in full compliance. A letter will be issued and the file will be closed.

### **As-built drawings submission**

If the site inspection letter requires as-built drawings to be submitted, you will need to have your consultants prepare the necessary drawings. The drawings must show the true layout of the site/building as it has been built. Two sets of the drawings will be submitted to the attention of the City's inspector. When the follow up inspection is done, the City inspector will confirm the drawings are acceptable in the inspection letter. The drawings will be added to the site plan file for future reference.

### **Amendment to approved site plan drawings**

An amendment is a request to change the plan(s) that the City has already approved. The Site Plan Review Committee (SPRC) will need to review the changes and determine if the changes are acceptable and appropriate.

You will need to submit site plan drawings (see Step 2: Pre-consultation submission) outlining the requested changes and a copy of the inspection letter for a pre-consultation meeting. At the pre-consultation meeting, City staff will determine which additional drawings need to be submitted for formal application and review. Whether the application will be a standard or minor site plan application will also be determined at this meeting based on which additional drawings are needed.

Please refer to the standard or minor site plan process for more information.

Once the SPRC has approved the changes, the drawings will be approved and forwarded to the City inspector. At this time you will need to request another site inspection. The inspector will review the site to ensure the site matches the approved amendments and all other items in the letter have been passed.

# Application for site plan control

Page 1 of 6



Date received:	Office use only	
	Complete: (date and initial)	File #:
	Amendment:	Folder #:

**TO BE COMPLETED BY APPLICANT**

The undersigned hereby applies to the City of Guelph in accordance with the Planning Act, r.S.O. 1990, C.P.13, As amended, as described in this application.

<b>Subject site</b>		
Street address:		
Legal description: (attach PIN printout dated within 3 months of application date)		
<b>Registered owner</b>		
Company name:		
Contact name:		
Email:		
Address:		
City:	Postal code:	
Phone:	Fax:	
<b>Applicant (if different from property owner)</b>		
Company name:		
Contact name:		
Email:		
Address:		
City:	Postal code:	
Phone:	Fax:	
<b>Authorized agent/consultant (if applicable)</b>		
Company name:		
Contact name:		
Email:		
Address:		
City:	Postal code:	
Phone:	Fax:	
<b>Please indicate who correspondence should be sent to</b>		
Owner <input type="checkbox"/>	Applicant <input type="checkbox"/>	Agent/consultant <input type="checkbox"/>

## Application for site plan control



Page 2 of 6

**Note:** Please attach additional page(s) if needed to list all consultants

<b>Mortgagee</b>	
Company name:	
Contact name:	
Email:	
Address:	
City:	Postal code:
Phone:	Fax:
<b>Planner</b>	
Company name:	
Contact name:	
Email:	
Address:	
City:	Postal code:
Phone:	Fax:
<b>Engineer</b>	
Company name:	
Contact name:	
Email:	
Address:	
City:	Postal code:
Phone:	Fax:
<b>Architect</b>	
Company name:	
Contact name:	
Email:	
Address:	
City:	Postal code:
Phone:	Fax:
<b>Landscape architect</b>	
Company name:	
Contact name:	
Email:	
Address:	
City:	Postal code:
Phone:	Fax:

# Application for site plan control



<b>New application</b> <input type="checkbox"/>		<b>Amendment to approved site plan</b> <input type="checkbox"/>	
Lot area (square metres):		Lot width (metres):	
Proposed use:		Gross floor area:	
Number of residential units:		Existing:	New:
Description of proposed work:			
Are there any known easements, right-of-ways, restrictive covenants or other rights over adjacent properties (e.g. mutual driveways) affecting the subject property? (Show on site plan drawing)			
Are any abutting lands owned by the owner of the subject site? (Show on site plan drawing)			
Proposed tenure type (condominium, rental, freehold):			
<b>Existing land use</b>			
Official plan designation:		Current zoning:	
Demolition required:		Current use:	

<b>Other applications (complete chart as applicable)</b>			
	Required	File number	Status
Zoning amendment			
Minor variance			
Consent (severance, etc.)			
Official Plan amendment			
Condominium			

I hereby apply for Site Plan Approval and declare that the statements made in this application and the information contained in the accompanying plan(s) are true. I understand that Site Plan Approval (and where appropriate, a letter of intent, a letter of credit or cash and/or a site plan agreement) may be required prior to any building permits being issued.

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

## Application for site plan control

Page 4 of 6



### **Appointment and authorization**

I/We, the undersigned,

\_\_\_\_\_   
 [Registered owner's name(s)/Corporation name]

being the registered property owner(s) of

\_\_\_\_\_   
 [Municipal address and legal description of property]

hereby authorize \_\_\_\_\_   
 [Authorize agent/Consultant's name and company]

as my/our agent for the purpose of submitting an application for Site Plan Approval and acting on my/our behalf in relation to the application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ .

\_\_\_\_\_   
 Name of owner (please print)

\_\_\_\_\_   
 Signature of owner

\_\_\_\_\_   
 Name of owner (please print)

\_\_\_\_\_   
 Signature of owner

# Application for site plan control



## **Municipal Freedom of Information declaration**

In submitting this development application and supporting document, the owner hereby acknowledges the City of Guelph will provide public access to all development applications and supporting documentation, and provide my consent, that personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. Information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

Questions regarding the collection, use, and disclosure of this information may be directed to the Access, Privacy and Records Specialist, City Clerk’s Department, 1 Carden Street, Guelph, Ontario, N1H 3A1.

## **Permission to enter**

The owner hereby authorizes the City of Guelph staff to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of owner (please print)

\_\_\_\_\_  
Signature of owner

\_\_\_\_\_  
Name of owner (please print)

\_\_\_\_\_  
Signature of owner

## Application for site plan control



Page 6 of 6

For City use (formal application checklist)	Complete
All drawings as indicated on the summary of comments **	
Supporting studies as indicated on the summary of comments **	
Fees as indicated on the summary of comments **	
Cover letter indicating how each comment was addressed **	
Application For Site Plan Approval Form (Appendix B)	
Building Code Analysis Form (Appendix C)	
PIN printout from the Land Registry Office (dated 3 months from submission)	

\*\* Refer to the summary of comments from the latest SPRC meeting for the number of copies

Application accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

# Building Code Analysis form



Project location: \_\_\_\_\_ Completed by: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Item	Ontario Building Code Analysis					OBC reference				
						<input type="checkbox"/> Part 3	<input type="checkbox"/> Part 9	<input type="checkbox"/> Part 11		
1	<b>Project description</b>									
						<input type="checkbox"/> New Addition				
						<input type="checkbox"/> Alteration				
						<input type="checkbox"/> Change of use				
2	<b>Major occupancy(s)</b> _____ Group _____ Div. _____									
3	<b>Building area (m<sup>2</sup>)</b> Existing _____ New _____ Total _____									
4	<b>Mezzanine area (m<sup>2</sup>)</b> Existing _____ New _____ Total _____									
5	<b>Gross area (m<sup>2</sup>)</b> Existing _____ New _____ Total _____									
6	<b>Number of storeys</b> Above grade _____ Below grade _____									
7	<b>Height of building (m)</b> _____									
8	<b>Number of streets/access routes</b> _____									
9	<b>Building classification</b> 3.2.2. _____									
10	<b>Sprinkler system</b> Existing: <input type="checkbox"/> Yes <input type="checkbox"/> No Proposed: <input type="checkbox"/> Yes <input type="checkbox"/> No									
11	<b>Standpipe</b> Existing: <input type="checkbox"/> Yes <input type="checkbox"/> No Proposed: <input type="checkbox"/> Yes <input type="checkbox"/> No									
12	<b>Fire alarm</b> Existing: <input type="checkbox"/> Yes <input type="checkbox"/> No Proposed: <input type="checkbox"/> Yes <input type="checkbox"/> No									
13	<b>Water service/supply</b> is Adequate <input type="checkbox"/> Yes <input type="checkbox"/> No									
14	<b>High building (3.2.6)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No									
15	<b>Type of construction</b> <input type="checkbox"/> Combustible <input type="checkbox"/> Noncombustible <input type="checkbox"/> Both									
16	<b>Occupant load</b> Existing _____ New _____ Total _____ <input type="checkbox"/> m <sup>2</sup> /person <input type="checkbox"/> Design									
17	<b>Washroom facilities</b> (Number of water closets) Existing: Men _____ Women _____ Proposed: Men _____ Women _____									
18	<b>Barrier free design</b> <input type="checkbox"/> Yes <input type="checkbox"/> No(Explain)									
19	<b>Hazardous substances</b> <input type="checkbox"/> Yes <input type="checkbox"/> No									
20	<b>Required Fire Resistance Rating (FRR)</b>	Horizontal Assemblies FRR (hours)	Listed design no. or description (SB-2)	FRR of Supporting Members (hours)	Listed design no. or description (SB-2)					
		Floors _____		Floors _____						
		Roof _____		Roof _____						
		Mezz. _____		Mezz. _____						
21	<b>Spatial separation – construction of exterior walls</b>									
	Wall	Area of EBF (m <sup>2</sup> )	L.D. (m)	L/H or H/L	Permitted Max. % of UPO	Proposed % of UPO	FRR (hours)	Listed design no. or description	Noncombustible required	
									Construction	Cladding
	North									
	South									
	East									
West										
22	<b>Other (describe)</b>									

## Site plan pre-consultation request form



Page 1 of 2

Date received:	Office use only	
	Complete: <small>(date and initial)</small>	File #:
	Amendment:	Folder #:

**TO BE COMPLETED BY APPLICANT**

*THE UNDERSIGNED HEREBY APPLIES TO THE CITY OF GUELPH IN ACCORDANCE WITH THE PLANNING ACT, R.S.O. 1990, C.P.13, AS AMENDED, AS DESCRIBED IN THIS APPLICATION, UNDER BY-LAW NO. 2015-19937, AS AMENDED.*

<b>Subject site</b>	
Street address:	
Legal description: (attach PIN printout dated within 3 months of application date)	
<b>Registered owner</b>	
Company name:	
Contact name:	
Email:	
Address:	
City:	Postal code:
Phone:	Fax:
<b>Applicant (if different from property owner)</b>	
Company name:	
Contact name:	
Email address:	
Address:	
City:	Postal code:
Phone:	Fax:
<b>Who is the primary contact for this application?</b>	
Owner <input type="checkbox"/>	Applicant <input type="checkbox"/>

**Note:** Correspondence and information will only be sent to the primary contact.

For City use (pre-consultation checklist)	Complete
Site plan drawing: SP-1 (15 copies)	
Cover letter outlining the proposed development (15 copies)	
Complete pre-consultation - Site Plan Form (Schedule __)	

Application accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

# Site plan pre-consultation request form



Page 2 of 2

<b>New application</b> <input type="checkbox"/>	<b>Amendment to approved Site Plan</b> <input type="checkbox"/>	<b>Exemption</b> <input type="checkbox"/>
Lot area (square metres):	Lot width (metres):	
Proposed use:	Gross floor area:	
Number of residential units:	Existing:	New:
Description of proposed work:		
Are there any known easements, right-of-ways, restrictive covenants or other rights over adjacent properties (e.g. mutual driveways) affecting the subject property? (Show on site plan drawing)		
Are any abutting lands owned by the owner of the subject site? (Show on site plan drawing)		
Proposed tenure type (e.g. condominium, rental, freehold):		
<b>Existing land use</b>		
Official plan designation:	Current zoning:	
Demolition required:	Current use:	

<b>Other applications (complete chart as applicable)</b>			
	Required	File number	Status
Zoning amendment			
Minor variance			
Consent (severance, etc.)			
Official Plan amendment			
Condominium			

I hereby apply for Pre-Consultation - Site Plan and declare that the statements made in this application and the information contained in the accompanying plan(s) are true. I understand that this application does not grant site plan approval and that a formal submission under Section 41 of the *Planning Act* is required.

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

## Condition Approval—Site Plan Application Form



Date received:	Office use only
	File #:
	Folder #:

**TO BE COMPLETED BY APPLICANT**

*THE UNDERSIGNED HEREBY APPLIES TO THE CITY OF GUELPH IN ACCORDANCE WITH THE PLANNING ACT, R.S.O. 1990, C.P.13, AS AMENDED, AS DESCRIBED IN THIS APPLICATION.*

<b>Subject site</b>			
File number:			
Street address:			
<b>Applicant</b>			
Company name:			
Contact name:			
Email:			
Address:			
City:		Postal code:	
Phone:		Fax:	
<b>Which conditional approval is being requested?</b>			
Foundation Only <input type="checkbox"/>		Foundation and Servicing <input type="checkbox"/>	
<b>Other applications (complete chart as applicable)</b>			
	Required	File number	Status
Zoning amendment	<input type="checkbox"/>		
Minor variance	<input type="checkbox"/>		
Consent (severance, etc.)	<input type="checkbox"/>		
Official Plan amendment	<input type="checkbox"/>		
Condominium	<input type="checkbox"/>		

I hereby apply for Conditional Site Plan Approval and declare that the statements made in this application and the information contained in the accompanying plan(s) are true. I understand that this application must meet the requirements outlined in the Site Plan Guidelines and that separate applications are required for either Conditional Approval.

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

## Sample letter of credit



DATE \_\_\_\_\_  
 BANK \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_

IRREVOCABLE LETTER OF CREDIT # \_\_\_\_\_  
 AMOUNT \$ \_\_\_\_\_  
 APPLICANT \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_

BENEFICIARY: The Corporation of the City of Guelph: hereinafter referred to as the City of Guelph

We hereby authorize the City of Guelph to draw on BANK NAME & **BRANCH LOCATED IN THE CITY OF GUELPH** for account of the above applicant, up to the above aggregate amount, available on demand.

Pursuant to the request of the applicant, we, BANK NAME, hereby establish and give to the City of Guelph an irrevocable standby letter of credit in the City's favour in the above total amount, which may be drawn on by the City of Guelph at any time and from time to time upon written demand for payment made upon BANK NAME, LOCATION OF BRANCH IN THE CITY OF GUELPH by the City of Guelph which demand we shall honour without enquiring whether the City of Guelph has a right as between the City and the said applicant to make such demand, and without recognizing any claim of the said applicant.

Provided, however, that the City of Guelph are to deliver to BANK NAME, **LOCATION OF BRANCH IN THE CITY OF GUELPH** for same day credit, at such time as a written demand for payment is made upon us, a certificate signed by the City of Guelph agreeing and/or confirming that monies drawn pursuant to this standby letter of credit are to be and/or have been expended pursuant to obligations incurred or to be incurred by the City of Guelph by reference to an agreement between the City of

Guelph and the applicant.

The amount of this standby letter of credit may only be reduced by the amount of any drawings paid and or by notice in writing given to BANK NAME by the Corporation of the City of Guelph.

This standby letter of credit will expire on EXPIRY DATE.

It is a condition of this standby letter of credit that it shall be deemed to be automatically extended, without amendment, for one year from the present or any future expiration date hereof, unless 30 days prior to any such date we BANK NAME shall notify the City of Guelph in writing by registered mail or courier that we elect not to consider this standby letter of credit renewed for any such additional period. Upon receipt by the City of Guelph of such notice, the City of Guelph may draw hereunder by means of the City's demand accompanied by the City's written certification that the amounts drawn will be retained and used by the City of Guelph to meet obligations incurred or to be incurred in connection with the above agreement; further, that the City of Guelph will release any amounts(s) not required by the City of Guelph to the applicant.

Partial drawings are permitted.

We hereby agree that drawing under this standby letter of credit will be duly honoured upon presentation provided that all terms and conditions of the standby letter of credit have been complied with.

\_\_\_\_\_  
 Authorized bank signature



## **For more information**

### **Planning, Urban Design and Building Services**

1 Carden Street, Guelph, Ontario, Canada N1H 3A1

519-837-5616

[planning@guelph.ca](mailto:planning@guelph.ca)