

Site Plan Re-Submission Guidance Document

Once the site plan materials have been revised to address all final Site Plan Review Committee (SPRC) summary comments the materials can be re-submitted to the City. The following document outlines what must be included as part of a complete re-submission.

Cover Letter

A cover letter must be included as part of a complete re-submission and must include the following:

1.0 List of Re-submission Materials (Transmittal NOT required)

- Plans must be listed as:
'Title Block – Plan Name – Revision Number' ie. SP-1 – Site Plan – Rev. 3'
- Reports must be listed as:
'Report Name, prepared by XX, dated XXX'

It must specify which materials hard copies have been provided, and the number of copies (in accordance with the final SPRC summary comments).

2.0 Summary of Changes

High-level summary of the changes to the re-submission materials from the last submission. If plans or reports that were previously accepted have been revised, please indicate what has changed.

3.0 Consultation with External Agencies

Specify the external agencies (ie. GRCA, Alectra, Hydro One, Metrolinx, Canada Post etc.) that have been consulted and whether their comments have been addressed as part of this re-submission.

4.0 Acknowledgement

The following statement needs to be included in the cover letter and signed by either the applicant or owner:

I confirm that I have reviewed the City's guidelines and that all materials submitted in support of this application are fully coordinated and complete in accordance with the City's guidelines and the final Site Plan Review Committee (SPRC) summary comments from the previous submission. I understand this re-submission may not be deemed complete and placed on a Site Plan Review Committee (SPRC) meeting agenda until such time as the Planning and Building Services department has confirmed they are satisfied with the content and form of all materials submitted in support of this application.

Applicant or Owner Signature(s):

Response Letter

A consolidated detailed response letter must be included as part of a complete re-submission. It must explain how each comment in the final SPRC summary comments has been addressed and should not simply state an item as “noted” or “complete.” Specific plans and details should be referenced (where applicable) so staff can easily identify where the change has been made.

Response letters must include:

- All the comments as numbered and as worded in the final SPRC summary comments; and
- A detailed response to each comment

The response letter is to be formatted as a table (example below):

Figure 1: Example of response letter table

Site Plan Reviewer Section (ie. Zoning)		
1.	Staff comment (as worded in the final SPRC summary comments)	Detailed response (not to simply state “noted” or “complete”)

Re-Submission Materials

All materials listed in the ‘required for next submission’ section of the final SPRC summary comments must be included as part of a complete re-submission.

Any materials that were accepted (not listed in the ‘required for next submission’ section of the final SPRC summary comments) but since revised are to be re-submitted. Please contact the Site Plan Coordinator in advance of making a re-submission to confirm whether hard copies are needed.

All materials must be:

- Complete and fully coordinated;
- Final (no draft reports or plans will be accepted);
- Stamped and signed by the appropriate Professional (per City Guidelines);
- Include the: municipal address and the assigned site plan file number: SPXX-_____ on all materials.

All plans must be labeled in accordance with City Naming Protocols:

- SP-1 – Site Plan
- SL-1 – Site Lighting Plan (Photometric Plan)
- EP-1, EP-2 – Elevation Plans
- TIPP-1 - Tree Inventory and Preservation Plan
- LP-1, LP-2 – Landscape Plans
- EX-1 – Existing Conditions Plan
- ESC-1 – Erosion & Sediment Control Plan
- GP-1 – Grading Plan
- SSP-1 – Site Servicing Plan
- CUP-1 - Composite Utility Plan
- TGP-1 – Traffic Geometric Plan