



# City of Sault Ste. Marie

Planning and Enterprise Services  
Community Development and Enterprise Services Department  
99 Foster Drive, Sault Ste Marie, ON P6A 5X6  
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Received By:

Date:

Application #

## Site Plan Control

Site Plan Control is a coordinated review process administered by the City Planning & Enterprise Services Division to specify, illustrate and regulate the manner in which a development proposal for a property is to be implemented on site.

The intent is to optimize the functioning, aesthetics and safety features of the proposed development and to minimize the impact that the proposal may have on the surrounding area and the Municipality with respect to such matters as buildings and parking locations, landscaping, drainage, services, easements, road widening, vehicular and pedestrian movement, privacy and buffers, sensitive construction areas such as ravines, on-site storage areas and the environment.

## Site Plan Approval Process

**Pre-Consultation** - Pre-consultation prior to filing an application for Site Plan Control is strongly recommended. The level of pre-consultation will depend upon the complexity of the development and site specific conditions. The Applicant meets with the Planning Technician to discuss the proposed application & to review zoning, servicing & characteristics of the site, that are relevant to the development.

**Consultation with Other Agencies** - The application process involves a circulation of the proposal to various City Divisions and agencies. It may be prudent to contact some of those agencies prior to the submission of the application to determine specific submission requirements.

**Formal Application Submission** - At this time the application will be reviewed to determine if it is complete or incomplete. (For application requirements see page 2) If complete, application fee shall be paid and plans are to be submitted in the required format.

Once the application is determined to be complete, it will be circulated to members of City Staff and agencies for review and comment.

**Preparing the Report** - The comments are utilized to implement any required site plan alterations, once they have been submitted, the Planning Technician reviews and begins to prepare a report for endorsement by the Director of Planning and Enterprise Services and to establish the basis for clauses to be incorporated into a formal Development Agreement document.

**Approval** - The endorsed report is then used to prepare a draft version of a formal "Agreement" document, to be reviewed and approved by the Owner's lawyer. The site plan approval process terminates with a formalized Agreement between the subject property owner and the Municipality. The Agreement is registered on title by the Owner's lawyer. It contains clauses and plans that specify how the site is to be developed. **It is our goal to have the site plan approval process completed in approximately 6 weeks, depending on the complexity of the project.**

**Note:** No permits can be issued prior to the completion of the Site Plan Agreement, please ensure to apply with a complete application with more than enough time to complete the process prior to the commencement of construction

All applications must be completed in its entirety, signed and submitted to the Planning and Enterprise Services Division. ***Incomplete applications will be returned***

# Site Plan Control Application Form

## Section 1 - Required Drawings

Yes	Alternative	
		Copy of deed or survey for the subject land, if available
		<b>Digital copy submitted and pre-consultation has been completed with Planning Technician prior to application submission</b>
		12 copies Site Plans as per Section 4, 24" x 36", folded to 8½ " x 11"
		12 copies Landscaping Plans as per Section 5, 24" x 36", folded to 8½ " x 11"
		12 copies Elevation Drawings as per Section 6, 24" x 36", folded to 8½ " x 11"
		12 copies Storm Water Management Plans/ Servicing Plans as per Section 7, 24" x 36", folded to 8½ " x 11"
		3 copies of each plan on legal size (8½ " x 14") document paper which legibly outlines all setbacks and text
		Application or Amendment Fee- payable to the "Corporation of the City of Sault Ste. Marie" submitted to the Planning and Enterprise Services Division

## Zoning and Design Conformity

Yes	Alternative	
		1. Does the use conform to applicable zoning?
		2. Do the proposed building setbacks conform to the applicable zoning?
		3. Does the proposed landscaping conform to applicable zoning?
		4. Does parking conform to applicable zoning?
		5. Have Barrier-Free requirements been met? (Parking & signage etc.)
		6. Does the plan conform to the Sustainable Site Plan Guidelines (Commercial & Institutional sites) ?

<http://saultsternarie.ca/Cityweb/media/Engineering-and-Planning/Planning/Strategic%20Long%20Range%20Planning/SustainableSitePlanGuidelines.pdf>

### All Plans must include :

Lot lines and dimensions

Distance between front and/or exterior lot lines to back of street curb, including any sidewalks and above ground utilities

Civic address

North arrow and scale

## Section 2 - Contact Information

\* Required Field

<b>Owner *</b>	
Name:	
Mailing Address:	
Telephone Number(s):	
Email :	
Company Name:	Signing Officer: _____ (With authority to bind the Corporation)
<b>Agent or Solicitor*</b>	
Name:	
Mailing Address:	
Telephone Number(s):	
Email :	
<b>Applicant (If different from Owner)</b>	
Name:	
Mailing Address:	
Telephone Number(s):	
Email :	
<b>Architect/ Engineer*</b>	
Name:	
Mailing Address:	
Telephone Number(s):	
Email :	

## Section 3 - Subject Property

<b>Legal Description of Property</b>
<b>Civic Address</b>

Dimensions of Property	
Street Frontage:	
Depth:	
Area:	
Use(s) of Subject Property	
Existing:	
Proposed:	

## Section 4 - Site Plan Requirements

Yes	Alternative	Identified Requirements (All references from Zoning By-Law 2005-150)
		Retained & proposed buildings, dimensions & setbacks
		Total required and provided parking, including barrier free spaces, locations and dimensions (Section 5.0)
		Barrier Free elements, including walkways, ramps, slopes, detailed dimensions, material types, grade separation, curbing and signage (Section 5.5)
		Surface treatment of parking area (Section 5.2.2)
		Sidewalks and pedestrian linkages, including material types & dimensions
		Bus stops adjacent to property
		Required road widening (Section 16)
		Vehicular access points, driveway widths and curb cuts
		Required sight triangles (Section 4.8)
		Septic systems locations
		Well Locations
		Top and bottom of ravines
		Watercourses
		Snow storage areas
		Refuse storage areas and enclosures
		Outdoor storage areas (Section 4.10)
		Above ground utilities & lighting fixtures

		Location of landscape areas
		Required buffer locations and dimensions (Section 4.9)
		Fence location, including material type and height (Section 7.0)
		Signage location
		Loading areas (Section 6.0)

Additional Details

## Section 5 - Landscape Requirements

Yes	Alternative	Identified Requirements
		Planting Details Location and type of planting material and all relevant specifications relating to size and height at the time of planting to size and height at time of maturity.
		Landscape Features Location and dimensions of berms, buffers, fencing, walkways and landscaping features (ex. rocks, structures, retaining walls, etc.)
		Sight Triangles Location and size (Section 4.8 Zoning By-Law 2005-150)
		% Landscaped Calculation Percentage (%) calculation of landscaped areas for required front and exterior side yards, as outlined in Sault Ste. Marie's Comprehensive Zoning By-Law

Additional Details

## Section 6 - Building Elevations Drawings

Yes	Alternative	Identified Requirements (All references from Zoning By-Law 2005-150)
		All exterior doors & service/loading doors
		Material type
		Window locations
		Ramps to principle entrance
		General landscape features abutting walls
		Wall lighting features
		Building signage

Additional Details
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## Section 7 - Storm Water Management / Servicing Plan

Yes	Alternative	Identified Requirements
		Ravine areas
		Location(s) of Conservation Authority fill regulated areas
		Storm water management report
		Lot grading
		Location of all existing and proposed easements
		Location and size of municipal and private services and laterals (water, sanitary and storm)
		Storm water management features - catch basins, storm water retention ponds, drainage direction, swales & ditches, roadside ditched

## On Site Inspection Waiver

As part of processing this application I acknowledge that City Staff may conduct an on site inspection of the subject property. By signing this application I grant permission for the on site inspection. This inspection will be of the exterior of your property. If an inspection of the interior of any buildings is required your specific approval will be sought.

I HEREBY DECLARE the statements herein are to the best of my knowledge and belief a true and complete representation of the purpose and intent of the application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_