

Site Plan Application Procedure

DOCUMENT PURPOSE: This document provides the detailed process steps to be executed for applicant's awareness and may be used as a communication tool.

Version: 1.3

Date: March 3, 2023

Bill 109: Site Plan Application Process Outline

1. PRE Request through ePlans

- Applicant submits via ePlan
- Planning Services Centre (PSC) Planner will advise the applicant if the development is subject to Site Plan Approval.
 - i. If so, what type (full, Minor, SPAX)
 - ii. If not, Development Not Subject to Site Plan (DNS) issued and applicant to proceed with applying for a Building Permit
- PSC completes Prescreen review (detailed)
- Prescreen corrections sent to applicant, if required
- Fee payment (non-refundable)
- Pre-Application Meeting (PAM) 1 meeting scheduled

2. Meeting: PAM 1

- Who: Applicant, PSC Planner, Area Manager, Planner, Urban Design Manager (Optional), Urban Designer, Landscape Architect, other City Departments and external agencies
- Purpose:
 - Provide preliminary feedback on the application
 - Identify requirements of Complete application
- Outcomes:
 - List of required studies and submission materials (valid for 1 year)
 - Preliminary feedback on proposal
 - Next steps identified

3. Before – PAM 2 (work/action to occur)

- Applicant revises plans based on feedback received from PAM 1 meeting, if required
- Applicant prepares studies identified on complete application checklist in accordance with Terms of Reference
 - Applicant is to consult with the appropriate reviewer to scope Terms of Reference, where required
- Applicant attends Mississauga Urban Design Panel, if required
- The City's Landscape Technologist will complete a site inventory review for the file

- Applicant responds to feedback and uploads additional material and studies to ePlans
- PSC Planner completes Prescreen review of materials received vs. complete application checklist
- Prescreen corrections returned to applicant, if required
- PAM 2 meeting scheduled

4. Meeting: PAM 2

- Who: Applicant, PSC Planner, Area Manager, Planner, Urban Design Manager (Optional), Urban Designer, Landscape Architect, all circulated City Departments and external agencies
- Purpose:
 - Applicant to report on:
 - Changes to the application
 - Submitted Material
 - Any anticipated minor variances
 - Staff to:
 - Provide comments and note any further deficiencies for complete application
 - Confirm studies meet the Terms of References previously provided (no detailed review)
 - Identify Next Steps
- Outcome:
 - Direction for the applicant to move ahead to application submission or identify outstanding conditions for a complete application

5. Additional PAMs at applicant's request and expense– go back to step 5

6. Pre-Zoning Review (submission requirement for application)

- Who: Applicant initiated through submission on ePlans to Zoning Staff
- Purpose: to identify all the exceptions (performance regulations) to the base zone required to implement the development proposal

7. Minor Variance Process, if required

- Applicant applies for a Minor Variance based on outcomes of Pre-Zoning Review
- Variance needs to be finalized prior to application submission (including fulfillment of conditions)

8. Pre-Submission work

- Applicant revises plans, if required
- Applicant amends studies identified on complete application checklist, if required after feedback provided at PAM 2 meeting

- Ensure Zoning is in place (Holding symbol removed from Zoning and Minor Variances approved by Committee of Adjustment)

9. Application Submission (Deeming Complete and Circulation)

- Applicant submits new request on ePlans for an application for Site Plan Approval
- Prescreen corrections sent back to applicant, if required
- Fee Payment
- Application is created and a file number is assigned
 - Auto generated email through ePlans advises that the application has been deemed complete
- Outcome:
 - Application deemed complete
 - Application circulated to all commenting bodies

10. Application Review – 30 Calendar Days

- Application is reviewed by all circulated internal departments and external agencies
- Reviewer comments and conditions are provided in the Project Status Report (PSR)
- Planner sends email to Applicant and Owner to advise of resubmit task being sent and attaches the Project Status Report (PSR)

11. Applicant Feedback and Response Period

- Applicant receives PSR and a Resubmit Task
- Applicant has **10 days** to respond to comments and resolve any outstanding issues through ePlans resubmission
- Resubmission only circulated to those reviewers with outstanding comments and/or conditions

12. Approved, Subject to Conditions (i.e. Conditional Approval)

- List of approval conditions uploaded to “Approved” folder in ePlans
- Plans are batch stamped “Conditional Approval” (or “Approved, Subject to Conditions”) and placed in the “Approved” folder in ePlans
- Applicant is notified of:
 - Conditional Approval
 - Where to retrieve list of conditions
 - Issuance of resubmit task
- **NOTE:** Director, Development & Design, may amend or add conditions after 1year from date of initial approval

13. Clearance of Conditions*

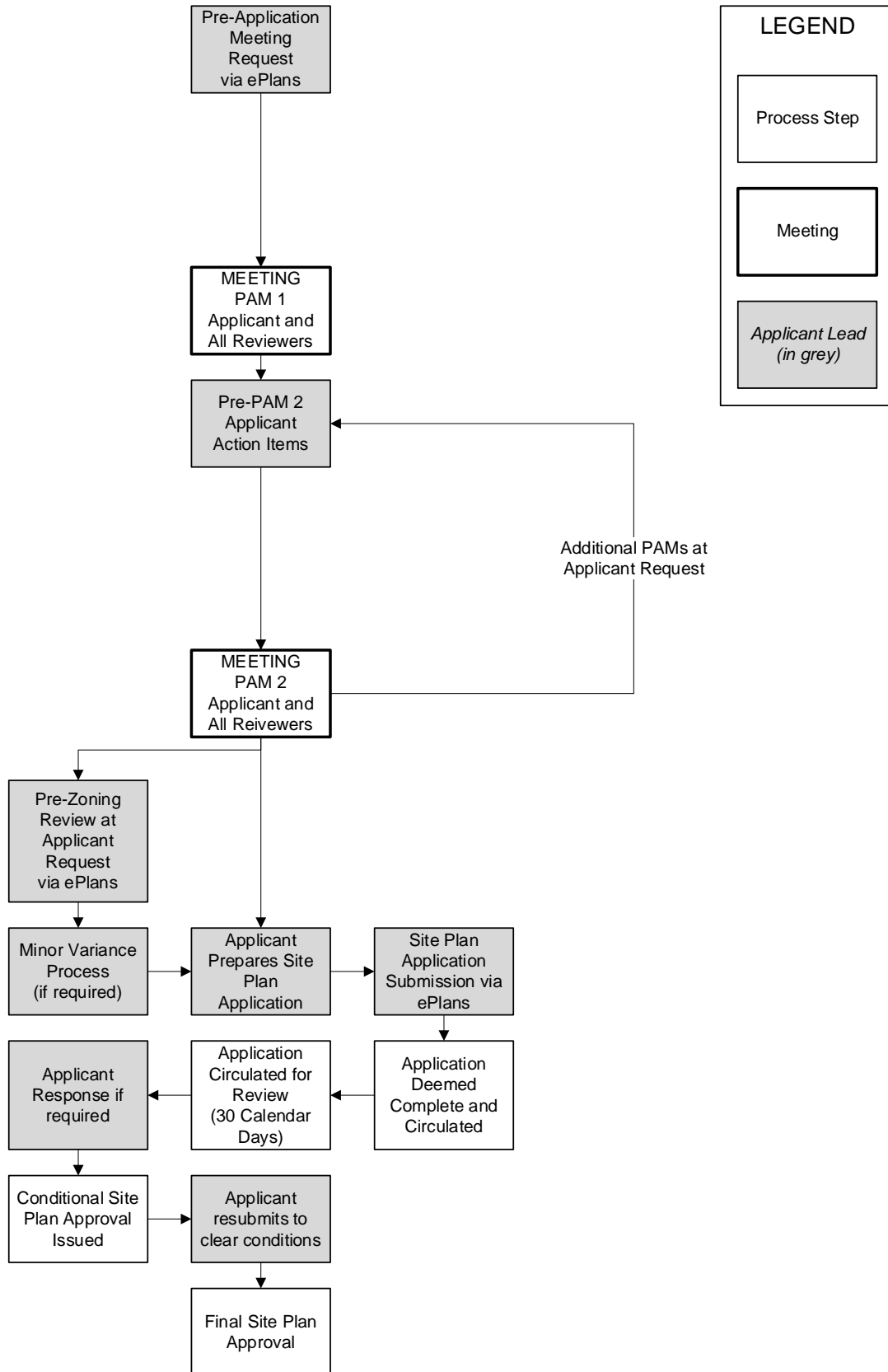
- Applicant uploads comprehensive set of materials to ePlans to clear conditions

- Amended PSR/resubmit task sent to applicant should conditions remain outstanding

14. Final Approval

- Development Coordinator/Planner coordinates final approval of Site Plan Application
- Tasks sent to Area Manager and Director for approval
- Email notification sent to Applicant advising of final approval
- Approved plans circulated to building division

**Following clearance of conditions applications may apply for building permit*

Process Diagram


LEGEND

- Process Step
- Meeting
- Applicant Lead (in grey)

