

# Site Plan Process

## Pre-Consultation

Meeting held with Owner / Applicant & Agent following the circulation of the proposal to determine the applicable Plans, Studies, and Reports required as part of a "complete" formal application (2-3 weeks).

Owner / Applicant & Agent work to complete the Plans, Studies, and Reports required as part of a "complete" formal application (timeline unknown).

## Site Plan Application Submitted

"Complete" Application submitted and circulated to Internal & External departmental commenting Agencies for review/comments (3-4 weeks).

## Comments Received & Circulated

Comments Received, Compiled & Circulated to Agent/ Applicant/Owners for Review. Meeting scheduled to review / discuss comments.

## Revisions & Re-Submission

Agent/Application Revisions to Plans/Studies/Reports as required and re-submitted for review (timeline unknown).

(Steps repeated as required to the satisfaction of all Commenting Agencies/Agent/Applicant/Owner)

Preliminary discussions held to determine Building Permit Requirements

## Site Plan Drawing / Agreement / Securities (\$) Finalized

Site Plan Drawings accepted / stamped,  
Agreement prepared, signed / registered,  
Security Deposit (\$) provided / processed.

## Building Permit

Formal Application for Building Permit & Release.

## Inspection & Security (\$) Release

Site Inspection by County Staff to ensure compliance with the approved Site Plan. Securities (\$) are released upon completion.

Whether you are planning a new construction project, or proposing changes to an existing property or structure, the County of Brant Development Services Department is here to assist applicants as they consider how to move forward with their development proposals.

The County of Brant's Planning Division is here to guide and assist **residents, developers, builders, and other stakeholders** involved in the planning, design, and construction of a project.



## County of Brant Development Services Planning Division

### Questions?

Contact us at:

66 Grand River Street North  
Paris, Ontario N3L 2M2  
519.44BRANT (27268) | 1.855.44BRANT  
[planning@brant.ca](mailto:planning@brant.ca)  
[www.brant.ca/Planning](http://www.brant.ca/Planning)

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# Site Plan Control



County of Brant  
Development Services

[www.brant.ca/Planning](http://www.brant.ca/Planning)



Site Plan Control is to ensure that land development is designed appropriately, safe, functional and minimizes potential impact on neighboring properties.

## What is Site Plan Control?

Site Plan Control is a tool that is regulated under **Section 41 of the Planning Act** and used by the County of Brant to ensure that land development is safe, designed appropriately, functional and minimizes potential impact on neighboring properties.

**Site Plan Control** is generally used to implement measures for new development, the expansion/additions or redevelopment of existing sites.

### Application of the Site Plan Control process will review/ensure:

- Development is compatible with adjacent and nearby properties;
- Pedestrian and vehicular safety to and from the proposed development;
- Functioning, adequate and appealing landscaping, parking, lighting, servicing, lot grading and storm water management;
- Be built and maintained in the manner endorsed by the County of Brant Council.

The County of Brant may choose to exempt specific uses / proposals from the Site Plan Control process as deemed appropriate or outlines in the current Site Plan Control By-Law.

## Pre-Consultation Meeting

Prior to making a development application under the Planning Act, a Pre-Consultation meeting is required. This meeting provides the Agent/Applicant with an opportunity to

present and review the proposed development application with various County of Brant Departments and related commenting Agencies. The Pre-Consultation meeting will assist in identifying and discussing potential concerns, determining process, timelines, associated fees and the required information/ materials required to be submitted with the formal application as part of a "complete" submission.

**To request a Pre-Consultation Meeting**, please contact the County of Brant Planning Division:

📞 519.442.6324

✉️ [planning@brant.ca](mailto:planning@brant.ca)

👥 66 Grand River Street North,  
Paris, Ontario, N3L 2M2

## Submission Requirements

An example of the Plans, Studies and Reports that are typically required as part of a "complete" Site Plan Control Application may include:

- Additional Planning Act Applications or Public Consultation (Zoning By-law Amendment, Minor Variance, Consent)
- Legal Survey, Site Development Plan, Landscape Plan, Grading Plan, Building Elevations
- Storm Water Management Report, Traffic Analysis, Functioning Servicing Report, Environmental Impact Study

## Submission of a Complete Application

The County of Brant will consider your application to be "complete" if it is accompanied by the required Plans, Studies and Reports as determined as part of the Pre-Consultation Meeting. Submission of a "complete" application will allow for an efficient and comprehensive review of the supporting material by County of Brant Departmental and External Commenting Agencies. The submission of an incomplete application may result in delays in the processing of your application.

## Approval of the Site Plan

Appropriate time is required by County of Brant Departmental and External Commenting Agencies. Review and acceptance of a Site Plan can take 4 – 6 months to process depending on the level of detail, complexity of the plans and requirement for subsequent Planning Act Applications.

The County of Brant Council has delegated the authority to Planning Staff to approve Site Plan Control Applications prior to the issuance of a Building Permit. Site Plan Control is not a public process and does not require a public meeting of Council. However, consultation with adjacent land owners may be considered. After the plan is stamped, and the agreement is registered, the applicant can formally begin the building permit process.

### Visit [www.brant.ca/SitePlanControl](http://www.brant.ca/SitePlanControl) for additional information related to:

- Site Plan Control By-Law
- Recommended Plan Species for Landscape Plans
- Application Forms