

Site Plan Approval Guide

Purpose of Application

Site Plan Approval is required to review and regulate the detailed design and technical aspects of development. The Site Plan Approval process allows the Township of Ramara to evaluate the layout of buildings, access, parking, landscaping, grading, servicing, and stormwater management to ensure that development is orderly, functional, and consistent with applicable planning policies and standards.

Site Plan Approval is authorized under **Section 41 of the *Planning Act, R.S.O. 1990***, and is administered in accordance with:

- The Provincial Policy Statement and applicable Provincial Plans
- The County of Simcoe Official Plan
- The Township of Ramara Official Plan
- Applicable Township by-laws, standards, and design guidelines

Before submitting a formal Site Plan Approval application, applicants are **strongly encouraged** to complete a **Pre-Consultation Application**.

Pre-Consultation helps:

- Identify applicable zoning and Official Plan policies
- Confirm whether additional or concurrent planning applications are required
- Identify required drawings, studies, and supporting documentation for Complete Application
- Identify agency circulation requirements (e.g. County, MTO, Conservation Authority)
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Early consultation typically results in a more efficient review process and helps to minimize delays once a formal application is submitted.

Site Plan Approval Application Submission Requirements

Applicants must submit the following:

- A completed Site Plan Approval Application Form, including:
- Owner authorization (if the applicant is not the registered owner)
- A sworn affidavit signed before a Commissioner for Taking Affidavits
- Application fee and required deposits, in accordance with the Township's Tariff of Fees By-law
- A PDF Site Plan or Site Grading Plan, drawn to scale and prepared by an Ontario Land Surveyor (unless otherwise approved by the Township)
- Any supporting technical studies or reports identified through Pre-Consultation
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Note: The Township does not assume responsibility for identifying all deficiencies at the time of submission. Applications may be deemed incomplete if required information or materials are missing.

Engineering and Technical Information (if applicable)

Depending on the nature and scale of development, additional technical information may be required, including (but not limited to):

- Stormwater Management Plans or Reports

Resources:

www.ramara.ca | planning@ramara.ca | 705-484-5374 | 2297 Hwy 12, Brechin, ON L0K 1G0

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- Functional Servicing Report/Hydrogeological Report
- Sanitary and storm servicing details, including invert elevations and pipe information
- Watermain and hydrant details
- Existing and proposed elevations, including adjacent lands and abutting streets

All engineering submissions are subject to review and approval by the Township's Engineering Consultants.

Site Plan Drawing Requirements

The following information must be shown on the Site Plan:

- Key plan and boundary information and identifying drawing scale(s)
- Proposed location, height, dimensions and uses of all buildings and structures including conceptual design and general type of building materials and the use of all remaining lands on the site
- Facilities to provide access to and from the land such as access ramps and curbing and traffic direction signs or lights
- Off-street vehicular loading and parking facilities, either covered or uncovered, access, driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways
- Walkways, including the surfacing thereof, and all other means of pedestrian access
- Facilities for the lighting, including floodlighting, of the land or of any buildings or structures thereon
- Walls, fences, hedges, trees, shrubs or other groundcovers or facilities for the landscaping of the lands or the protection of the adjoining lands. (see landscape plan requirements in Township of Ramara Design Standards)
- Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste
- Grading or alteration in elevation or contour of land and provision for the disposal of storm, surface and wastewater from the land and from any buildings or structures thereon (as per Township of Ramara Design Standards)
- Road widening and/or easements required by the Municipality
- A Zoning information chart providing information as to how requirements of the Zoning Bylaw are to be satisfied (eg. parking, building floor area, parking area, landscaped area, number of units, etc.)

Agency Review Requirements

Additional approvals or confirmations may be required where the subject property:

- Abuts a Provincial Highway (Ministry of Transportation)
- Abuts a County Road (County of Simcoe)
- Is serviced by a private sewage system (Township Building Department)
- Is located within a regulated area of a Conservation Authority or subject to the Lake Simcoe Protection Plan

Deeming of a Complete Application

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Once the application and required fees have been received, the Township will review the submission for completeness. If deemed complete: Written notice will be provided to the applicant

- The application will be circulated to Township departments and external agencies

Statutory review timelines under the *Planning Act* begin once an application is deemed complete.

If the application is not deemed complete, notice will be provided outlining the deficiencies. The Township will, when available, provide preliminary review comments.

Review and Approval Process

Following circulation:

- Township staff and consultants review the application and provide comments
- Applicants work with staff to resolve technical and design issues
- A recommendation for decision is provided to the General Manager of Development and Infrastructure.

The Township may:

- Approve the Site Plan
- Require the execution of a Site Plan Agreement, including securities and conditions of approval

Final approval is issued once all conditions have been satisfied.

Resources: