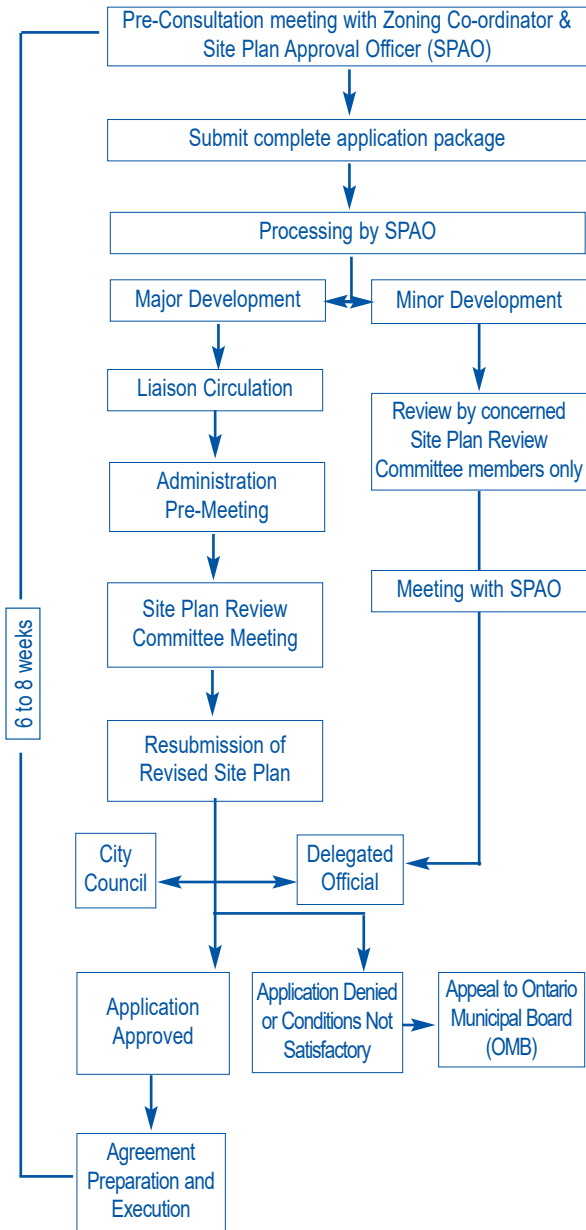


## Site Plan Control Process Chart



## Fees

Please refer to the City's website [www.citywindsor.ca](http://www.citywindsor.ca) under the Applications/Fees title in the Building & Development section.

For general City of Windsor information, telephone 311.

For specific inquiries:  
*The Corporation of  
 The City of Windsor*  
 Building & Development Department  
 350 City Hall Square West  
 City Hall, 4th Floor  
 Windsor, ON N9A 6S1  
 Tel: (519) 255-6267  
 Fax: (519) 255-6680  
 E-mail: [buildingdept@city.windsor.on.ca](mailto:buildingdept@city.windsor.on.ca)  
 Web site: [www.citywindsor.ca](http://www.citywindsor.ca)

# Site Plan Control

Building & Development  
 Department

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The Corporation of  
 The City of Windsor



## **What is Site Plan Control?**

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Site Plan Control is a planning tool used to regulate development in accordance with the provisions of the Planning Act.

## **Site Plan Control Area**

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In accordance with section 41 of the Planning Act, R.S.O 1990, City Council adopted Bylaw 1-2004 to designate the whole area covered by the Official Plan of the City of Windsor as a Site Plan Control Area.

## **When do you need to apply for Site Plan Approval?**

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Applying for Site Plan Approval is required in each of the following developments:

- Construction, erection or placing of one or more buildings or structures on land
- Addition or alteration to a building or structure that has effect of substantially increasing the size or usability
- Laying out and establishment of a commercial parking lot or of sites for the location of three or more trailers or of sites for the location of three or more mobile homes
- Construction, erection or location of three or more land lease community homes
- Small-scale low-profile residential developments subject to environmental and/or heritage conservation policies of the Official Plan (OP)

## **Exemptions from Site Plan Control**

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- Small-scale low-profile residential developments
- Additions to certain accessory buildings
- Commercial or combined commercial and residential buildings provided that the total floor area does not exceed 50 square metres
- Additions to existing commercial or combined commercial and residential buildings such that the total floor area of the addition at grade does not exceed 50 square metres or 10% of the total floor area up to a maximum of 150 square metres
- Industrial or institutional buildings such that the total floor area at grade does not exceed 100

square metres

- Additions to existing industrial or institutional buildings such that the total floor area at grade of the addition does not exceed 100 square metres or 10% of the total floor area up to a maximum of 250 square metres
- Temporary buildings/structures to be removed after a period that does not exceed 120 consecutive days
- Building features and mechanical elements to be constructed separate and apart from any other development
- Parking areas containing less than five spaces
- Signs including any alterations to an existing sign

## **Types of Applications**

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Applications for Site Plan Control are grouped by the Building & Development Department into the following categories:

- Site Plan Approval Application
- Site Plan Minor Change
- Site Plan Amendment/Modification/ Termination Application
- Site Plan Re-review Application

Applications are available from the Building & Development Department, 350 City Hall Square West, City Hall, 4th Floor or online through the City's website [www.citywindsor.ca](http://www.citywindsor.ca) - search "site plan applications."

The Site Plan Approval Officer, upon reviewing the application, determines which type of application it is and the appropriate method of processing.

## **Application Processing**

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### **Preconsultation**

Prior to submission of any application, the agent is advised to set a pre-consultation meeting with the a) Zoning Coordinator in the Building & Development Department for Zoning Compliance, and subsequently, b) Site Plan Approval Officer to discuss the details of the development proposal as well as the overall guidelines pertaining to Site Plan Approval.

Please contact the Building & Development Department to set up a meeting. Please note that all contact will be with the agent unless otherwise requested.

## **Review Process**

Once the application is submitted and accepted along with all other requirements and fees, it is circulated for review by different departments to ensure that requirements are met. Applications are reviewed with respect to:

- zoning regulations, Fire Code, Building Code and other by-laws
- access to/from site
- building location
- parking, curbing, screening and landscaping
- loading facilities
- pedestrian sidewalks and linkages
- drainage and services
- OP Guidelines
- traffic directions signs
- lighting facilities
- fire access routes
- protection of adjoining properties

Please allow a minimum of:

- 8 weeks for Site Plan Approval Application
- 6 weeks for Site Plan Amendment/Modification/ Termination Application
- 3 weeks for Site Plan Minor Change Application

## **Application Approval/Denial**

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If the application is approved, the agent is advised of the decision and a Site Plan Agreement is prepared by the Legal Department including all general requirements and bonding.

If the application is denied or the applicant is not satisfied with recommendation, the agent is advised of the decision and may choose to appeal to the Ontario Municipal Board (OMB). Appeal requires a payment of \$125 (2005 rate) to the OMB. For more information about the appeal process, visit the OMB website [www.omb.gov.on.ca](http://www.omb.gov.on.ca)