

# **SECTION D**

## **SITE PLAN CONTROL APPLICATIONS**

## Site Plan Control Applications

### Introduction

Following a brief discussion on the purpose of Site Plan Control applications and general application requirements, this section outlines the differing review procedures for applications involving 1) Delegated applications, and 2) "Bumped-Up" applications.

### Application Purpose

It is strongly recommended that you apply for a Preliminary Project Review to confirm that your property is subject to Site Plan Control approval and your proposal complies with the Zoning By-law. A Preliminary Project Review application can be made with the Building Division at any Customer Service counter.

If your property is subject to Site Plan Control approval, you may only build according to plans approved by the Chief Planner or his/her designates. You may also have to enter into an agreement and post financial securities to secure certain aspects of your proposal.

It is important to determine whether an existing site plan agreement or undertaking applies to your property. These agreements may require that any new development be built and maintained according to earlier approved plans or require that other specific conditions be fulfilled. This information may be obtained from the title to your property. Previous agreements or undertakings may be amended or rescinded as part of the approval for any new proposal.

You may also be applying for a Zoning By-law Amendment or Minor Variance at the same time. If you do, review of this application will be conducted together with the review of your Site Plan Control application. These are called "combined applications".

### What is Site Plan Control?

**Section 114** of the *City of Toronto Act* and **Section 41** of the *Planning Act* grant the City the authority to include in its Official Plan areas to be designated as "areas of Site Plan Control". This authority provides a process that examines the design and technical aspects of a proposed development to ensure it is attractive and compatible with the surrounding area and contributes to the economic, social and environmental vitality of the City. Features such as building designs, site access and servicing, waste storage, parking, loading and landscaping are reviewed.



Site Plan Control Application Requirements (Shaded Columns of Matrix)	Official Plan	Zoning By-law	Draft Plan of Subdivision	Draft Plan of Condominium	Consent to Sever	Site Plan Control
<b>REQUIREMENTS of the CITY OF TORONTO ACT, PLANNING ACT and/or Regulations</b>	•	•	•	•	•	
<b>ADDITIONAL REQUIREMENTS of the OFFICIAL PLAN</b>  <i>In addition to the prescribed requirements of the Planning Act, the following non-prescribed information will also be required to evaluate a planning application, unless it is determined that certain studies, plans, drawings and reports are not applicable.</i>  <i>Provision of the additional information indicated under the Official Plan, Zoning By-law, Draft Plan of Subdivision, Draft Plan of Condominium and Consent to Sever headings is mandatory under the Planning Act and this Official Plan.</i>  <i>Provision of the additional information indicated under the Site Plan Control heading is not mandatory but may be requested by the City in order to enable a site plan control application to be evaluated.</i>						
<u><b>Completed Application Form</b></u> <i>– including Permission to Reproduce and Provision of Requisite Copies. Applicants are required to (a) grant the City permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public for the purpose of application review, and (b) provide a reasonable number of copies of any such document, or parts thereof, in paper and/or electronic form, to the City for internal use and distribution to the public for the purpose of application review.</i>	•	•	•	•	•	•
<u><b>Boundary Survey</b></u> – showing and quantifying the area(s) of all land parcel(s) relevant to the development proposal.	•	•	•	•	•	•
<b>Appropriate Plans and Drawings</b>	•	•	•	•	•	•
<b>Planning Rationale</b> – containing a description of pre-application consultation, including any community outreach, public meeting(s) and interested persons contact list created by the applicant in accordance with City standards.	•	•	•	•	•	
<b>Avenue Segment Review</b> – when required by the provisions of Section 2.2.3.	•	•				
<u><b>Topographical Survey</b></u> – showing the area(s) of all land parcel(s) relevant to the development proposal.	•	•	•	•	•	•
<u><b>Building Mass Model</b></u> – physical or computer generated.	•	•				•
<u><b>Pedestrian Level Wind Study</b></u> – for buildings over six storeys/20 metres in height.		•				•
<u><b>Sun/Shadow Study</b></u> – for buildings over six storeys/20 metres in height.		•				•
<u><b>Architectural Control Guidelines</b></u> – when warranted by the scale or nature of the proposed development.		•	•			•
<u><b>Urban Design Guidelines</b></u> – when warranted by the scale or nature of the proposed development.		•	•			•
<b>Community Services/Facilities Study</b> – for large development proposals.	•	•	•			

Site Plan Control Application Requirements (Shaded Columns of Matrix)	Official Plan	Zoning By-law	Draft Plan of Subdivision	Draft Plan of Condominium	Consent to Sever	Site Plan Control
<b>Housing Issues Report</b> – for applications that seek to demolish existing rental properties, intensify existing rental sites, convert existing rental housing to condominiums or that propose residential development in excess of five hectares.	•	•		•		
<b><u>Contaminated Site Assessment</u></b> – if any portion of a property is to be conveyed to the City (eg, parks, roads or lanes).	•	•	•		•	•
<b><u>Natural Heritage Impact Study</u></b> – if the proposed development is likely to have impacts on the Natural Heritage System shown on Map 9.	•	•	•		•	•
<b><u>Environmental Impact Study</u></b> – if the proposed development is likely to have impacts on aspects of the environment not adequately assessed in the Natural Heritage Impact Study.	•	•	•			•
<b><u>Archaeological Assessment</u></b> – for properties in the City's database of lands containing archaeological potential.	•	•	•		•	•
<b><u>Heritage Impact Statement/Conservation Strategy</u></b> – for properties in the City's Inventory of Heritage Properties, whether listed or designated, or adjacent properties where new development could have an impact on a heritage property.		•	•		•	•
<b><u>Arborist Tree Preservation Report</u></b>		•	•	•	•	•
<b><u>Green Development Standards Checklist</u></b> (aka Toronto Green Standard)		•	•	•		•
<b><u>Accessibility Design Standards Checklist</u></b>			•	•		•
<b><u>Noise Impact Study</u></b>		•	•		•	•
<b><u>Vibration Study</u></b>		•	•		•	•
<b><u>Geotechnical Study</u></b> – hydrological review to be included where warranted.		•	•		•	•
<b><u>Servicing and Stormwater Management Report(s)</u></b>		•	•	•	•	•
<b><u>Transportation Impact Study</u></b>	•	•	•			•
<b><u>Parking Study</u></b> – when proposal does not comply with City by-law standards.		•		•	•	•
<b><u>Loading Study</u></b> – when proposal does not comply with City by-law standards.		•			•	•
<b><u>Traffic Operations Assessment</u></b> – when warranted by the scale or nature of the proposed development.		•	•			•
<b>Draft Amendments</b>	•	•				

## Plans/Drawings

[Paper and Digital Submission Requirements for all Plans/Drawings](#)

[General Requirements for all Plans/Drawings](#)

- ☐ [Boundary Plan of Survey](#)
- ☐ [Topographical Survey](#)
- ☐ [Perspective Drawing](#) (required for projects 4000m<sup>2</sup> and larger)
- ☐ [Context Plan](#)

- ☐ [Site Plan Drawing](#)
- ☐ [Site Grading Plan](#)
- ☐ [Underground Garage Plan\(s\)](#)
- ☐ [Floor Plan\(s\)](#)
- ☐ [Roof Plan](#)
- ☐ [Site & Building Elevations](#)
- ☐ [Site & Building Sections](#)
- ☐ [1:50 Scale Detailed Colour Building Elevations](#) (required for development 5 storeys or higher)
- ☐ [Landscape Plan](#)
- ☐ [Tree Preservation Plan](#)
- ☐ [Public Utilities Plan](#)

**If the property is located within the limit of the City's Ravine and Natural Features By-law, the following additional plans may be required:**

- ☐ [Construction Access, Staging and Material Storage Plan](#)
- ☐ [Sediment Control Plan](#)
- ☐ [Ravine Stewardship Plan](#)
- ☐ [Environmental Construction Management Plan](#)

## **Additional Information Requested**

- ☐ [Energy Efficiency Report](#)

## **Other Possible Requirements**

- The Planner will advise what other appropriate information/studies and plans/drawings may be required to properly evaluate the application.

## **Review Procedure for Site Plan Control Applications**

There are two types of review procedures for Site Plan Control applications. Approval authority for Site Plan Control applications has been delegated to the Chief Planner or his/her designates by City Council. However, City Councillors retain the right to request that any individual application be reported to City Council for its decision. These are termed "bumped-up" applications.

## **Review Procedure for Delegated Site Plan Control Applications**

This section outlines the steps the City will undertake to review your delegated application. It also provides important target timeline milestones in the STAR process so you can monitor the progress of your application through the process.

## **Pre-Application Consultation**

You are strongly encouraged to take advantage of Pre-Application Consultation as it will save you time and money as you proceed through the review process.

Speak to the Planning Consultant at your local district office before you complete and submit your application(s). The Planning Consultant will provide preliminary information and may also direct you to speak with other appropriate staff involved in development review. This will be followed by a more formal Pre-Application Consultation meeting arranged through a Planner.

The purpose of a Pre-Application Consultation is to identify key issues, required approvals, supporting drawings and reports and studies that will be required for your formal submission to achieve complete application status

Following the meeting, you will receive a completed Planning Application Checklist that will confirm what information and materials you need to include in your formal application submission.

## **Zoning Certificate and Preliminary Project Review (PPR)**

Before submitting your Site Plan Control application, consider applying to Toronto Building for a Zoning Certificate Review or a Preliminary Project Review. These reviews will determine whether your proposal complies with the Zoning Bylaw and other Applicable Law and whether it is subject to Site Plan Control approval.

## **Submission of Application**

After receiving your application and application fees, the City will:

- Circulate your application to City divisions and external agencies for detailed technical review and comment (refer to Application Circulation section below); and
- Issue written confirmation on the completeness of your application submission and assign it a STAR stream (refer to Complete Application Confirmation section below).

## **Complete Application Confirmation**

Within 30 days of payment of the application fee, you will be advised in writing as to:

- the completeness or incompleteness of your application; and
- the assigned STAR stream and application file number.
- A complete application submission will allow a more efficient and comprehensive review of all supporting material by the City and will trigger the City's commitment to meet the STAR target timelines. Control applications will be assigned a STAR Stream. Depending upon the nature of the application, Site Plan of either "Quick", "Routine" or "Complex" and are targeted for a decision within 3, 4 or 9 months from a complete application submission.

You are encouraged to submit all outstanding information and material as **one**

**comprehensive package.** The City will process all applications to the greatest extent possible, however the City's STAR target timeline commitments for review of your application will only commence once a complete application is received.

## **Application Circulation**

Your application will be circulated to a number of City Divisions and/or Agencies, Boards and Commissions for detailed technical review and comment. A complete application submission allows staff to undertake a more comprehensive review of your proposal and will help to reduce overall processing times.

- The STAR process targets the first internal comments to be provided to the City Planning Division within a maximum of 4 to 8 weeks of the internal application submission, depending on the assigned STAR Stream.

Depending upon the circumstances of your property, various external agencies may also be asked to comment on your proposal. For example, if your property is close to a watercourse, the Toronto and Region Conservation Authority will be asked for their input and/or approval (a service for which the TRCA charges). If your property is next to a rail line, the appropriate rail authority will be asked to comment. A list of external agencies that may be asked to comment on your application is included in Appendix 2 of this Guide.

## **Community Consultation Meeting**

Although not required by the *Planning Act*, staff may find it appropriate to hold a meeting with the local community concerning your Site Plan Control application. This meeting would be at the discretion of the Chief Planner. The meeting is organized by Planning staff and usually attended by the Ward Councillor.

The meeting provides staff an opportunity to outline the planning process to the local community and provide you an opportunity to publicly present your proposal. It also provides the local community an opportunity to comment on the proposal. This input is taken into account by City staff when discussing revisions to your proposal.

Technical review of your application will continue during this process.

## **Response to Applicant**

The Planner assigned to your application co-ordinates responses from the circulation and any comments received from the Ward Councillor and local community. These responses will then be forwarded to you for the purpose of revising your proposal.

While the Planner may provide you with early responses from individual departments, the STAR process requires the Planner to give you a response within a maximum of 5 to 9 weeks, depending on the complexity of the application.



## **Application Revision and Resubmission**

In response to the comments on your initial submission, you may be required to revise your proposal and/or provide additional information and material. Revised and/or additional information and material should be discussed, co-ordinated and submitted to the Planner.

### **Please Note:**

- You must include a covering letter with all resubmissions that clearly indicates how and where your proposal has been revised and, if appropriate, why any requested revisions were not made.
- The target timelines of the STAR process assume you will make an appropriate resubmission to the City within 3 to 6 weeks (depending on the complexity of your application) of being advised that additional information and/or material is required. Should this not occur, the STAR target timelines may not be met.

It is during this step that the value of Pre-Application Consultation and the submission of a complete application is realized. The time and cost incurred by you from additional cycles of revisions and resubmissions can be significantly reduced by these actions.

## **Recirculation, Consultation, Further Revisions and Finalization of Application**

This step in the process involves:

Recirculating your revised proposal to the City Divisions, and/or Agencies, Boards and Commissions that need to review the changes;

Holding further discussions over new material and/or technical matters;

- Conducting further consultations with the Ward Councillor or the local community; and
- Undertaking subsequent resubmissions and recirculations arising from these considerations.
- These steps may be repeated until your application is finalized.

## **Notice of Approval Conditions/Applicant Responsibilities**

City Council has delegated the approval authority for Site Plan Control applications to the Chief Planner or his/her designates, being the four District Directors of Community Planning.

The City of Toronto has a two stage approval process for Site Plans. The first stage is the issuance of the Notice of Approval Conditions (the “NOAC”) and the second stage, once all pre-approval conditions have been met, the issuance of the Statement of Approval which signifies final site plan approval.

The Director of Community Planning will issue the NOAC, recommending approval subject to a

list of pre-approval and post-approval conditions. Pre-approval conditions must be met, one of which is entering into the Site Plan Agreement which secures the post-approval conditions.

It is your responsibility to provide the requesting Division/Agency with the information needed to fulfill the pre and post approval conditions.

In most cases you will be required to enter into a Site Plan Control Agreement and post financial securities to secure certain conditions of approval. The Site Plan Control Agreement will be registered on title.

Before applying, you should determine if an existing site plan agreement or undertaking applies to your property. These agreements may require that any new development be built and maintained in accordance with earlier approved plans or stipulate other conditions and should be released from title if to be superseded.

Previous agreements or undertakings may be amended or released from title as a condition of the approval for any new proposal.

- The STAR process target is for the City to issue the Notice of Approval Conditions within 3 to 9 months of a complete application submission, depending on the complexity of your application.

You may appeal to the Ontario Municipal Board should the City refuse your application or if you do not agree with any of the conditions of approval.

## **If Ward Councillor Requests a "Bump-Up"**

The Ward Councillor can request that any application be "bumped-up" for a report to City Council. Usually, a Ward Councillor will make this request to provide an opportunity for consultation with the local community. In this case, the community consultation meeting is organized and chaired by the Ward Councillor. Planning staff usually will attend the meeting as a resource.

While this request, and the subsequent meetings of Community Council and City Council, may occur at any time during the evaluation process, they are shown here for illustrative purposes:

- The Planner assigned to your application will prepare a report with recommendations and appropriate conditions of approval for consideration by Community Council.
- Community Council will consider this report hear what you have to and make recommendations to City Council.
- City Council will receive the staff report and Community Council's recommendations and then make a decision on the application.

- If City Council approves your application, the responsibility for issuing the Statement of Approval (final Site Plan Approval) is delegated to the Chief Planners designate; the Director of Community Planning.

## **Statement of Approval (Final Site Plan Approval) by Community Planning Director**

Once the pre-approval conditions set out in the Notice of Approval Conditions have been satisfied and the Site Plan Agreement has been entered into and registered on title, the Director will grant final approval of your application by issuing a Statement of Approval.

**Figure C-2  
Site Plan Control Applications**

