

SITE PLAN PROCESS

Preliminary Review with Planning Staff and Pre-Consultation Meeting (if necessary)

Applicant submits **complete** application to County

County circulates complete application to relevant internal departments and external agencies as appropriate

Internal and external comments received

Development review meeting (if necessary)

Resubmit revision to site plan drawing (if necessary)

Final circulation to internal and external staff

Agreement preparation, registration and securities (if required)

Site Plan Approval

Building Permit

Site Plan Implementation

Release of Securities (if appropriate)

Planning and Economic Development Services Department

Simcoe Planning Office
60 Colborne Street South
Simcoe, Ontario
N3Y 4H3
(519) 426-5870

Langton Planning Office
22 Albert Street
Langton, Ontario
N0E 1G0
(519) 875-4485

Planners:

Simcoe Planning Office

Shirley Cater MCIP, RPP, Ec.D., Senior Planner
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Langton Planning Office

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Community
Planning

SITE PLAN APPROVAL GUIDE



Community Planning Division

www.norfolkcounty.ca

This brochure is intended to provide preliminary information only

WHAT IS SITE PLAN CONTROL?

Site Plan control refers to the process authorized under Section 41 of the [Planning Act](#) which regulates development in accordance with physical planning, built forms and the natural environment.

Site Plan control is generally used to implement measures for new development or for the expansion or redevelopment of existing sites.

This is to ensure that development will:

- be compatible with adjacent and nearby properties;
- function safely and easily for pedestrians/vehicles;
- have adequate landscaping, parking, lighting and servicing, lot grading and storm water management;
- meet specific standards of quality and appearance; and
- be built and maintained in the manner endorsed by Norfolk County Council.

All lands and uses within Norfolk County may be subject to Site Plan control except those with specific cases where required by the Norfolk County Official Plan and those listed here:

- Certain farm buildings and the residence of the farm operator
- Single detached, duplexes or semi-detached dwellings

APPLICATION FEE

The application fees are outlined on the application form and are payable at the time an application is submitted. A fee may also be required by the applicable Conservation Authority and may be submitted as part of the Site Plan application.

PRE-CONSULTATION MEETING

In order to streamline the approval process, it is strongly recommended that applicants contact Planning Staff for a Pre-Consultation meeting prior to application submission. The objective of a Pre-Consultation meeting is to identify issues, determine the supporting documents and studies required to evaluate a proposal, to verify proposal information, and to clarify the necessary procedures to follow. Please contact Planning Staff to schedule an appointment for a Pre-Consultation meeting.

HOW TO START?

Before you make an application, it is recommended that you consult with Planning staff. Staff will be able to explain the process, outline the submission requirements, and list any other applicable permits and approvals that may be required. To make an appointment, please contact Planning Staff at one of the two offices below:

- Simcoe Planning Office – (519) 426-5870
- Langton Planning Office – (519) 875-4485

SITE PLAN APPLICATION REQUIREMENT

- 1) Completed Application Form
- 2) 12 complete sets of site plan drawings folded
- 3) Application Fees
- 4) Additional Information outlined at Pre-Consultation Meeting (if applicable)

Application forms available at each County Office or online (www.norfolkcounty.ca)

SUBMISSION OF A COMPLETE APPLICATION

The County will consider your application to be 'complete' if it is accompanied by the compulsory information. A complete application will allow a more efficient and comprehensive review of all supporting material by the County.

The submission of an incomplete application may result in delays in the processing of your application. Usually, the County will return your application and request that you submit the outstanding information. Making your submission in person is recommended as this provides an opportunity for immediate confirmation of the completeness of your submission.

APPROVAL OF SITE PLAN

The Site Plan process can be a very detailed process. Site Plan submissions can take time to prepare the appropriate details, plans and reports required. Appropriate time is required by Norfolk County staff and agencies to review Site Plan submissions. A Site Plan process can take 2 – 6 months to process depending on the level of detail and complexity of the plans.

Norfolk County Council has delegated authority to Senior Planners to approve Site Plans prior to the issuance of a building permit. The Site Plan process is not a public process and does not require a Public Meeting of Council. However, consultation with adjacent landowners may be considered. A final copy of the stamped Site Plan will be forwarded to the Building Division for issuance of a Building Permit as required.