



# Pre-Consultation Meeting and Site Plan Control Guide and Application

Revised Date: June 3, 2022

## Disclaimer

This guideline is an attempt to capture common circumstances and general technical requirements for Site Plan development and review for both Applicants and Municipal staff in the Municipality of Brockton. Site Plans vary significantly in their complexity. Site-specific requirements also add variability to the process. This Guide is not intended to capture the specifics of every type of development in Brockton, but rather to provide guidance on the general Site Plan process, studies that may be required, and technical specifications for development. Future updates to this guide will incorporate additional information as gaps are identified.

The submission of a Pre-Consultation application is mandatory unless deemed unnecessary by the delegated Municipal staff.

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The information being provided to you by the Municipality of Brockton is reflective of the policies, regulations and standards currently in effect.

Any technical comments made during the Pre-Consultation process are preliminary and subject to further review and circulation at the time of a full formal complete application. Commenting on the Pre-Consultation will not imply or suggest any decision to either support or refuse the application. Further, participating in Pre-Consultation does not allow the undertaking of construction and/or preparatory work on site, including clearing of trees, vegetation, or any site alteration.

Comments shall remain in effect for a period of one (1) year from the date of complete application or sooner if applicable Provincial legislation, Regulations, Policies or Plans change, and/or if the Municipality amends or replaces the applicable Official Plan policies, land use designations and/or zoning/zoning standards. Following which, a subsequent application may be required.



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## Introduction

Site Plan Control is a tool to make sure that land development is designed appropriately, safe, functional, incorporates County and Municipal standards for developing land and minimizes potential impacts on neighbouring properties. The Municipality of Brockton welcomes all who choose to invest in and create opportunity in the community through their proposals.

The Municipality has adopted an area of Site Plan Control for any new development in the community of Walkerton and, on site specific locations, in other areas of Brockton. All commercial, institutional, industrial and residential developments (except single and semi-detached dwelling units) within the former Town of Walkerton may be subject to Site Plan Approval, along with commercial parking lots and mobile home developments.

It is important that the details of any new development should be clearly understood by both the individual(s) initiating the development and the Municipality prior to any building permit(s) being issued. The Municipality has the authority, under Site Plan Control, to require development proposals to include a Site Plan which identifies elements including, but not limited to, buildings, servicing, parking, landscaping, fencing, drainage, and lighting in relation to the property and adjacent land uses.

Prior to approval of the Site Plan, Municipal staff review the plans and submission documents to ensure they comply with municipal development and servicing standards, regulations, and policies, such as those set out in Official Plans and Zoning By-laws. Municipal staff also ensure that impacts to adjacent properties and land uses are minimized. The composition of the staff team is determined by the nature of the development, and may include Municipal Building, Operations, Parks and Recreation, Fire and Emergency services, the Municipal engineer, County planner, and local review agencies (such as the Conservation Authority and the Accessibility Advisory Committee). Contact information for approval agencies is provided on page 19 of this guide.

Feedback on the Site Plan is provided to the Applicant, and once the Site Plan meets the necessary requirements as identified by the review team, it is submitted to Municipal staff for approval. A standardized Site Plan Control Agreement is entered into and tailored for each development and forms part of the formal approval process. The agreement includes and stipulates conditions for the development and is registered on the title of the land to be developed to ensure that the development proceeds according to the plans and documents. Where the Applicant, as part of their proposal, is required to complete works on municipal property, a development agreement with the Municipality may also be required.



Site Plan Approval is an important process in ensuring development within the Municipality of Brockton is well-planned, designed to current standards and integrates well into the surrounding community. While this guide is meant to provide an overview of the Site Plan Approval process, the Municipality of Brockton Building and Planning Department is available to meet with interested applicants to answer and questions and provide guidance.



# Site Plan Control Process Flowchart

This guide details and outlines each Step identified in the Site Plan Control Flowchart in sections, the table of contents provides page references to each Step. Additional information may also be found on the Municipality of Brockton website and by contacting staff directly.



# Site Plan Control Application Process Overview

## Step 1 – Mandatory Pre-Consultation Meeting

The formal Site Plan Approval process begins with the preparation of a preliminary Site Plan and a mandatory Pre-Application Consultation meeting with Municipal staff. This meeting provides an opportunity for the Applicant and their consultants to provide an overview of their proposed development and plans. Discussions and comments can be provided on other required plans, studies or further requirements needed for the application.

The Pre-Consultation process provides an opportunity to:

- Identify the physical opportunities and constraints of a property;
- Determine the most efficient use of the property;
- Ensure future compatibility of the development with neighbouring properties;
- Coordinate the requirements of other agencies and departments.

It is the Applicant's responsibility to contact the Municipality to request a Pre-Consultation meeting to review the proposed development concept.

Discussion at the Pre-Consultation meeting will include:

- Information sharing regarding the proposed development;
- Information sharing regarding municipal infrastructure (availability of services, location of municipal drains, municipal planning requirements);
- Studies required and the terms of reference and scope of required studies;
- Potential timelines and application fees;
- Other approvals and agreements that may be required.

The scale of the development, site characteristics, adjacent land uses, or features will determine what studies will be required with the application to allow for the evaluation of the proposed development. Required studies can be found in the Site Plan Application Studies and Plans of this guide on page 18.

Any studies identified by the review team, technical or otherwise are required to be completed by qualified experts or licensed professionals at the expense of the Applicant.



Following the Pre-Consultation meeting, Municipal staff will prepare and circulate minutes of the meeting to document municipal requirements.

Most technical and other studies will be reviewed by the review team, however, there may be some studies that require review from approval agencies (e.g., the local Conservation Authority, Ministry of Transportation, Ministry of Environment, Conservation and Parks etc.). Contact information for approval agencies is provided on page 19 of this guide.

Applicants should be aware that the process of reviewing technical studies takes time and if several technical studies are required, the development proposal will take more time to review.

If approvals are required from other agencies (such as the Ministry of Transportation, Ministry of Environment, Conservation and Parks), timelines for agency approvals will influence the timeline for the Site Plan approval.

## **Step 2 – Submitting a Complete Application**

The Site Plan application form must be fully completed and signed. It is important to ensure that your application is complete and accurate. Until the application is complete with all applicable submission plans and documents the Municipality will not deem an application complete.

Following the Pre-Consultation meeting there are three main requirements to ensure timely

processing of your Site Plan Approval application:

- a) the Site Plan Approval application form must be completed fully.
- b) all identified studies during the Pre-Consultation phase must be complete and be included with the application (e.g., stormwater management plan, traffic impact study).
- c) Site Plan drawings prepared to the Municipality's specifications and Pre-Consultation comments.

Site Plan applications consist of multiple drawings showing different components of the development. The Pre-Consultation meeting will identify the required drawings and at a minimum, these drawings are required to include:

- Site Plan drawing (general layout with dimensions and site data chart)
  - based off a legal survey.





- Servicing plan and profile; and
- Grading and drainage plan.

Site Plan drawings and details illustrate the proposed development using plans view (bird's eye view), cross section details, architectural elevations and other design features of the proposal that outline the development that will take place on the project site. Additional information is provided in the Site Plan drawing section on page 11 of this guide.

### **Step 3 – Initial Application Review**

On the determination that the application is complete, Municipal staff will begin the initial review. The submission documents and plans are reviewed based on comments provided during the Pre-Consultation phase for compliance with the Zoning By-Law, municipal design standards and circulated to and reviewed by all relevant municipal departments. This process may also include circulation to other applicable review agencies such as the Saugeen Valley Conservation Authority and the Bruce County Highways. As this process takes place you may be advised of additional requirements to clarify any issues which may arise.

### **Step 4 – Comments and Revisions**

A letter consolidating all municipal comments and items to be addressed will be sent to the applicant and their consultant(s). The Applicant and their consultant(s) are to make the necessary revisions to the plans and documents based on the Municipal comments and external agency comments and submit the second submission for review. A summary of the changes incorporated into the second submission is to be provided as part of the second submission. If there are no comments or items to be addressed from the Municipality, a letter approving the drawings will be sent to the Applicant and consultant(s).

### **Step 5 - Draft Site Plan Agreement**

The Site Plan Approval process includes the Applicant being required to enter into a Site Plan Agreement with the Municipality of Brockton. Template agreements are utilized by Municipal staff and tailored to meet the specific conditions of the site development. The agreement prepared by Municipal staff is then provided to the Applicant for review and execution. The signed agreement and any required securities or documentation must be submitted to Municipal staff for final execution, following approval by the delegated Municipal staff members. When Site Plan Approval is granted, the Site Plan Agreement will be registered by the Municipality's solicitor on the title of the property.



If a Site Plan application is complex or requires a development agreement with the Municipality, the involvement of the Municipality's solicitor will be required. The Applicant is responsible for these costs and the Municipality will therefore require a deposit to ensure these fees are paid. Municipal staff will advise if the application is "complex" in the Pre-Consultation process or as early as possible in the initial application review after the complete application submission has been received.

## **Step 6 – Execution of Agreement and Building Permit**

The securities outlined in the Site Plan Agreement are to be collected when the agreement is ready for execution. Securities are a monetary deposit which ensures that if the Applicant fails to carry out the work identified in the plans, documents and in the agreement, the Municipality can complete the necessary work so that this burden does not fall on taxpayers. Once the agreement has been executed, the building permit can be issued and the development of the site can begin.

To assist in expediting the approval processes, Applicants can submit a building permit application concurrently with the Site Plan application. The building permit cannot be issued until the Site Plan Agreement has been approved, the required securities collected and the agreement has been agreement registered on title.



## Fees and Securities

Fees are established in the Fees & Charges By-law. Fees are collected at the time of submission of the application and form part of a complete Site Plan Control application.

The Applicant will also provide a security deposit to ensure conformity with the plans. The security deposit is calculated based on the estimated cost of the development with a minimum deposit of \$3,000.00 to a maximum of \$20,000.00. Additional securities may be required as part of a development agreement if required. The security deposit is refunded to the Owner without interest upon satisfaction of completion of the site development. These conditions are outlined and form part of the Site Plan Agreement.

## Frequently Asked Questions

### **How long does it take to complete an approval?**

The length of time this process takes depends on the complexity of the project and the quality of the submissions. As the application becomes more complex, it often triggers the need for more consultation and in-depth review. It takes time for these specific details to be provided by the Applicant (or consultant) and in turn takes additional time for committees, agencies, and staff to review these submissions. Municipal staff attempt to follow all legislative timeframes for granting the approval.

### **How much will this process cost me?**

In addition to municipal related fees and securities, the Applicant should also consider costing related to consultant, engineering and surveying fees, and any infrastructure improvements required as a result of the proposed development such as sidewalks, road widenings and easements. The "Fees and Securities" section on page 8 of this guide provides an answer to this question.

### **Is there a chance my application will not be approved?**

As long as the Zoning By-law and Official Plan permit the use and the proposed development meets technical site requirements of the Municipality and all other approval authorities, there is no reason the application would not be approved. The mandatory Pre-Consultation meeting is a crucial step in determining if there are any "red flags" that would stop the development from moving forward or if there are additional development approvals required in order to proceed with the Site Plan application.

### **Is there an appeal process?**



Objections to or the refusal of an application may be appealed to the Ontario Land Tribunal by the Applicant.

### **When can I apply for a building permit?**

To expedite the process, Applicants can submit a building permit application concurrently with the Site Plan application. However, the building permit will not be issued until the Site Plan Agreement has been approved and registered on title and any applicable securities are received.

### **Is the building permit the end of the Site Plan process?**

Once the building permit is issued, construction may begin, however the process is not entirely over. There are inspections during and following construction to ensure the property is being developed according to plan. Once construction is complete, inspections by Municipal staff are carried out to confirm everything has been done correctly and securities are returned.



# Pre-Consultation Meeting and Site Plan Control

Application

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# Site Plan Control Pre-Consultation Meeting Request

The Municipality of Brockton requires all Applicants to pre-consult with Municipal staff prior to the submitting a complete application for Site Plan Control Approval or an amendment to an existing registered Site Plan.

The application for which the Pre-Consultation Request is being made is at the discretion of the Applicant.

In considering a Pre-Consultation Meeting Request, the following information is required:

- Complete and signed application form;
- One (1) digital copy in PDF format of all concept plans;
- Paper copy printed at an appropriate size. Generally, this is 24 inches high by 36 inches wide (594 mm x 841 mm).

The Pre-Consultation process provides an opportunity to:

- Identify the physical opportunities and constraints of a property;
- Determine the most efficient use of the property;
- Ensure future compatibility of the development with neighbouring properties;
- Coordinate the requirements of other agencies and departments.

The Pre-Consultation meeting request requires the submission of a detailed Concept Site Plan, **in accordance with the Site Plan Concept Plan Requirements outlined in the Pre-Consultation Request Form (see Application Form).**

For reference, the Walkerton Community Official Plan, Municipality of Brockton Comprehensive Zoning By-law 2013-26, and other planning related documents are available on the Municipality's website at [www.brockton.ca](http://www.brockton.ca).

Should you have questions regarding the filing or submission of your Pre-Consultation application, please contact the Municipality of Brockton Planning Department at (519) 881-2223.

Site Plan Control submissions can be made by email to [dweltz@brockton.ca](mailto:dweltz@brockton.ca).



## Site Plan Drawings and Details

A registered, professional Architect, Engineer or Ontario Land Surveyor must prepare the Site Plan drawings. The plans and documents must be dated (including revision dates), signed and bear a professional seal. The Applicant will be required to provide paper and digital copies for the review. The Municipality requires one digital copy that must be provided as .pdf files. Paper copies should be printed at an appropriate size, so details are legible. Generally, this is 24 inches high by 36 inches wide (594 mm x 841 mm). It is also the responsibility of the Applicant to fully explore the entire site for existing buried infrastructure, easements, etc.

All of the following information must be shown on the site plan:

- true dimensions and bearings of the property;
- key map showing the location of the property along with abutting street name(s);
- location and dimensions of all existing and proposed buildings and structures;
- location of any buildings to be demolished;
- distance between buildings and structures;
- setbacks of all buildings and structures from property lines;
- location of existing landscaped areas and existing tree cover;
- location of existing driveways, paved areas and graveled-surfaced areas;
- drainage, existing topography of the land, showing contour lines; severe slopes are to be clearly illustrated showing both top and bottom of banks;
- location of snow storage areas;
- location, dimensions, and type of existing and proposed easements and rights-of-way;
- location of off-street parking and loading areas including the dimensions of parking spaces and loading areas and setbacks of such areas from property lines;
- width of the driveways and aisles accessing parking stalls and loading areas;
- dimensions detailing entrance and exit locations to and from the site;
- location of outdoor containers and/or vaults, central storage and collection areas, or other facilities for the storage of garbage and other waste or recyclable material;
- location, height and type of proposed fencing and curbing;
- location of landscaped areas and concrete/asphalt surfaces;





- location of existing and proposed poles, transformers, sidewalks, walkways, and the location of all site lighting;
- location and dimensions of facilities for accessibility (i.e. ramps, curbing, parking);
- existing and proposed connections to utilities;
- location of closest fire hydrant(s);
- designated fire route(s);
- location of any lands for public purposes or amenity areas (e.g. group mailboxes);

total existing and proposed building size in square meters, lot area, total number of parking stalls, and total number of units.



# Pre-Consultation Meeting Request Form And Site Plan Control Application

Office Use		
Application Number	Permit Number	
Date Received	Roll Number	
<b>Type of Application</b>		
	New Site Plan Agreement	
	Amending Existing Site Plan Agreement	
<b>Project Description and Current and Past Uses</b> <i>describe all Current and Past uses</i>		
Project Description		
Current Use		
Past Uses		
<b>Property Information</b>		
Municipal Address		
Legal Description		
Assessment Roll Number		
Lot Area (hectares)	Lot Depth (metres)	Lot Frontage (metres)
Easements: note any easements or restrictive covenants affecting the property		



<b>Registered Owner Information</b>			
Last Name		First Name	Company Name
Title (if applicable)			
Street Address			
Municipality		Province	Postal Code
Email Address		Phone Number	
Mortgagee (if applicable)			
Last Name		First Name	Phone Number
<b>Authorized Agent/Applicant <i>if different from the owner</i></b>			
Last Name		First Name	Company Name
Professional Role			
Email Address		Phone Number	
<b>Indicate if you are within 500m proximity of any the below items</b>			
	Aggregate Pit/Quarry		Easements
	Livestock Farm		Irrigation or SWM Pond
	Municipal Trail		Renewable Energy Facility
	Propane Distributor		
<b>Source Water Protection</b>			
Does the proposal include above ground fuel storage?			
	Yes		No



**Infrastructure Services** indicate the available or proposed services

Water		Storm Water	
	Proposed Municipal Service		Proposed Municipal Service
	Existing Municipal Service		Existing Municipal Service
	Proposed Private Service		Proposed Private Service
	Existing Private Servicing		Existing Private Servicing
Waste Water		Garbage Pick Up	
	Proposed Municipal Service		Proposed Municipal Service
	Existing Municipal Service		Existing Municipal Service
	Proposed Private Service		Proposed Private Service
	Existing Private Servicing		Existing Private Servicing
Electricity		Heating Source Type	
	Existing Service		Existing Service
	Proposed Service		Proposed Service

**Neighbouring Uses** describe all neighbouring uses

North	East
South	West

**Proposal summary** provide a description of the proposal. Include detail on the types of buildings, propose use, accessory structures, proposed parking, number of entrances, number of residential units, servicing requirements etc.




Project Description/Title			
Current Zone(s)		Proposed Zone(s)	
Current Use		Proposed Permitted Use	
Lot Area		Lot Frontage	
<b>Required Setbacks</b>		<b>Proposed Setbacks</b>	
Front Yard		Front Yard	
Side Yard		Side Yard	
Side Yard		Side Yard	
Rear Yard		Rear Yard	
Existing Building Area		Proposed Building Area	
Maximum Lot Coverage		Proposed Lot Coverage	
Maximum Building Height		Proposed Building Height	
<b>General Zoning Provisions for All Zones</b>			<b>Applicable Provided</b>
3.3 Buffer on Lands Adjoining Industrial or Residential Uses/Zones			<b>N/A</b>
3.6 Accessory Buildings and Structures			
3.8 Accessory Dwellings (Commercial Zone)			
3.15 Planting Area/Visual Screening			
3.16 Landscaped Open Space			
3.17 Open Storage & Outdoor Display Areas - Industrial/Commercial Zones			
3.21 Setbacks from Disposal Areas - Waste and Sewage			
3.22 Provincial or County Street Right of Way Setbacks			
3.25 Sight Triangles			
3.26 Off-Street Parking Regulations			
	<b>Required</b>	<b>Proposed</b>	
Number of Spaces			
Barrier Free			
3.27 Loading Regulations			
3.30 Lighting			
3.38 Flood Fringe			
<b>Additional Comments and Notes</b>			



**Application for Site Plan Approval Declaration**

I hereby declare that the information contained in this application and on the attached plan(s) and any associated information submitted with this application are, to the best of my knowledge, a true and complete representation of the purpose and intent of this application.

I, \_\_\_\_\_, am the owner of the land that is the subject of this application, and I authorize \_\_\_\_\_, to make this application on my behalf.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Owner

**Authorization for Agent/Applicant to Make Application**

If the Applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the Applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

I, \_\_\_\_\_, am the owner of the land that is the subject of this application, and I authorize \_\_\_\_\_, to make this application on my behalf.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Owner

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Owner

**Consent of the Owner for the Use and Disclosure of Personal Information**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), I authorize and consent to the use by or disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Owner



## Site Plan Application Studies and Plans

As part of the Site Plan Application, the Applicant needs to provide as much information as possible to demonstrate that the proposal meets all required criteria. During the Pre-Consultation process, Municipal staff will indicate which of the following studies and plans will be required in order to consider the application “complete”;

- Adjacent Land Compatibility Study
- Agricultural Land Impact Study
- Aggregate Studies
- Aggregate License Compatibility Assessment
- Aggregate Potential Assessment
- Air Quality / Dust / Odour Study
- Airport Impact Study
- Arborist Report
- Archaeological Assessment
- Blasting Impact Study
- Daylight, Sunlight and Overshadowing Report
- Endangered Species Assessment
- Environmental Impact Statement / Study
- Environmental Site Assessment
- Erosion and Sedimentation Control Plan
- Fisheries Impact Assessment
- Floodplain and Erosion Hazard Study
- Groundwater Impact Study
- Well Interference Study
- Heritage Impact Study
- Housing Affordability / Issues Report
- Hydrogeological Study
- Hydrology Study
- Landscape Character Assessment
- Landscaping Plan
- Lot Grading
- Drainage Plan
- Market Impact Assessment / Retail Impact Study
- Master Drainage Plan
- Master Road Network Plan
- Minimum Distance Separation I or II Calculations
- Natural Heritage Study
- Nitrate Study
- Ornithological Impact Assessment / Avian Bird Stud
- Parking and / or Loading Study
- Planning Justification Report
- Sanitary and / or Storm Sewer Study
- Septic System Impact Assessment
- Servicing Capacity Report
- Servicing Options Statement
- Significant Woodlands Study
- Site Plan Application
- Soils / Geotechnical Assessment
- Stormwater Management Report
- Structural Engineering Analysis
- Surface Water Impact Assessment
- Terrestrial Wildlife Environment Assessment
- Tree Preservation / Retention Plan
- Traffic Impact Study
- Urban Design Study
- Vibration and / or Noise Impact Report
- Wetland Evaluation



## Agency Contact Information

There are several different approval agencies that may be involved in the review of a development going through the Site Plan review process. Below is a list of some of the approval agencies having jurisdiction in Brockton and their contact information:

### **Municipality of Brockton**

100 Scott Street  
Walkerton, ON N0G 2V0  
519-881-2223

### **B.M. Ross and Associates Limited Engineers and Planners**

62 North Street  
Goderich, ON N7A 2T4  
519-524-2641

### **Municipality of Brockton Fire Department**

510 Napier Street E.  
Walkerton, ON N0G 2V0  
519-881-0642

### **Saugeen Valley Conservation Authority**

1078 Bruce Rd 12  
Formosa, ON N0G 1W0  
519-364-1255

### **VEOLIA (Water Services)**

100 Cove Road  
Goderich, ON N7A 3Z2  
519-524-6583

### **Westario Power Inc.**

24 Eastridge Rd.  
Walkerton, ON N0G 2V0  
519-507-6937

### **Bruce County Planning**

30 Park Street  
Walkerton, ON N0G 2V0  
519-881-1792

