SITE PLAN CONTROL PROCESS

TIMELINE

1-2 WEEKS — Pre-consultation meeting Contact Site Plan control Engineer (SPCE) - 2.2.1

Developer's Schedule — Complete and submit Site Plan Control Application with fee to Site Plan Control Officers (SPCO) - 2.2.2

2 WEEKS — Site Plan Control Agreement Application review (SPCO) - 2.2.2

Comments (various departments) 2.2.3

No major comments that affect the building - 2.2.7

Developer's Schedule — Revise submission 2.2.3

Secure all deposit/letters of credit cash contributions 2.2.7, 2.4.6 & 2.2.5

1 WEEK — No Comments

Revised submission review (SPCO) - 2.2.3

Issue Conditional Building Permit (Building Services) - 2.2.7

1 WEEK+ — Register Agreement (Legal Department) 2.2.4

Developer's Schedule — Secure All Outstanding Deposit/Contributions/Easements 2.2.5, 2.4.6, & 2.2.10

2 DAYS — Issue Full Building Permit (Building Services) 2.2.6

Developer's Schedule — Obtain application other External Agency Permits and Approvals 2.3

1 DAY — Obtain Road Occupancy Permits (for all work within the ROW including driveways and boulevards) Obtain Service Connection Permits/Work Orders (for all water and sanitary connections and extensions) (Technical Services) - 2.3

Developer's Schedule — Building and Site Work Construction **(No new services or work within the municipal right of way, i.e: driveway, sidewalks etc)**

Municipal Right of Way Construction. **(Provide full-time Engineering Inspection within the Municipal Right of Way.)**

Prepare Sanitary and Water Service Certification Package - 2.2.8

2 WEEKS — Occupancy Permit Issues (Building Services) - 2.2.8

Sanitary and Water Service Certification Package review (SPCO) - 2.2.8

Developer's Schedule — Submit letter requesting a Site Plan Compliance Review 2.2.9

3 WEEKS (No inspections between November 1 and April 30) — Site Plan Compliance Review (Roads Department,Development Engineering, Water Waste Water) 2.2.9

Initial acceptance Field Review (Development Engineering and Water Waste Water) 2.4.7

No Deficiencies

2 MONTHS — Partial Deposit release (SPCE and Finance) - 2.2.9

1 YEAR — Maintenance Period 2.2.9

Developer's Schedule — Maintain Landscaping and request City review

3 WEEKS/ — Maintenance Review (SPCO) 2.2.9

No Deficiencies 2.2.9

2 WEEKS — Maintenance deposit release (SPCE & Finance) 2.2.9

Archive file

Major Deficiencies corrected

Deposit reduced to 10% maintenance + amount retained for any deficiencies (SPCE and Finance) - 2.4.7

Final acceptance Field Review (Development Engineering and Water Waste Water) - 2.4.8

SITE PLAN AGREEMENT

OFF-SITE SERVICING AGREEMENT

Off-site Servicing Agreement required - 2.4.1

Complete and submit ECA Application - 2.4.3

ECA approval process (2 weeks) (SPCO) - 2.4.3

Register Off-site Servicing Agreement and collect deposits - 2.4.4 (Legal Department and SPCO)

Pre-construction meeting - 2.4.5 (Contact Engineering Review Technician)

Prepare initial Acceptance Certification package - 2.4.7

Initial acceptance certification package review, and provide Construction Lien Expiration documentation (SPCO) - 2.4.7

2 year maintenance period + maintenance period for major deficiencies. - 2.4.8

Inspect site, correct deficiencies, and prepare final acceptance certification package - 2.4.8

Review final acceptance certification package (SPCO) - 2.4.8

No deficiencies 2.4.8

Maintenance deposit release (SPCE and Finance) - 2.4.8

Archive file

APPROVALS

CONSTRUCTION

Revised April 5, 2016