



## City of Greater Sudbury

Planning Services Division  
Box 5000, Station 'A'  
200 Brady Street, Tom Davies Square  
Sudbury ON P3A 5P3  
Tel. (705) 674-4455 Ext. 4274/4334  
Fax (705) 673-2200

# SITE PLAN CONTROL AGREEMENT APPLICATION

## Site Plan Control Background

A Site Plan Control Agreement is a legal agreement registered on title at the Registry Office. The agreement describes the manner in which a property is to be developed and maintained after construction. The agreement also provides for required financial guarantees in the form of deposits that are to be returned to the developer upon completion of construction and in some cases cash contributions to the City to pay for specific improvements to City infrastructure.

The goals of site plan control include:

- Improve the image and aesthetic appearance of the City by applying consistent standards and guidelines.
- Ensure off street parking and loading facilities are located, constructed and maintained in accordance with City requirements.
- Ensure safety and convenience of automobile and pedestrian traffic to, from and within a new development or redevelopment.
- Improve infrastructure systems through land and easement dedications.
- Protect environmentally sensitive areas.

A Site Plan Control Agreement is required when a building permit is requested within an area subject to Site Plan Control or as a condition of rezoning, minor variance or severance.

Pursuant to Section 41 of the Planning Act one or more of the review agencies may request cash contributions or improvements to the infrastructure under their purview. These may include easements, road widenings, changes to entrances, sidewalks and infrastructure improvements.

Please refer to the City of Greater Sudbury's website for the Site Plan Control Guide which provides further information on the Site Plan Process along with Design and Drafting Requirement (<https://www.greatersudbury.ca/do-business/planning-and-development/start-a-planning-application/planning-application-forms/site-plan-control-guide/> ).

## Site Plan Control Process

All applicants are required to contact the Site Plan Control Engineer or the Site Plan Control Engineer's designate to determine the need for a preconsultation meeting prior to submission of the Site Plan Control Application. The number of participants involved in a preconsultation will vary depending on the complexity of the proposed project.

**Five (5) folded copies of the plans plus 1 set of digital copies of the plans in PDF format and supporting documentation are to be submitted** to the Site Plan Control Officer with the completed Site Plan Control Agreement Application. When all the required information and material outlined in the preconsultation memo of understanding are provided, the Site Plan Control Officer circulates the submission to the following Review Agencies for their comments:

### City Review Agencies:

- Planning Services
- Development Engineering (including Water Waste Water and Drainage comments)
- Infrastructure Capital Planning Services
- Linear Infrastructure Services
- Building Services
- Fire Services
- Greater Sudbury Development Corporation
- Transit
- Source Water Protection (developments located in regulated areas)
- Housing Services (Government Funded Projects Only)

### Outside Review Agencies

- Conservation Sudbury - Nickel District Conservation (developments located in regulated areas)
- Greater Sudbury Hydro (developments within service area)
- Canada Post
- Hydro One (developments within service area)
- Ministry of Transportation (developments located within MTO control areas)
- Railway Companies (developments adjacent to railway lines and yards)

The Review Agencies will provide their comments on whether the information and material provided is complete to the Site Plan Control Officer and these are forwarded to the applicant for their review and action as required. The comments may require revision to the site plans and/or additional information with respect to supporting documentation. Upon receipt of the revised submission, the Site Plan Control Officer will distribute the package to the applicable Review Agencies for their comments.

During the review process, a draft agreement is prepared and distributed to the applicable Review Agencies for review and comment. When the draft agreement comments are received by the Site Plan Control Officer, the agreement is updated and forwarded to the applicant for review. Once the draft agreement is finalized, the Review Agencies' comments have been addressed and the drawings/documents are in order, the Site Plan Control application will be deemed complete and the Agreement is forwarded to the City's legal services for approval, signing and registration.

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 Tel. (705) 674-4455, Ext. 4274/4334 Fax (705) 673-2200  
 Rev: January 2, 2025

Office Use Only	
File #	_____
Date Received	_____
Fee Receipt #	_____

## City of Greater Sudbury

### APPLICATION FOR SITE PLAN CONTROL AGREEMENT

APPLICATION FEE (Make Cheque Payable to 'City of Greater Sudbury'):

- |                          |   |             |
|--------------------------|---|-------------|
| <input type="checkbox"/> | ≤ 500m <sup>2</sup> or ≤ 10 residential units                               | \$ 1,840.00 |
| <input type="checkbox"/> | > 500m <sup>2</sup> or ≤ 1500m <sup>2</sup> or 11 to 50 residential units   | \$ 2,810.00 |
| <input type="checkbox"/> | > 1500m <sup>2</sup> or ≤ 3000m <sup>2</sup> or 51 to 100 residential units | \$ 4,650.00 |
| <input type="checkbox"/> | > 3000m <sup>2</sup> or >100 residential units                              | \$ 5,550.00 |

Note: Area used for application fee is the total gross floor area as indicated in item 6 below.

- |                          |   |            |
|--------------------------|---|------------|
| <input type="checkbox"/> | Amendment to existing site plan   | \$1,100.00 |
| <input type="checkbox"/> | Request for Extension of existing site plan   | \$1,100.00 |
| <input type="checkbox"/> | Site Revisions (changes to the site that do NOT substantially increase the usability of the site, i.e. parking layout changes, servicing, etc.) | N/A        |

In addition to above Fee:

- |                          |  |                 |
|--------------------------|--|-----------------|
| <input type="checkbox"/> | Development Engineering Fee \$134 x _____ plan type  | \$ _____        |
|                          | \$134 x _____ Stormwater Management Report   | \$ _____        |
| <input type="checkbox"/> | Conservation Sudbury Fee (applies to properties subject to Conservation Sudbury jurisdiction)  |                 |
|                          | Up to 1,500m <sup>2</sup> or 50 residential units  | \$450           |
|                          | Greater than 1,500m <sup>2</sup>   | \$750           |
|                          |  | \$ _____        |
| <input type="checkbox"/> | Greater Sudbury Source Protection Fee (applies to properties in Source Water Protection areas) | \$ <u>35.00</u> |

**TOTAL APPLICATION FEE** \$ \_\_\_\_\_

**Less:** Prepaid for Service Capacity Analysis, if applicable (within 1 year) \$ \_\_\_\_\_  
 Fee paid at Pre-consultation (within 1 year of SPART Meeting) \$ \_\_\_\_\_

**BALANCE OF APPLICATION FEE SUBMITTED HEREWITH** \$ \_\_\_\_\_

Review fee for resubmissions of plans is \$111 *per plan type* and \$111 for Stormwater Management Report.

Additional legal fees will be charged at the time of the Site Plan Control Agreement registration in accordance with the City's User Fee By-law for preparation and registration of the Agreement.

Personal information on this form is collected pursuant to the Planning Act, R.S.O. 1990 c.P.13. Any questions regarding the collection of this information may be directed to the Manager of Development Approvals. In accordance with Section 1.0.1 of the *Planning Act*, R.S.O. 1990, information and material required to be provided to a municipality or approval authority as part of this application shall be considered public information and shall be made available to the public.

The undersigned hereby applies to the City of Greater Sudbury for a Site Plan Control Agreement.

1. Preconsultation (Mandatory):

Date that the Sudbury Planning Application Review Team (SPART) met regarding this proposal prior to the submission of this Application to the City.

Date: \_\_\_\_\_ (month/day/year)

2. Registered Owner(s)

Mailing Address \_\_\_\_\_ Office Phone \_\_\_\_\_

Mailing Address continued \_\_\_\_\_ Mobile \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_ Email \_\_\_\_\_

If the application will be represented by someone other than the registered owner(s) and/or the application is prepared and submitted by someone other than the registered owner(s), please specify:

3. a) Consultant/Agent

Mailing Address \_\_\_\_\_ Office Phone \_\_\_\_\_

Mailing Address continued \_\_\_\_\_ Mobile \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_ Email \_\_\_\_\_

b) Consultant/Agent

Mailing Address \_\_\_\_\_ Office Phone \_\_\_\_\_

Mailing Address continued \_\_\_\_\_ Mobile \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_ Email \_\_\_\_\_

**Note:** Unless otherwise requested, all communication will be sent to the consultant/agent.

4. Legal Description of Development Property:

Roll # \_\_\_\_\_ Township \_\_\_\_\_ Lot No. \_\_\_\_\_ Concession No. \_\_\_\_\_

PIN \_\_\_\_\_ Parcel(s) \_\_\_\_\_ Subdivision Plan No. \_\_\_\_\_ Lot \_\_\_\_\_

Reference Plan No. \_\_\_\_\_ Part(s) \_\_\_\_\_

Municipal Address or Street(s) \_\_\_\_\_

\_\_\_\_\_

5. Provide description and indicate purpose of proposed work.

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6. Building Details:

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Residential   | No. Dwelling Units _____              |
| <input type="checkbox"/> Commercial    | Gross Floor Area _____ m <sup>2</sup> |
| <input type="checkbox"/> Industrial    | Gross Floor Area _____ m <sup>2</sup> |
| <input type="checkbox"/> Institutional | Gross Floor Area _____ m <sup>2</sup> |

7. Are there any easements or restrictive covenants affecting the subject land? If the answer is "yes" please indicate a description of each easement or covenant and its effect.

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8. Is this property currently, or has it ever been, part of an application for Consent, Minor Variance, Rezoning, Plan of Subdivision, Condominium, or an Official Plan Amendment?

- Yes       No      If "yes", indicate the file number and a description of the application

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9. Is there an existing Registered Site Plan Control Agreement on title for this property?

- Yes       No

If "yes", provide the date(s) of existing Agreement(s) and amendment(s) with a brief explanation of the work completed as part of the original agreement and each amendment.

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10. What is the current zoning of the subject land?

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11. Is this property located within an area subject to the Greater Sudbury Source Protection Plan?

Yes       No

If “yes”, provide details on how the property is designated in the Source Protection Plan.

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12. Please indicate that each item below has been included with this application or mark with ‘n/a’ if not applicable to the submission. Attach a letter indicating an explanation for those items marked ‘n/a’. The consultant’s professional seal and signature is required on all documents as indicated in Appendix D of the Site Plan Control (SPC) Guide.

Contact CGS staff to book a preconsultation meeting. Preconsultation is required to assist the developer in clarifying any specific requirements for the proposal and ensuring applications are complete. Note that in special cases the CGS may request additional information or studies be completed as a requirement for the development.

If there is any additional information which may be relevant to your proposal and which should be considered by any of the agencies reviewing this application, please attach a schedule outlining the particulars of same.

Site Plan		
	Include all information identified in the SPC Guide, Appendix D, section 2.0 and 3.0	
	Legal description of property	
	Property boundaries	
	Property area	
	Location and description of all easements on the property	
	Key Plan Location	
	North Arrow	
	Scale in metric (min. 1:500)	
	Location and dimensions of all existing and proposed buildings and structures	
	Setbacks of all buildings and structures from property lines	
	Building blocks to be numbered and number of units indicated	
	Building coverage (lot coverage %)	
	Building Area and Gross Floor Area	
	Number of storey's	
	Building height	
	Use of buildings and structures (If there is more than one use in a building or on a lot, provide the floor area allocated to each use)	
	Fire Flow Calculation (Part 3 Buildings) - (advise if unable to provide due to building design status)	
	Fire Access Route and hydrant locations	
	Public roadways, entrances and sidewalks	
	Private driveways, sidewalks and walkways (pedestrian access to buildings from roadway)	
	Location of pedestrian and vehicular entry and exit points to and from the buildings	
	Entrance and onsite traffic signage	
	Painted asphalt entrance stop bars and/or pedestrian crossings (zebra stripe)	
	Parking areas, indicating parking calculations and number of parking spaces	• Regular parking space: 2.75 m by 6 m
		• Parallel parking space: 2.75 m by 6.9 m
		• Barrier Free parking space: 4.4m x 6m
	Treatment of parking areas	
	Loading area layout and ramps	

	Location and type of all curbs, or vehicle stops
	Retaining wall and required guard details
	Bicycle Racks (secured) and required bicycle parking calculations
	Location and method of garbage and recycling collection and screening, including details of enclosure
	Snow storage area or plans for snow removal offsite (where onsite snow storage is not feasible)
<b>Landscaping Plan (information may be provided on the Site Plan for smaller sites)</b>	
	Include all information identified in the SPC Guide, Appendix D, section 2.0 and 4.0
	Location, size and description of all landscaping (trees, hedges, shrubs, sod), indicating percentage of landscaped open space
	Plant list indicating full botanical name, common name, quality, caliper, height, spread, and any special plant material
	Location, height and description of fences
	<ul style="list-style-type: none"> <li>• Cross-section of fence</li> <li>• Opaque fences (1.8 m in height)</li> </ul>
	Location and description of vegetative screening
	<ul style="list-style-type: none"> <li>• Cross-section of screening</li> </ul>
	Plant material sizing
	<ul style="list-style-type: none"> <li>• Deciduous trees 70 mm caliper measured 150 mm above ground</li> <li>• Coniferous trees minimum 1.6 m in height</li> <li>• Cedar hedges minimum 1 m in height</li> </ul>
	Landscaping coverage (percentage)
	Trees in right of way (planted 6 m on centre and offset from services)
	Extent of proposed sod /seeding on the subject property and within the public right of way
<b>Lighting Plan (information may be provided on the Site Plan for smaller sites)</b>	
	Include all information identified in the SPC Guide, Appendix D, section 2.0 and 5.0
<b>Building Elevation Plan (Architectural Plan)</b>	
	Include all information identified in the SPC Guide, Appendix D, section 6.0
<b>Grading Plan (information may be provided on the Site Plan for smaller sites)</b>	
	Include all information identified in the SPC Guide, Appendix D, section 2.0 and 7.0
	Existing and final elevations and grades required to show the design intent, ensure all drainage is retained within the site, and to reflect how the proposed grades match into the existing condition
	Roof and foundation drain outlets to surface splash pads
	Indicate locations where rock removal is required, and required fencing
<b>Servicing Plan (information may be provided on the Site Plan for smaller sites)</b>	
	Include all information identified in the SPC Guide, Appendix D, section 2.0 and 8.0
	Details of proposed and existing sanitary, storm and water services and mains.
	Details of proposed Stormwater Management Facilities (where required)
	Existing and Proposed Sanitary Sewer Peak Flow (for capacity review), calculated as per CGS Engineering Design Manual
	Location of Test Maintenance Hole
<b>Construction Siltation Control Plan (information may be provided on the Site Plan for smaller sites)</b>	
	Include all information identified in the SPC Guide, Appendix D, section 2.0 and 9.0
<b>General Notes, Details, and Cross Sections (information may be provided on the Site Plan for smaller sites)</b>	
	Include all information identified in the SPC Guide, Appendix D, section 2.0 and 10.0
	Cross section of proposed building, indicating height and set back from property lines
<b>Off-Site Servicing Plan and Profile Drawings (Where applicable)</b>	
	Include all information identified in the SPC Guide, Appendix D, section 2.0 and 11.0
<b>Other</b>	
	Digital copies of drawings and Reports in PDF format
	Consultant's professional seal and signature on all plans noted above, as identified in the SPC Guide, Appendix D
	Cost estimate for Site Plan construction complete with cost breakdown, Refer to Section 2.2.5 of the SPC Guide.
	Stormwater Management Report (3 copies), include all information identified in the SPC Guide, Appendix D, section 12.0
	Traffic Impact Study. (3 copies), include all information identified in the SPC Guide Appendix D, Section 13.1
	Geotechnical Assessment (3 copies), include all information identified in the SPC Guide, Appendix D, Section 13.2
	Rock Blasting Report (3 copies), include all information identified in the SPC Guide, Appendix D, Section 13.3
	Hydrogeology Study (3 copies), include all information identified in the SPC Guide, Appendix D, Section 13.4
	Environmental Impact Study (3 copies), include all information identified in the SPC Guide, Appendix D, Section 13.5
	Noise and Vibration Study (3 copies), include all information identified in the SPC Guide, Appendix D, Section 13.6
	Environmental Site Assessment (3 copies), include all information identified in the SPC Guide, Appendix D, Section 13.7
	Archaeological Report (3 copies), include all information identified in the SPC Guide, Appendix D, Section 13.8
	Agreements with adjacent landowners (drainage, shared access, etc...)

**13. PART A: OWNER ACKNOWLEDGEMENT AND CONSENT**

I/We \_\_\_\_\_, the registered owner(s) of the property described as \_\_\_\_\_

\_\_\_\_\_

in the City of Greater Sudbury:

**Collection, Use and Disclosure of Information:**

- a) acknowledge that personal information collected on this form is collected pursuant to the *Planning Act*, R.S.O. 1990, c.P.13 for the purpose of processing this planning application;
- b) acknowledge that it is the practice of the City of Greater Sudbury in accordance with section 1.0.1 of the *Planning Act*, R.S.O. 1990, c.P.13, to provide public access to all planning applications and documents, including but not limited to reports, studies and drawings, required by the City of Greater Sudbury in support of this application ("Supporting Documentation") and provided to the City by me, my agents, my consultants and my solicitors;
- c) in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, consent to the use and disclosure of this application and any Supporting Documentation, inclusive of any personal information, to any person or entity, in any manner chosen by the City, including copying, posting on the City's website, advertising in a newspaper, routine distribution to members of council and in staff reports, or releasing to a third party upon third party request;
- d) grant the City permission to reproduce, in whole or in part, the application and Supporting Documentation for: internal use, inclusion in staff reports, distribution to the public for the purpose of public consultation or any other use associated with the purpose of review and implementation of the application;

**Authority to Enter Land and Photograph**

- e) grant the City permission to attend, photograph and conduct inspections of the lands subject to this application as part of the City's review and processing of this application;

**Appointment of Authorized Agent**

- f) appoint and authorize \_\_\_\_\_ (print name of agent) to act as my/our agent with regard to this application to the City of Greater Sudbury, including but not limited to receiving all correspondence, attending at any hearings, fulfilling

any conditions and providing any approvals or consents and ratify, confirm and adopt as my/our own, the acts, representations, replies and commitments made by the agent on my/our behalf.

**Dated** this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
(witness)

\_\_\_\_\_  
(signature of Owner #1 **or** Signing Officer where a Corporation)

Print Name: \_\_\_\_\_  
\*I have authority to bind the Corporation

\_\_\_\_\_  
(witness)

\_\_\_\_\_  
(signature of Owner #2 **or** Signing Officer where a Corporation)

Print Name: \_\_\_\_\_  
\*I have authority to bind the Corporation

**PART B: OWNER OR AUTHORIZED AGENT DECLARATION**

I/We, \_\_\_\_\_, the registered owner(s)  
or authorized agent of the property described as \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

in the City of Greater Sudbury:

solemnly declare that all of the statements contained in this application and in the Supporting Documentation are true and complete, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

**Dated** this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
(signature of Owner #1 **or** Signing Officer where a Corporation **or** Authorized Agent)

Print Name: \_\_\_\_\_  
\*I have authority to bind the Corporation

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
(signature of Owner #2 **or** Signing Officer where a Corporation **or** Authorized Agent)

Print Name: \_\_\_\_\_  
\*I have authority to bind the Corporation

\*Where the owner is a firm or corporation, the person signing this instrument shall state that he/she has authority to bind the corporation or affix the corporate seal.