



**The Corporation of the  
Municipality of Wawa  
INFORMATION GUIDE FOR SITE PLAN APPROVAL  
(Section 41 Planning Act, R.S.O. 1990)**



**Site Plan Control Area By-law 771-91**

This by-law is a policy of Municipal Council which designates certain areas as a Site Plan Control Area, pursuant to Section 40(2) of the Planning Act, R.S.O. 1990

**What is a Site Plan Control Area?**

A Site Plan Control Area is an area of the municipality that has been designated as such and all development of lands located within these areas require municipal council approval known as Site Plan Control Approval.

Lands located within the following zones have been designated as a Site Plan Control Area:

- General Commercial (C1)
- Local Highway Commercial (C2)
- Highway Commercial (C3)
- Waterfront Commercial (C4)
- General Industrial (M1)
- Restricted Industrial (M3)
- Institutional (I)

To find out if your proposed development is located within the above zones, refer to Zoning By-law 2821-15 or contact the Chief Building Official for further information.

**What is development?**

Development can be defined as meaning:

- The construction, erection or placing of one or more buildings or structures.
- The construction of an addition or alteration to a building or structure.
- Any thing that may effect the usability of buildings, structures or lands.
- The laying out or establishment of a commercial parking lot.

**What is Site Plan Control Approval?**

Site plan approval is a means by which the municipality has the authority to influence and approve the design lay-out of certain types of development. It is concerned with such aspect of development such as lot grading, drainage, lighting, parking, access to the site and landscaping. Generally, you will be required to obtain site plan approval for commercial, industrial and institutional developments, for certain changes in land use and for any development in certain zones. To find out if you need Site Plan Control Approval, you should speak with the Chief Building Official.

**What is a Site Plan Control Agreement?**

A site plan control agreement is a legal document clearly setting out the terms and conditions that must be met during the construction phase of a development. The said agreement must be passed by By-law and is registered against title. Failure to comply with the site plan control agreement could result in the municipality taking the necessary steps to have the project comply with the agreement and any such cost associated with this is then charged against the property and collected as municipal taxes.

**How to Apply?**

Application forms are available at the office of the Chief Building Official located at 40 Broadway Avenue. You may wish to discuss your proposal with the Chief Building Official before submitting an application, in order to rectify any problems or deficiencies beforehand. For an application, you will need copies of a recent plan survey, a detailed site plan (reproducible copy and prints) and possibly other drawings. Details are available at the office of the Chief Building Official. Please refer to the "schedule of fees" for application fees.

### **What Happens Next?**

- **Major Projects**

Municipal Council must approve any development, which may include, but not limited to:

- a. The construction, erection or placing of one or more buildings or structures in a designated area.
- b. The construction of an addition or alteration to an existing building or structure that has the effect of substantially increasing the size or usability thereof.
- c. The laying out and establishment of commercial parking lots.

The plans for the proposal are circulated to municipal departments and to other agencies for comments.

Once all comments have been received, the Chief Building Official will contact you to discuss your proposal. The Chief Building Official will then prepare a report to Municipal Council, recommending approval, with any conditions, or refusal of the application. You will be informed of the time and place of the Committee of the Whole meeting and you may attend to present your views.

Once the site plan is approved by Municipal Council, an agreement is prepared, if required the Municipal Solicitor, listing the conditions for the development. No Building Permit can be issued until the agreement is signed and the Municipal Solicitor's requirements are met. The agreement is binding on subsequent owners of the property.

- **Minor Projects**

Generally, most projects will require site plan approval. However, if it is determined that the proposed development will not have the effect of substantially increasing the size of a building or structure or adversely affect the usability of the property or include a commercial parking lot, it could be exempt from requiring municipal council approval.

### **Appeal**

If the municipality does not approve your plans, or if you do not agree with the conditions, which may have been imposed, you have the right to request that the case be referred to the Ontario Municipal Board.

### **Other permits or approvals that may be required**

- **Building and Plumbing Permit**  
Required for most construction or renovation
- **Minor Variance or Zoning By-law Amendment**  
If the proposed development does not conform to the zoning by-law
- **Water Connection Permit**  
When connecting to the municipal water system.
- **Algoma Health Unit Approval**  
When installing a septic system.
- **Ministry of Environment Approval**  
Where a contaminant may be released into the environment
- **Ministry of Transportation**  
Where development occurs within a highway corridor

### **Note:**

This publication is intended to provide general information only. The original by-laws, acts, regulations and other relevant documents should be consulted for detail references.