

Site Plan Control Process Guide

What is a Site Plan Control?

Site Plan Approval is a technical review and approval process used by municipalities to ensure new development on a property is functional, efficient, designed, and compatible with adjacent lands.

It ensures site features including but not limited to - buildings, vehicular and pedestrian access, parking, landscaping and open spaces, servicing, grading, utilities, garbage facilities, utilities, lighting - are located and maintained in accordance with current regulations and standards. Where Site Plan Approval is required, it must be obtained prior to the issuance of a Building Permit. Site plan control is regulated by the Township's Site Plan Control By-law available at Puslinch.ca/By-laws.

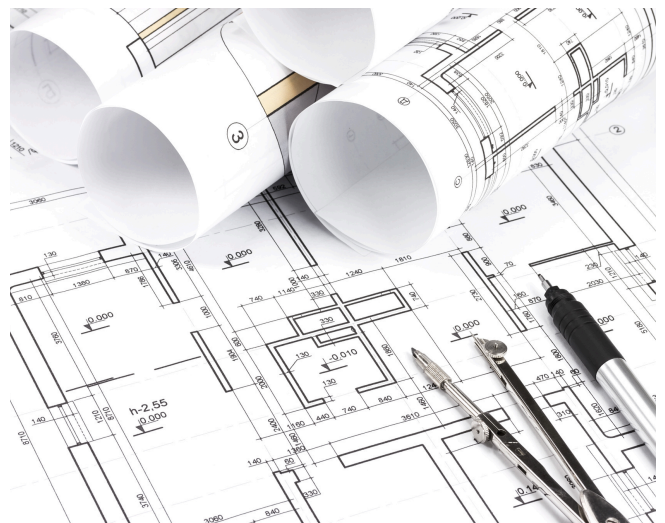
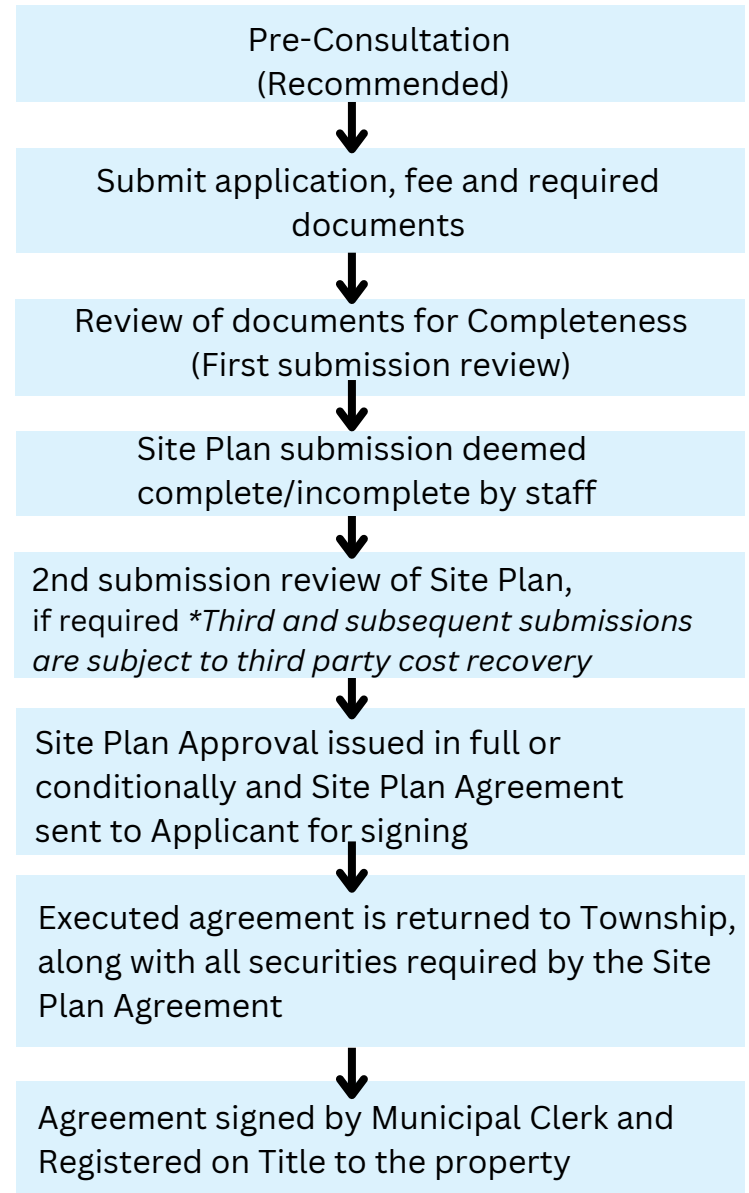
Site Plan Control Application and Agreement

A Site Plan Control Application may include:

- Site works associated with the change of use of an existing building;
- Parking lot modifications, outdoor patios, landscape work and placement of accessory building and structures;
- Minor revisions or building additions to existing commercial/industrial developments;
- Requirement of technical studies (e.g. storm water management, geotechnical, hydrological, environmental impact assessment); and/or,
- New development or major additions/alterations to an existing development or site design.

This guide is intended to provide preliminary information only.
Last updated: January 2025

Site Plan Control Process



1. Preconsultation

It is strongly recommended that all applicants consult with the Township prior to preparing and submitting an application. The Township offers two pre-consultation opportunities:

Preliminary Planning Consultation

Planning Staff will provide formal comments including if any additional *Planning Act* Applications may be required.

Comprehensive Development Consultation

The applicant will have an opportunity to discuss the proposal with Township staff and consultants to determine specific application requirements including any additional reports/studies that may be required. The Township's Comprehensive Development Consultation meeting dates and submission deadline is available at [Puslinch.ca/Development](https://puslinch.ca/Development).

2. Preparing an Application

When preparing an application please provide detailed responses to all application questions especially for all buildings or structures on the subject land that are being proposed including existing. Further, ensure the application is accompanied with all required studies and supporting documents. Site Plan Control Application submitted through CloudPermit which is available on at [Puslinch.ca/Development](https://puslinch.ca/Development).

3. Required studies and supporting documents

Please refer to Section 41(4) of the Planning Act for all general requirements, types and content of each drawing. Further, please review the Township's [Site Plan Control By-law](#), [Site Plan and Drawing Requirements](#) and the the [Puslinch Urban Design Guidelines](#) for development and redevelopment within the Township.

4. Application and Fee

Submit the application, required studies/supporting documents, and fee through our online platform [CloudPermit](#) which can be accessed through the Township's website at [Puslinch.ca/Development](https://puslinch.ca/Development). The application fees are listed in the User Fees and Charges By-law at [Puslinch.ca/By-laws](https://puslinch.ca/By-laws). Applications must be accompanied by a sworn affidavit. If you plan to have this document commissioned at the Township please arrange an appoint with one of the Commissioner of Oaths please email Planning@puslinch.ca or call 519-763-1226 ext. 5.

5. Decision

Upon review of the application, and receipt of all comments and/or conditions from circulated departments and outside agencies, the Director of Corporate Services/Municipal Clerk will issue a letter to the applicant outlining the full approval or conditional approval.

Appeals

In accordance with Section 41(12) of the Planning Act, the Property Owner of the land may appeal a condition of Site Plan approval, to the Ontario Land Tribunal. No other persons may appeal the Site Plan application, or specific condition of Site Plan approval. Appeals must be filed with the Municipal Clerk via either the Ontario Land Tribunal e-file service (first time users will need to register for a My Ontario Account or by mail. A payment of the appeal fee to the Minister of Finance is required. A copy of the appeal form is available from the Ontario Land Tribunal website: <https://olt.gov.on.ca/appeals-process/>

Applications

Forms are available online via CloudPermit at [Puslinch.ca/Development](https://puslinch.ca/Development).

Fees

The fees are included in the Township User Fees and Charges By-law which is updated annually on January 1st and is available at [Puslinch.ca/by-laws](https://puslinch.ca/by-laws).

Contact Township Staff

Email: Planning@puslinch.ca

Phone: 519-763-1226 Ext. 4

Mail: C/O Planning

Township of Puslinch

7404 Wellington Road 34,

Puslinch, ON N02 J00

The application will be assigned a file number when it is received; please refer to this file number for all correspondence with the Township.

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