DEVELOPMENT SERVICES

DEVELOPMENT & COMPLIANCE SERVICES

SITE PLAN APPROVALS

PEC Orientation
February 2, 2015

SITE DEVELOPMENT IS…

"Development" as defined in the Site Plan By-law means:

- the construction, erection or placing of one or more buildings or structures on land; or

- the addition or alternation of a structure that has the effect of substantially increasing size or usability; or

- the laying out and establishment of a commercial parking lot or of sites to locate three or more trailers or mobile homes; or

- sites for the construction or location of three or more land lease community homes;

"Development" includes re-development.
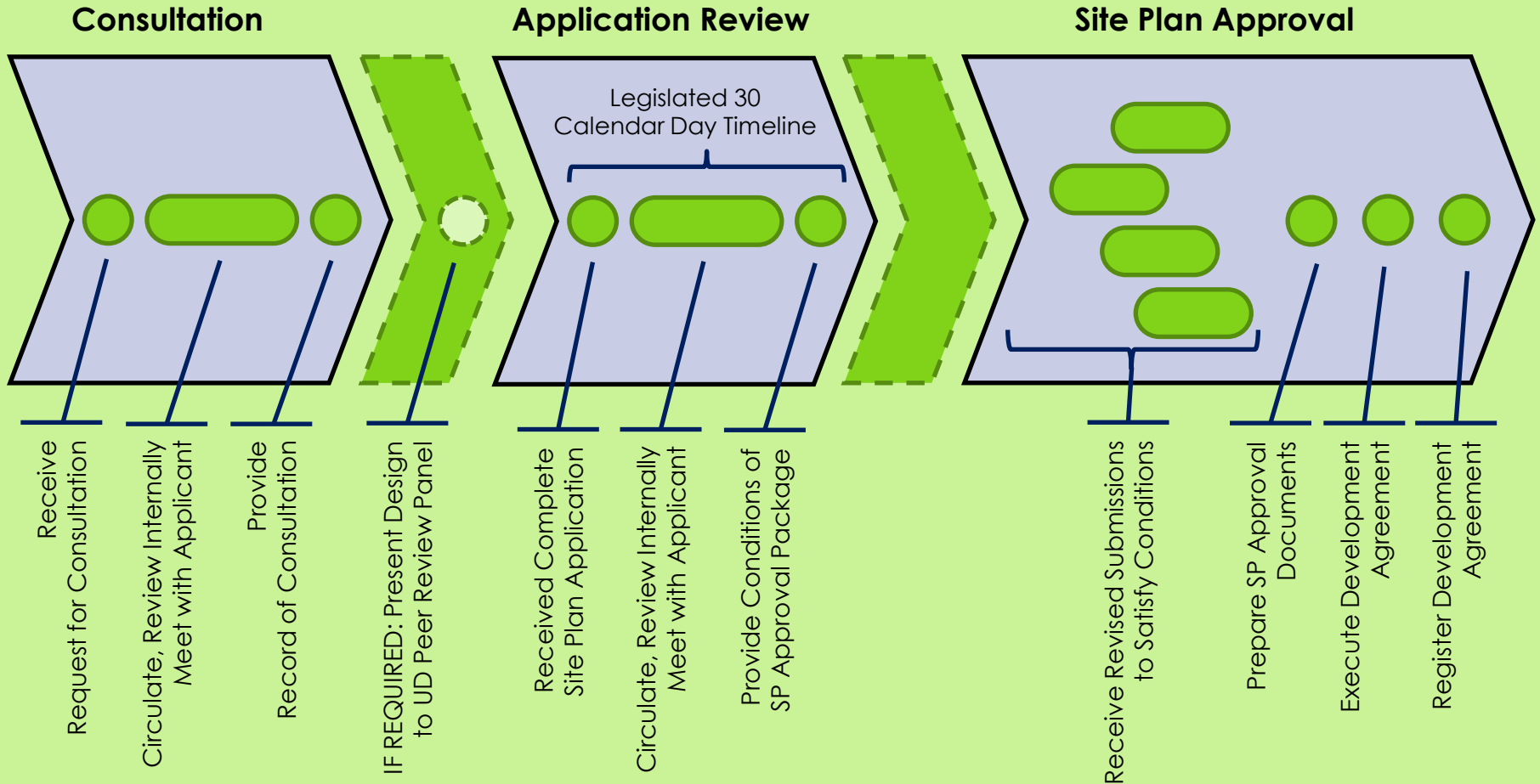
SITE PLAN **REVIEW CRITERIA**

Council has Delegated Approval Authority for Site Plan Applications

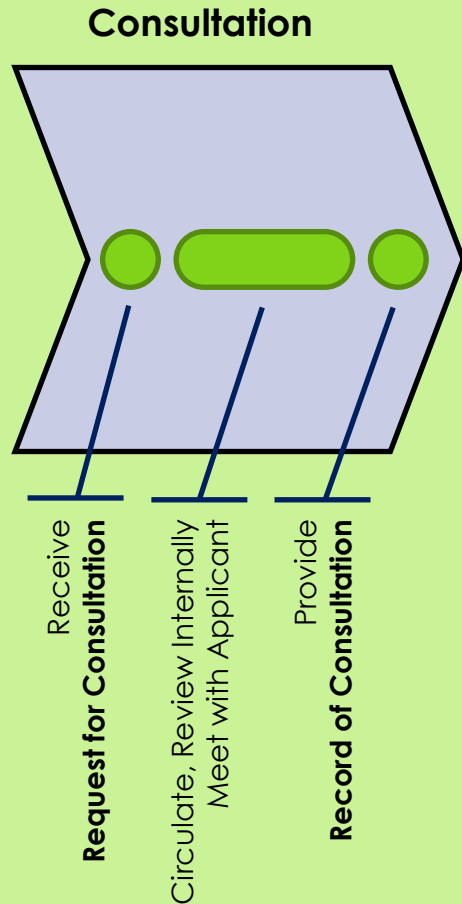Applications for SP Approval are reviewed against:

- Site Plan Design Manual (Schedule 1 of the By-law)

- Zoning Compliance

- Official Plan Policies

- Municipal Design Standards & Specifications

- Council Approved Guideline Documents:
  - Access Management Guidelines
  - Area Urban Design Guidelines

- Design considerations noted in resolution of Zoning By-law amendment (where applicable).

CONSULTATION

Consultation

Receive **Request for Consultation**

Circulate, Review Internally Meet with Applicant

Provide **Record of Consultation**

<u>Request for Consultation Package</u> submitted

Consultation Package circulated to Internal Liaison Groups and Agencies

- 2 weeks – Liaison Group review window
- Internal SP Consultation Meeting to establish corporate position
- 1 week – DS compiles consolidated consultation response
- Applicant SP Consultation Meeting

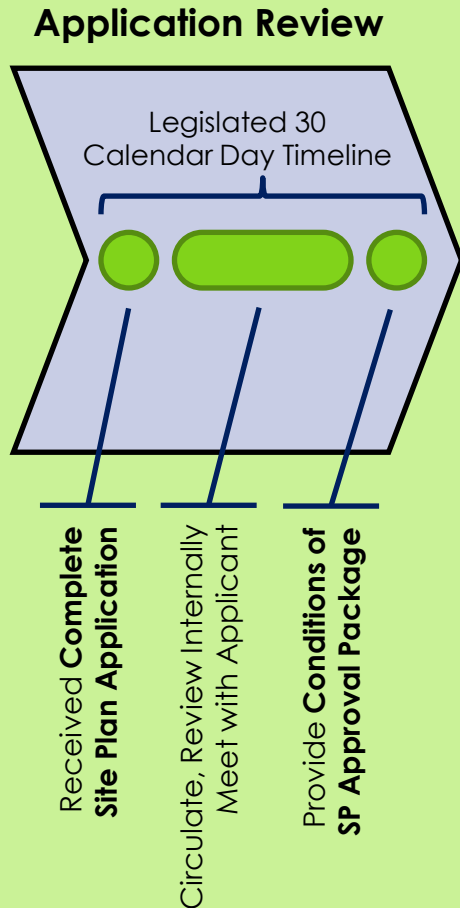Applicant Receives a *<u>Record of Consultation</u>*

- Clearly indicates requirements for complete Site Plan application
- Provides preliminary commentary on the submitted development proposal

URBAN DESIGN PEER REVIEW PANEL

- Concept Elevations are required as part of a complete *Request for Consultation*

- The *Record of Consultation* will identify:
  - Urban Design commentary on the proposal
  - Whether an Urban Design Brief is required
  - If required, whether the UD Brief is to go before the UD Peer Review Panel

- If Required, Applicants are to visit the UD Panel between the Consultation & Application Review Stages

- A complete application package must include:
  - a copy of the Panel's recommendations
  - an updated UD Brief
  - an explanation of how the Panel's recommendations have been incorporated into the design or rationale for why they were not

APPLICATION **REVIEW**

Application Review

Legislated 30 Calendar Day Timeline

Received **Complete Site Plan Application**

Circulate, Review Internally Meet with Applicant

Provide **Conditions of SP Approval Package**

Complete SP Application Package submitted

Application circulated to Internal Liaison Groups and Agencies

- 2 week review window to Internal SP Application Review Meeting
- 1 week for DS to compile consolidated "decision" prior to SP Application Review Meeting with the Applicant
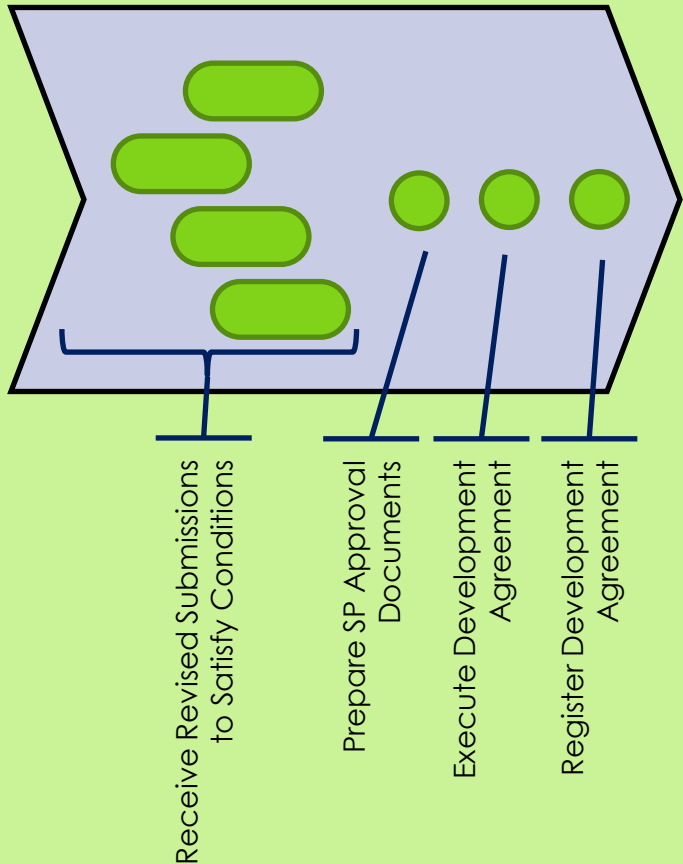
Applicant Receives *Conditions of SP Approval Package* ("Conditional Approval of Site Plan")

- Summary of staff review commentary
- Conditions for Site Plan Approval
- Site Plan Markups "Greenlines"
- Servicing Drawing Markups "Redlines"
- Building Code Compliance Checklist

Planning Act legislates 30 calendar days to reach a decision on the application

SITE PLAN **APPROVAL**

Site Plan Approval

Receive Revised Submissions to Satisfy Conditions

Prepare SP Approval Documents

Execute Development Agreement

Register Development Agreement

- The Applicant works to satisfy conditions by submitting <u>Detailed Revised Materials</u>:

- Highly technical revised submissions sent to appropriate Division for Review (otherwise reviewed by DS in-house)

- Applicant Receives <u>*Site Plan Approval Package*</u> once all conditions satisfied including:
  - Site Plan Approval Letter
  - Final Development Agreement & Transmittal

- Upon receipt of approval package, Applicant:
  - Signs agreement and returns with required securities
  - Submits any other "prior to registration" requirements

- SP Approval Authority executes Agreement and signs & stamps the set of plans.

- the package is returned to be registered on title by the Applicants solicitor.

PEC REPORT: SP PUBLIC MEETING

Public SP Meeting can be required through:

- h-5 holding provision
- Council Resolution
- Official Plan Policy

When a Public SP Meeting is required:

- Circulate <u>Notice of Application</u> when application received
- Circulate <u>Notice of SP Public Meeting</u> once meeting date has been scheduled
- Public Meeting held before PEC to collect comments from the public and for Council to advise the Approval Authority for any additional conditions of site plan approval

STANDARD SITE PLAN PROCESS

Consultation

Application Review

Legislated 30 Calendar Day Timeline

Site Plan Approval

3-4 WEEKS

3-4 WEEKS
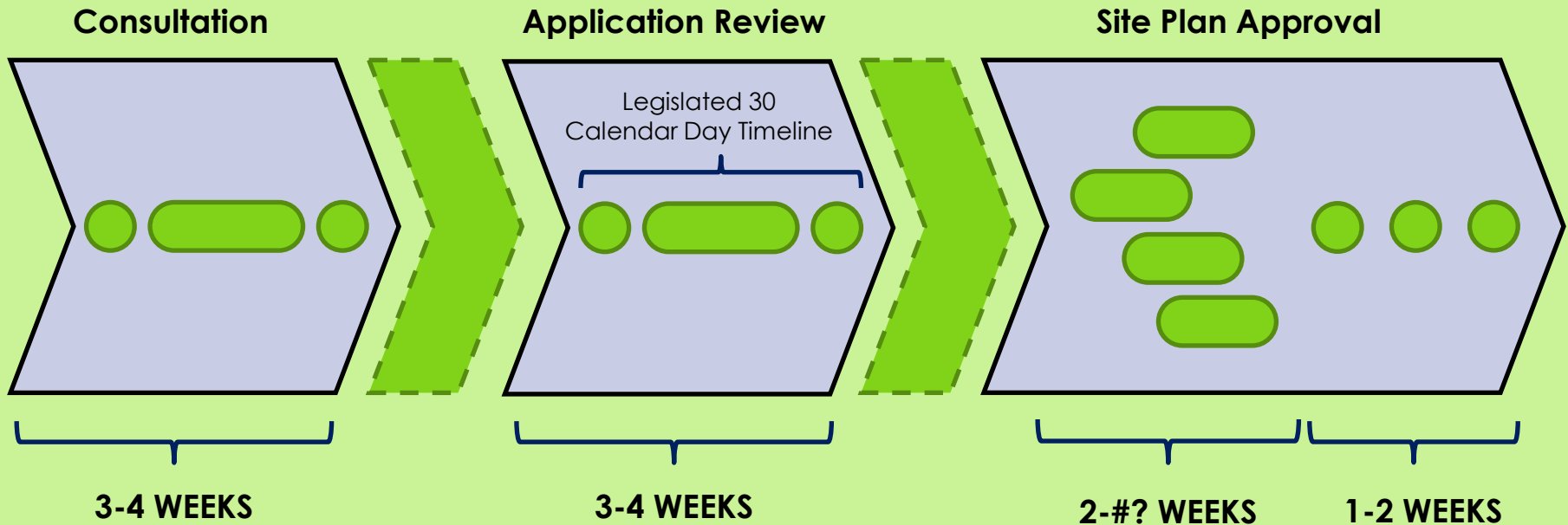
2-#? WEEKS

1-2 WEEKS

On the City's Clock:
- 3-4 weeks for both the Consultation & Application stages
- Established response target of 2 weeks for Revised Submission Materials
- 1-2 to weeks to distribute, execute and register approval documents

On the Applicant's Clock:
+ Compile & Submit Complete Application Package
   ↳ + If required, attend UD Peer Review Panel
+ Prepare & Submit Detailed Revision Materials

SP APPLICATION **STREAMING**

- Streaming recognizes the broad range in scope & complexity of Site Pan applications
- Offer reduced process for less complex files
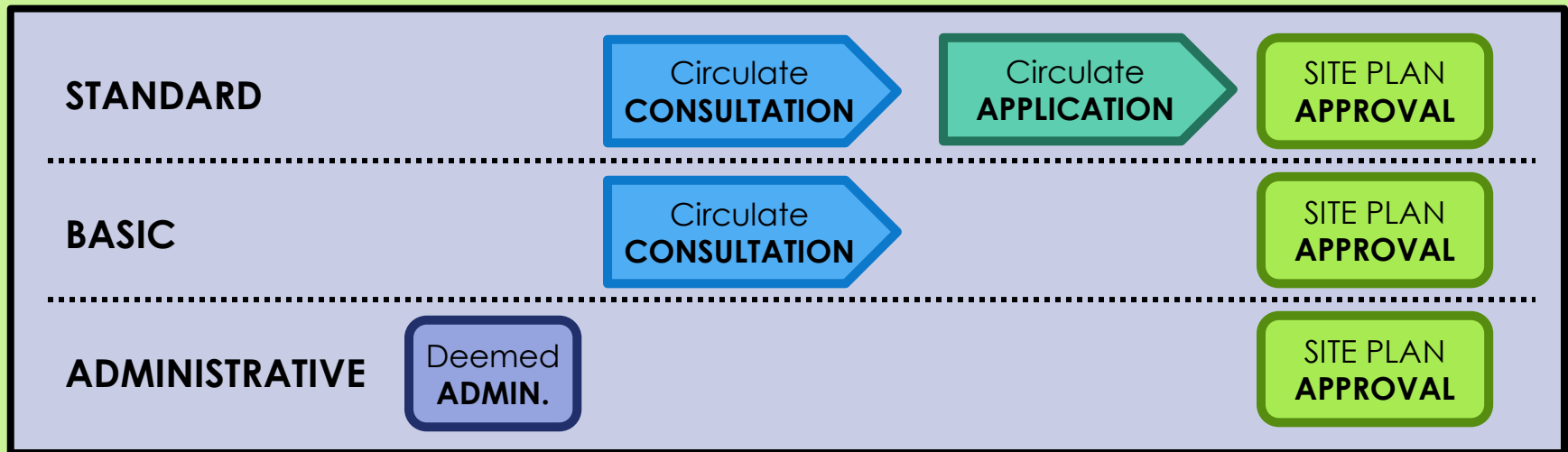
STANDARD – Follows SP Approval Process in full (incl. files requiring public meeting)
Liaison Groups circulated at Consultation & Application

BASIC – Identified as BASIC Stream at Internal Consultation Meeting
DS reviews in-house against Consultation Comments & Municipal Standards/Guidelines
Liaison Groups not circulated submitted application

ADMINISTRATIVE – Extremely simple files are processed within Development Services
without Liaison Group circulation

SITE PLAN **PROCESS REVIEW**

Update to SP Approval process to launch in March with implement multiple service improvements:

- Application Streaming

- Shift to Consolidated Weekly Circulation Agenda

- Creation of new Consultation tracking/reporting system

- Update of existing Application tracking/reporting system to capture and report on streaming

- Escalation Protocols for contentious issues to reach timely decisions

- Logistical efficiencies by clarifying roles & procedures within DS

- Comprehensive Re-Training for DS staff to reconnect as an approval team and build consistency

- Refresher Training for all Liaison Groups to re-establish clear expectations for roles and deliverables

QUESTIONS…

Site Plan Approvals: Online File Manager Resource

www.london.ca / Business / Planning & Development /
    Starting a Planning Application /
    Site Plan Approval