



**Town of Midland  
Planning Services  
575 Dominion Avenue  
Midland, ON L4R 1R2**

**Office Hours:  
Monday to Friday  
8:30 a.m. to 4:30 p.m.**



### **How do I get started?**

The Applicant is required to complete the Pre-Consultation process prior to submitting a formal application. The Pre-Consultation process outlines the proposal and gives Staff and external agencies the opportunity to provide comments and outlines the requirements for a complete application.

### **How much will it cost?**

The fees associated are noted in the Town's Composite Fees By-law and identified through Pre-Consultation. Additionally, you may need the services of planning consultant(s), engineering consultant(s), environmental consultant(s), and surveyor(s). It is recommended that you retain these services for the Pre-Consultation process.

### **How long will it take?**

Upon completion of the Pre-Consultation stage, the average time to process an Application depends on a number of factors including the complexity of the application and the quality of the submission. It generally takes 2 months to process the formal application.

### **What is Site Plan Approval?**

Site Plan Approval provides the Town the opportunity to review the detailed aspects of a proposed development and ensure specific design requirements are met concerning site layout, building design, parking, access, servicing, grading and drainage, landscaping, vehicular and pedestrian circulation, lighting, screening, fencing, sustainable design features, etc. The process is governed by Section 41 of the *Planning Act* and Town of Midland Site Plan Control By-law 2013-13. Site Plan Approval is typically followed by the submission of Building Permits.

### **When is Site Plan Approval Required?**

Developments subject to Site Plan Approval generally include, but are not limited to, the following:

- Any new Industrial, Institutional, and Commercial development
- Any new Residential Townhouse, Residential Apartment, Residential Mobile Home, or Residential Office development
- Accessory buildings or structures exceeding a total gross floor area of 50 square metres (*some exceptions apply*)
- Expansion of an existing building or structure exceeding a total gross floor area of 10%
- Tents, marquees and other temporary structures erected for a period of more than 4 weeks

### **Need More Information?**

Contact the Planning Services Department for more information:

Phone: 705-526-4275

Email: [planning@midland.ca](mailto:planning@midland.ca)

Online Resources: [Pre-Consultation webpage](#)  
[Site Plan Control webpage](#)

# Site Plan Control Application Process

## 1. Pre-Consultation Stage

Prior to submitting a Site Plan Control Application, you may choose to complete the Pre-Submission Review process. The purpose of Pre-Submission Review is to:

- Confirm whether Site Plan Approval is necessary
- Provide feedback on the proposed development
- Confirm whether other approvals will be required (e.g. Zoning By-law Amendment, Official Plan Amendment, etc.)
- Outline the plans and studies that may be required to be submitted as part of a complete application

The Pre-Submission Review Stage concludes with a Record of Pre-Submission review being provided to the Applicant outlining application submission requirements.

## 2. Application Submission

The Record of Consultation notes provided will outline the requirements for submitting a complete application. The Record of Consultation will outline the fees, other requirements, and materials required to be submitted. All submissions are to be submitted electronic through the Town's electronic submission platform. After receipt of the application, Staff will review the application for completeness. Applications that are deficient of the required materials or fee(s) have no status and may be returned to the Applicant with additional information or fees being required. The application will not proceed to any further Steps until all outstanding information is received.

## 3. Circulation of Application

After the application is deemed complete, the materials are circulated to internal departments, external agencies and public bodies for review and comment.

## 4. Posting of Development Notice Sign

Where required, the Applicant is to post a Development Notice sign with application information on the subject lands. The Town will provide the Applicant with the Notice Sign template and it is their responsibility to have the sign printed and posted.

## 5. Review of Application and Planning Considerations

After the application is deemed complete, the materials are circulated to internal departments, external agencies for review and comment. Comments that require clarification, changes, or modifications are provided back to the Applicant and are to be addressed in a subsequent submission. Depending on the quality of the first submission, additional submissions may be required to satisfy concerns raised by Staff and external agencies. Note that the application fee includes three submissions and that each submission thereafter requires an additional review fee.

Planning Staff review the merits of the application based on the following, but not limited to, considerations:

- |                                       |                                |
|---------------------------------------|--------------------------------|
| • Overall site layout                 | • Building floor area          |
| • Building siting, massing, and scale | • Lot size and dimensions      |
| • Building character and appearance   | • Building height and setbacks |
| • Urban and architectural design      | • Proposed use of land         |

- Municipal servicing availability
- Environmental, traffic and neighbourhood impacts
- Vehicular and Pedestrian access to the site and internal movements
- Parking and loading spaces
- Waste and recycling storage areas
- Grading, elevations, and drainage
- Site servicing
- Lighting
- Snow Storage
- Buffering and landscape screening
- Screening and fencing
- Public and private amenity space

## **6. Approvals**

Upon completion of the review and commenting stage, Site Plan Approval is granted and requires Step 7 to be fulfilled in order to complete the Approvals process. A Site Plan is not fully approved until the Site Plan Agreement is entered into by the Applicant and the Town, and is then registered on title. Building permits will not be issued until Step 7 is complete.

Depending on the complexity of the Site Plan, the approval may be issued with conditions that would be required to be fulfilled prior to the Town executing the agreement.

## **7. Site Plan Agreement**

Upon approval given by Staff, the Site Plan Agreement is prepared and once finalized is sent to the Applicant for review and signature. The Applicant will need to return the executed copies of the agreement to the Town together with all items identified by the Site Plan Agreement. This may include, but is not limited to, applicable fees, site works securities, cash-in-lieu of Parkland, and/or proof of insurance. Once all items identified by the Agreement are provided to the Town, it is sent for registration on title of the property.