



# Municipality of Casselman

## Site Plan Control Guide

2 Weeks	<b>Step 1</b> Complete & Submit Pre-Consultation Form	<ul style="list-style-type: none"> <li>Applicant completes pre-consultation form and submits to staff</li> <li>Staff arranges for pre-consultation meeting to discuss proposal</li> </ul>	<b>Application Fee:</b> (Major) \$1,000 + \$2,500 Deposit  (Minor) \$500 + \$1,000 Deposit	
	<b>Step 2</b> Pre-Consultation Meeting	<ul style="list-style-type: none"> <li>Pre-consultation meeting held with Applicant, Municipal staff, and any commenting agencies such as Ministry of Transportation, Conservation Authority, or County, depending on the nature and location of proposal</li> <li>Feedback provided to Applicant, and requirements for complete application identified. Staff prepares letter to Applicant summarizing meeting.</li> </ul>		
Applicant	<b>Step 3</b> Application Preparation & Submission	<ul style="list-style-type: none"> <li>Applicant prepares application and any supporting information or reports required for a complete application (as identified in the pre-consultation)</li> <li>Applicant submits to the Municipality via email at urbanisme-planning@casselman.ca or in-person at 751 St-Jean Street, Casselman, ON, and pays application fee</li> </ul>	<b>Time to Decision (complete application)</b> 30 days*  <i>*The Planning Act outlines various timelines for the different steps in the application process. The timelines shown on the left side of the page are aligned with the maximum amount of time permitted under the Planning Act. Please note that a decision may be issued sooner, depending on the complexity of proposal and/or volume of applications being processed by department.*</i>	
30 Days	<b>Step 4</b> Application Review (Complete/Incomplete)	<ul style="list-style-type: none"> <li>Staff review application for completeness (commenting agencies may also be asked to review)</li> <li>If complete, Applicant will be notified within 30 days of submission</li> <li>If incomplete, Applicant will be notified within 30 days of submission and instructed on requirements for a complete application (Repeat Step 3)</li> </ul>		
30 Days	<b>Step 5</b> Submission Review & Comment	<ul style="list-style-type: none"> <li>Proposal and supporting information is reviewed and site visit may be conducted by staff or commenting agencies</li> <li>If there are no comments or concerns with the Site Plan following circulation, proceed to Step 7.</li> </ul>		
	<b>Step 6</b> Revisions to Submission	<ul style="list-style-type: none"> <li>If requested by staff, the applicant will prepare a revised Site Plan submission including a cover letter detailing revisions made and addressing comments provided by agencies. Step 5 is repeated.</li> </ul>		
	<b>Step 7</b> Draft Site Plan Agreement	<ul style="list-style-type: none"> <li>Once all comments and revisions have been addressed by Applicant to the satisfaction of the Municipality, site plan agreement is drafted and circulated to Applicant for review and comment</li> <li>Staff report and recommendation is prepared for Council</li> </ul>		
	<b>Step 8</b> Council Decision / Appeal to OLT for Non-Decision	<ul style="list-style-type: none"> <li>Final site plan and agreement is presented to Council, along with recommendation from staff</li> <li>Council has final decision on approval of site plan applications</li> <li>If Council fails to approve site plan and agreement within 30 days, the Applicant may appeal to the Ontario Land Tribunal (OLT)</li> </ul>		
Applicant	<b>Step 9</b> Register Agreement & Provide Financial Securities	<ul style="list-style-type: none"> <li>Upon Council approval, site plan agreement is signed and registered by the Municipality</li> <li>Financial securities and/or any other requirements are satisfied by the Applicant pursuant to site plan agreement</li> </ul>		<ul style="list-style-type: none"> <li>If an appeal is received within the 20-day appeal period, the Municipality forwards the appeal and administration of the file is taken over by the Ontario Land Tribunal (OLT)</li> <li>The Applicant, Appellant, and any other party to an appeal before the OLT is responsible for arranging their own arguments and positions, and are responsible for all costs.</li> <li>All appeal and hearing timelines are determined by the OLT.</li> </ul>
	<b>Step 10</b> Building Permit Issued & Initiate Project	<ul style="list-style-type: none"> <li>Building Permit can be issued once site plan approved and agreement registered</li> <li>Works can begin in accordance with approved site plan and agreement</li> <li>Securities will be released once the applicant has demonstrated that the development has been constructed as per the plan.</li> </ul>		