



Mississippi
Mills

Site Plan Application Guidelines



Municipality of
Mississippi Mills

Application Process

1. Regardless of the type of Site Plan Control application, all applicants should pre-consult with the Municipality prior to applying for the Site Plan Control application to ensure that all required plans and studies are submitted with the application. Failure to pre-consult with the Municipality may result in your application being 'deemed incomplete'. Should you have any difficulty filling out portions of the application, please contact the Municipality for assistance. Any errors or omissions in the application may result in delays in the processing of the application and may result in the application being 'deemed incomplete'.

YOU ARE REQUIRED TO ATTEND A PRE-CONSULTATION MEETING WITH MUNICIPAL STAFF FOR MAJOR SITE PLAN CONTROL APPLICATIONS TO REVIEW THE DEVELOPMENT PROPOSAL, RECEIVE A LIST OF REQUIRED PLANS AND STUDIES PRIOR TO SUBMITTING THE APPLICATION. FAILURE TO ATTEND THE MANDATORY PRE-CONSULTATION MEETING WILL RESULT IN THE APPLICATION AUTOMATICALLY BEING DEEMED INCOMPLETE.

2. If the Site Plan Control application is signed by an applicant or agent on behalf of the owner of the property, the owner's authorization must accompany this application. If the applicant is a corporation acting without agent or solicitor, the application must be signed by an officer of the Corporation and the seal, if applicable, must be affixed.
3. The Site Plan Control process will begin once the Municipality issues a "Deemed Complete" letter. The Municipality has 30-days to issue a letter indicating if the Site Plan Control application is deemed 'complete' or 'incomplete'.
 - If the Site Plan Control application is 'deemed complete' the Municipality will circulate the Site Plan Control application.
 - If the Site Plan application is 'deemed incomplete' a detailed outline of the deficiencies in the application will be provided to the applicant to satisfy.

Please refer to By-law 22-041 and these Guidelines for the minimum requirements for a Site Plan Control application and refer to the Process Flow contained in these Guidelines for information on the Site Plan Control process.

4. For most Site Plan Control Applications, the Municipality will require the owner to enter into a **Site Plan Control Agreement**. The agreement shall require that the proposed development be in accordance with the approved plans and shall be subject to conditions as set out by the Municipality. The Municipality's standard Site Plan Control Agreement includes requirements to provide a performance and/or maintenance **security** for any works required pursuant to the agreement or Site Plan. The security may be provided in the form of a certified cheque or letter of credit. All Site Plan Agreements shall be registered on title of the subject property and the expense incurred for such action shall be the responsibility of

the applicant.

5. If the owner of the subject property is not satisfied with any of the requirements made by the Municipality, or the terms of the agreement, or if the Municipality fails to make a decision on application within 60-days after it is 'deed complete', the owner of the land may appeal to the Ontario Land Tribunal by written notice to the secretary of the Board and to the Clerk of the Municipality.
6. A **building permit** cannot be issued until the Site Plan Control application has been approved and, if required, the agreement, required securities have been submitted and any special conditions are satisfied.

Required Information

Pre-consultation

A pre-consultation meeting with Municipal staff is required for all Major Site Plan Control applications prior to the submission of a Site Plan Control application.

Regardless of the type of Site Plan Control application, all applicants should pre-consult with the Municipality prior to applying for the Site Plan Control application to ensure that all required plans and studies are submitted with the application.

Complete Application Form

Application forms are available from the Municipal Office at 14 Bridge Street or 3131 Old Perth Road and online on the municipal website here: [Planning Applications - Mississippi Mills](#).

Please provide the list of plans and studies provided by Municipal staff at the pre-consultation stage along with the other requirements of the Site Plan Control application when submitting the application.

Fees, Securities and Deposits

Please refer to our Planning and Building Fees schedule for the required fees for different types of Site Plan Control applications: [Planning Applications - Mississippi Mills](#).

As per the Planning and Building Fees Schedule, there may be peer review fees and legal fees incurred by the applicant during the Site Plan Control review process. These fees will be invoiced directly to the applicant prior to the completion of the Site Plan Control process and will be required to be paid prior to the approval of the Site Plan Control application and execution and registration of the Site Plan Control Agreement.

Requirements for Plans

For a complete list of required plans and studies, please refer to the pre-consultation list of plans and studies and the information provided to the applicant during the pre-consultation stage. Please note changes to the proposed development deemed significant from the pre-consultation stage to the submission stage may require

additional studies or information and may result in the application being deemed incomplete and a pre-consultation meeting held prior to submission of a new application.

Site Plan

The Site Plan Control application must be accompanied by a Site Plan drawn to metric scale, prepared by a qualified professional.

There must be two (2) paper prints of the full-size Site Plan, plus 1 scaled reduction to 8 ½” by 14”. The Site Plan shall accurately display the information contained in the Site Plan Checklist in these Guidelines.

Grading and Drainage Plan

The Site Plan control application must be accompanied by two (2) copies of a Grading and Drainage Plan to the same scale as the Site Plan, prepared by a qualified professional.

One 8 ½” by 14” scaled reduction of the Grading and Drainage Plan shall also be required. The Grading and Drainage Plan shall accurately display information contained in Checklist in these Guidelines.

Landscape Plan

The Site Plan control application must be accompanied by two (2) copies of a Landscape Plan drawn to the same scale as the site plan, prepared by a qualified professional.

One 8 ½” by 14” scaled reduction of the Landscape Plan shall also be required. The Landscape Plan shall accurately display the information contained in the Checklist in these Guidelines.

Servicing Plan

The Site Plan Control application must be accompanied by two (2) copies of a Servicing Plan to the same scale as the Site Plan, prepared by a qualified professional.

One 8 ½” by 14” scaled reduction of the Servicing Plan shall also be required. The Servicing Plan shall accurately display information contained in Checklist in these Guidelines

Survey

Based on the location and type of development being proposed, a survey plan signed by an Ontario Land Surveyor may be required by the Municipality as part of the Site Plan control application.

Please refer to your List of Plans and Studies provided at the pre-consultation stage to determine if a survey is required.

Requirements for Studies

For a complete list of required plans and studies, please refer to the pre-consultation list of plans and studies and the information provided to the applicant during the pre-consultation stage.

Planning Rationale/Brief

The Planning Rationale or Brief shall describe the proposed development with respect to applicable Official Plan policies, Zoning By-law requirements and Design Guidelines. The Planning Rationale or Brief must be prepared by a Registered Professional Planner.

Stormwater Management Report/Brief

The Stormwater Management Report or Brief shall provide detailed information on the pre- to post- stormwater management calculations and requirements for the proposed development.

Transportation Impact Study or Assessment

The Site Plan Control application may require a Traffic Study. Please refer to Mississippi Mills Urban Design Guidelines for more information and the requirements provided to the applicant during the pre-consultation meeting.

Exemptions for Application Submission

The Municipality retains the right to accept applications meeting a reduced standard of detail or requirements when it is demonstrated such reduced standard is appropriate because of the specific nature of the proposed development. This reduced standard is at the discretion of the Senior Planner or Director of Development and Engineering.

In the Rural and Agricultural Areas, the required Grading and Drainage Plan and the Landscape Plan may be included on the Site Plan, at the discretion of the Municipality.

Design Guidelines

The Municipality of Mississippi Mills has a number of Design Guidelines which need to be referenced during the preparation of the Site Plan Control application package. For copies of any of the following Design Guidelines, please contact the Municipality or visit our website ([Planning Applications-Mississippi Mills](#)):

- Mississippi Mills Urban Design Guidelines
- Mississippi Mills Business Park Design Guidelines
- Mississippi Mills Rural Design Guidelines
- Issuance of Entrance Permits and Permission for Alteration and Improvement of Unopened Road Allowances Policy
- Transportation Master Plan 2016
- By-law 02-101 Road Entrances

PLEASE NOTE THAT THE ABOVE INFORMATION IS ESSENTIAL INFORMATION FOR SITE PLAN CONTROL APPLICATIONS. FAILURE TO PROVIDE THIS INFORMATION INHIBITS A COMPLETE EVALUATION OF THE PROPOSAL AND MAY RESULT IN THE APPLICATION BEING 'DEEMED INCOMPLETE'.

CHECKLIST FOR SITE PLAN DRAWING REQUIREMENTS

The following is a checklist of the information to be provided on the Site Plan drawing.

- Site Plan at a maximum scale of 1:200 and a minimum scale of 1:300.
- All measurements must be in metric.
- Location/key map at a 1:2000 scale with north arrow.
- Applicant's and owner's name, address and telephone number.
- Project name, municipal address and legal description (Lot and Plan number)
- Site Plan and Building Statistics:
 - Zoning Category / Symbol
 - Lot Area
 - Lot Coverage – proposed and permitted
 - Gross Floor Area – proposed and required
 - Gross Leasable area (if applicable)
 - Landscaped Open Space Area – proposed and required
 - Paved Area
 - Parking spaces – proposed and required
 - Loading spaces
 - Accessible parking spaces provided
- All bearings and dimensions of the property.
- Adjacent land uses, zoning and existing structures.
- Adjacent street names.
- Above ground utilities;
- Existing municipal sidewalks.
- Dimensions of all buildings and structures.
- Building setbacks to lot lines and rights-of-way (including overhead canopies).
- Centre line setback of buildings from major roads
- Existing and proposed easements, rights-of-way and site triangles
- Location and dimensions of parking spaces (including accessible parking), aisles and loading spaces.
- All vehicular entrances (widths and radii).
- Dimensioned landscape amenity areas.
- Existing and proposed grades around the perimeter of the site and critical points within site, including the base of existing trees to be preserved.
- Finished floor elevations of existing and proposed buildings.
- Retaining walls (top and bottom of wall spot elevations, material)
- Building entrances, including spot elevations at entrances to indicate flush thresholds.
- Existing natural features and vegetation.
- Type and location of all hard surface areas – walkways, stairs, ramps.
- Garbage storage and handling areas.
- Snow removal and storage areas.
- Sign locations.
- The location and turning radii for Fire and Emergency Service access route.
- Professional stamp (Engineer, Architect or Planner).
- Property dimensions certified by an Ontario Land Surveyor

The following is a checklist of the information to be provided on the Grading and Drainage Plan:

- Site Plan at a maximum scale of 1:200 and a minimum scale of 1:300.
- All measurements must be in metric.
- Location/key map at a 1:2000 scale with north arrow.
- Applicant's and owner's name, address and telephone number.
- Project name, municipal address and legal description (Lot and Plan number)
- Professional stamp (Engineer or CET).
- Property dimensions certified by an Ontario Land Surveyor
- Existing elevations on subject and adjacent lands and along centreline or adjacent public streets and railway right-of-ways. All elevations are to be geodetic.
- Location, elevations and contours of any creeks, ravines or watercourses on the subject and adjacent lands. Arrows indicating the proposed direction of flow of all surface water.
- Finished elevations at the building lines and at all critical points such as catch basins and adjacent lands.
- Location and details of swales, all surface water outlets, catch basins, rip-raps, rock and retaining walls, size and gauge of metal culverts.
- Dimensions of box culverts, depth and quality of asphalt, curbing, servicing and connections.

The following is a checklist of the information to be provided on the Landscape Plan:

- Site Plan at a maximum scale of 1:200 and a minimum scale of 1:300.
- All measurements must be in metric.
- Location/key map at a 1:2000 scale with north arrow.
- Applicant's and owner's name, address and telephone number.
- Project name, municipal address and legal description (Lot and Plan number)
- Existing natural features and vegetation.
- Professional stamp (Landscape Architect or Equivalent)
- Existing landscaped features to be retained, areas to be grassed, areas to be used for the storage of snow.
- Location, type and height of any fencing and retaining walls, materials used for constructing sidewalks.
- Location, quantity, species, caliper or height of all existing and proposed trees, plants and shrubs.
- A table of landscaping materials, cross sections, and planting schedules must be shown on the Plan.
- Any other detail pertaining to the aesthetic development of the site such as berms, planters, street furniture (benches, bike racks, garbage receptacles)
- All existing and proposed servicing for the development.
- Where required, an open space/park plan will be prepared to the satisfaction of the Municipality.

Site Plan Thresholds

Major Site Plan Control

Major Site Plan Control is the most comprehensive type of Site Plan Control applications and typically regulates development of new, large-scale development, such as new commercial or industrial buildings, large additions to existing buildings, larger residential development such as new apartment buildings. Refer to By-law 22-041 for a complete list of classes of development.

The circulation of this level of Site Plan Control will include:

- Members of Council
- CAO
- Senior Management Team
- All utility companies and corporations
- Mississippi Valley Conservation Authority (MVCA)
- Health Unit
- School boards
- Indigenous groups

Optional circulation, if applicable:

- Provincial Ministries
- Lanark County staff

Minor Site Plan Control

Minor Site Plan Control typically regulates the development of smaller additions to existing buildings or new, smaller scale development. Refer to By-law 22-041 for a complete list of classes of development.

The circulation of this level of Site Plan Control will include:

- Members of Council
- CAO
- Senior Management Team

Optional circulation, if applicable:

- Mississippi Valley Conservation Authority (MVCA)
- Utility companies and corporations
- Health Unit
- School boards
- Indigenous groups
- Provincial Ministries
- Lanark County staff

Lite Site Plan Control

Lite Site Plan Control typically regulates smaller-scale development. Refer to By-law 22-041 for a complete list of classes of development.

The circulation of this level of Site Plan Control will include:

- Director of Development and Engineering
- CAO

Optional circulation, if applicable:

- Members of Council
- Senior Management Team
- Mississippi Valley Conservation Authority (MVCA)
- Utility companies and corporations
- Health Unit
- School boards
- Indigenous groups
- Provincial Ministries
- Lanark County staff

Site Plan Application Process Flow Chart

