

# What is Site Plan Control?

Understanding what site plan control is and how it affects you is the first step to getting involved.

Site plan control is a tool that is used by the City to make sure that land development is designed appropriately, safe, functional and minimizes potential impacts on neighbouring properties. It also makes sure that the City's standards for developing land are respected.

The City of Ottawa reviews site plan control applications.

## ✓ A site plan control application outlines, in part, the...

- » location of buildings;
- » landscaping;
- » traffic and pedestrian access;
- » drainage;
- » parking lot layout.

Certain developments are exempted from site plan control. A complete list of exemptions is available at

[ottawa.ca/siteplancontrol](http://ottawa.ca/siteplancontrol)

## What is the Site Plan Control Process?

### 1 Pre-application consultation meeting

Those who apply for site plan control meet with Development Review staff from the City of Ottawa for a pre-application consultation meeting. Development Review staff outline what studies and plans are required and provide an overview of the land use principles, policies and guidelines that must be addressed by the proposed development.

### 2 Public notification

In general, the following site plan control applications are subject to public notification and consultation:

- New residential buildings containing five or more dwelling units;
- New buildings with a gross floor area of 350 square metres or more.
- A change in use that results in the construction of more than ten new parking spaces, or a drive-through.

**Gross floor area** is the total area measured in square metres of each floor whether located above, at or below grade, measured from the interiors of outside walls and including floor area occupied by interior walls and floor area created by bay windows with a few exceptions.

When site plan control applications are subject to public consultation, a large sign summarizing the proposal is placed on the property to notify the public that an application has been received. Registered community organizations are given notice of the application received in their neighbourhood.

If there is significant community interest in a site plan control application, a public open house may be held.



### Development application review

Reviewing site plan control applications involves many individuals including planners, engineers, technical experts, and City Councillors.



### Decision making

Council has delegated City staff the authority to grant site plan approval. Staff prepare a decision report outlining if approval is granted, and any conditions that must be satisfied. The report also addresses comments received by members of the public and technical issues.

A notice is sent out to individuals that provided comments to the Development Review Planner. The Ward Councillor and local registered community groups are also notified.



### Appeal period

Under the Planning Act, only the applicant can appeal a site plan control application decision.

All appeals are heard by the Local Planning Appeal Tribunal, the provincial tribunal that is the final arbiter of any planning decisions.

Once a site plan control is approved, the next step for an applicant is to apply for a building permit.

## How to get involved

- Submit written comments to the Development Review Planner.
- Attend the public open house, if applicable and provide your comments.



## For More Information:

For information regarding a specific application, please contact the Development Review Planner assigned to the application or visit:

[ottawa.ca/devapps](http://ottawa.ca/devapps)

For general information on site plan control applications, please call 3-1-1 and ask to speak to a Development Information Officer or visit:

[ottawa.ca/siteplancontrol](http://ottawa.ca/siteplancontrol)