



What is Site Plan Control?

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The Province of Ontario's Planning Act allows the municipality to require certain types of development to be subject to Site Plan Control.

Site Plan Control is a tool that is used to make sure that land development is designed appropriately, safe, functional and minimizes potential impacts on neighboring properties. It also makes sure that the municipal standards for development are followed.

The Municipality reviews Site Plan Control applications.

What is in a Site Plan Control application?

✓ A Site Plan Control application outlines site design elements such as:

- Location of buildings;
- Landscaping;
- Traffic and pedestrian access;
- Grading and drainage;
- Parking lot layout.

Site Plan Control applications have to meet the Zoning By-law provisions as well as other municipal standards and guidelines.

What is the Site Plan Control Process?

Step One: Pre-application meeting

Before filing an application, applicants should speak with a municipal Planner to discuss the requirements of a Site Plan Control application.

Depending on the scale of the proposed development, applicants may need to have a formal pre-consultation meeting with municipal Staff and in some cases, other agencies such as the Mississippi Valley Conservation Authority. As of July 1, 2022, a mandatory pre-consultation will be required for Major Site Plan applications.

Step Two: Technical Circulation and Review

There is a technical review of the Site Plan Control application. The Planning Act lays out the rules on whom to circulate Site Plan Control applications to.

Reviewing a Site Plan Control application involves many individuals including Planners, Engineers, Architects, agencies and organizations and other professionals.

The circulation of a Site Plan Control application may involve a number of circulations and iterations of a proposed development.



Step Three: Application Revision

If applicable, applications will need to be revised by the applicant if they do not meet the requirements set out by the Municipality or other external agencies.

In some cases, applicants may meet with staff to clarify any revisions connected to an application.

Step Four: Final Submission and Approval

Once all site plan drawings have been reviewed by staff and any applicable external agencies, the final documents and drawings will be circulated to be approved. Any securities or agreements will also be finalized or prepared, if applicable. Once all required documents are received the municipal planner will proceed to writing a staff report and will advise the applicant of the next steps in the process.

Step Five: Site Plan Control Agreement

Following the decision of the Municipality, there may be a requirement for a Site Plan Control agreement to be prepared to address any specific features of the proposed development as well as posting any required securities and proof of insurance.

Step Six: Post Approval

Once final Site Plan Control approval has been granted, the project is ready for the Building and Construction phase. The applicant can obtain building permits for construction, unless additional approvals are required, prior to the issuance of building permits. More information concerning the building permit process can be found on the website. ([Mississippi Mills Building Permit Information](#))

For More Information:

For information regarding a specific application, please visit or contact the Planning Department between 8 a.m. and 4 p.m. on weekdays or by emailing the Planning Clerk, Roxanne Sweeney at rsweeney@mississippimills.ca :

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