



Site Plan Approval Information Guide

Site Plan Control (SPC) is a planning tool under Section 41 of the *Planning Act* that allows the Township to review the detailed design of certain developments before construction. Most developments require SPC approval and a registered Site Plan Agreement before proceeding with a Zoning Certificate and building permit. Exemptions include classes of development excluded under the *Planning Act* definition of 'development' and minor expansions to legally existing shoreline residential buildings or structures that do not increase gross floor area by more than 25% and in the Director of Planning's opinion, do not materially affect an existing Site Plan Agreement.

Step 1: Pre-Application Consultation (Recommended)

Pre-Application Consultation is a separate application process where staff review your proposal, confirm whether SPC applies, whether your proposal is Major or Minor, and identify required plans, studies, etc. More information and the application form are available on our [Planning & Zoning webpage](#).



Step 2: Prepare & Submit Complete Application

Complete the entirety of the application form and provide any additional information identified by staff during your Pre-Application Consultation or communicated by other means. Submit to planning@gbtownship.ca and pay the associated fee. Payment instructions are located at the bottom of the Planning & Zoning webpage. Staff will review your application and within 30 days deem it complete or incomplete. An incomplete application will not be further processed until the missing information is provided to the Township's satisfaction.



Step 3: Review & Preparation of Site Plan Agreement

In accordance with the Township's Site Plan Control By-law, the Director of Planning has delegated authority to review and approve site plans and drawings, confirm application completeness, impose conditions, and establish municipal requirements for Site Plan Agreements or amendments. A Planner will work with the Director to prepare the Agreement. Once finalized, a copy will be emailed to you for signing. After you sign, the Mayor and Clerk will execute the Agreement on behalf of the Township.



Step 4: Registration

Once signed, the Township's solicitor will register the Agreement on title. The cost of registration will be your responsibility and billed accordingly. The Agreement is binding on both current and future owners. After you have paid securities identified in the Agreement (if required), you may apply for your Zoning Certificate and, subsequently, your building permit.



Step 5: Construction & Securities

You must construct the development in accordance with the approved plans and the Site Plan Agreement. Township staff may enter the property (but not buildings) to inspect works for compliance. If required by by-law, shoreline vegetation buffers remain subject to inspection for as long as they are mandated. Once development and site works have been completed in accordance with the Agreement, you may request a refund of your securities.

Do I need a professional?

Depending on the complexity of your application, you may need to retain qualified professionals to prepare the required plans and/or studies. If you are unsure, the Planning Department will confirm. Please utilize our Consultant Resource List available on the Planning & Zoning webpage to assist you with locating qualified professional(s).

Appeals

If the municipality fails to approve the plans or drawings within 60 days after they are received, the owner may appeal the failure to approve the plans or drawings to the Ontario Land Tribunal (OLT). Similarly, if the owner of the land is not satisfied with any requirement made by the Director of Planning or with any part thereof, including the terms of any agreement required, the owner may appeal the unsatisfactory requirements, or parts thereof to the OLT. Visit the OLT e-file service to submit an appeal and pay the applicable fee.

Additional Information:

- The application fee is non-refundable. Refer to the User Fees & Charges By-law.
- Site Plan Approval is an internal review process between the applicant and the Township. It does not include public notice or a public meeting.
- The deposit you pay when you submit your application is separate from securities, is non-transferable, and does not count toward the securities amount specified in your Agreement. Deposits are refunded 3–6 months after the file is deemed closed by the Planner or Director of Planning.
- Before signing the Agreement, you may wish to have your solicitor review it with you to ensure you fully understand its terms.