

COLLABORATIVE APPLICATION PROCESS (CAP) SITE PLAN APPLICATIONS

Phase 1 and 2

Phase 3

Bill 109
60 Day Deadline



Submission Requirements

Current pre-sub process with added provision for more detailed concept plan and studies as necessary

Pre-submission Letter prepared and issued with standard TOR for studies

Optional pre-sub follow up mtg: takes place in first half of PARC

Applicant prepares **Phase 2** submission

Pre-Application Submission

Pre-Application package submitted in accordance with Phase 1 Pre-Submission Response Letter

Review quality of submission: ensure TOR adhered to

Submission documents/studies circulated by staff

Staff prepares and issues Comment summary to applicant

Pre-Application Review Committee (PARC)

Revised Submissions (goal is 3 subs), mtgs as necessary

Sign-off letter issued: must include Site Plan Agreement Clauses and approved list of drawings (Planner commences drafting of agreement for internal use only)

Planning Act Application Submission

Application deemed complete: letter issued

Planner circulates the Application: confirmation that submission is in accordance with approved drawings and studies

Planner obtains signs offs and confirmation of Agreement Clauses and drawings

Conditional Site Plan Approval letter issued with Draft Agreement: shall be conditional on entering into SP Agreement

Site Plan Agreement Signed and Registered
In accordance with our existing Site Plan Agreement Process. Applicant may apply for Building Permits at this point.