



## City of Stratford Site Plan Approval Process

The City of Stratford has passed a Site Plan Control By-law which designates the entire City as a site plan control area. As a result, any development is subject to the Site Plan Control By-law. The By-law does list exemptions such as single detached dwellings. It is recommended you consult with Development Services staff to determine if site plan approval is required for your project, and before submitting any application. It generally takes 2 to 3 months to process a site plan application; however, this timeframe may vary depending on the nature of the development and number of resubmissions required.

### Types of Applications

The By-law identifies three types of applications, new site plans, site plan amendments and minor changes to existing plans (also known as letter amendments).

### Submission Requirements

With the exception of minor amendments, most complete site plan application include a site plan, a landscape plan, a lot grading plan, elevations, and a stormwater management report. Additional supporting studies may also be required.

### Site Plan Committee Meeting

After a complete application is accepted, it is circulated to commenting agencies and departments. Development Services staff will coordinate comments and present them to the applicant at a Site Plan Review Committee meeting, normally held two weeks after the application is accepted. The applicant will revise the drawings/plans until accepted by the City. Several submissions may be required for the plans to be acceptable. The applicant will also submit an estimate of works being undertaken, which will be used to calculate securities, a parcel registry, a Schedule "C" and a postponement.

### Executing the Site Plan Agreement/Securities

Staff will prepare a Site Plan Agreement for the applicant to sign. The applicant will submit the signed Site Plan Agreement together with the necessary material to the City.



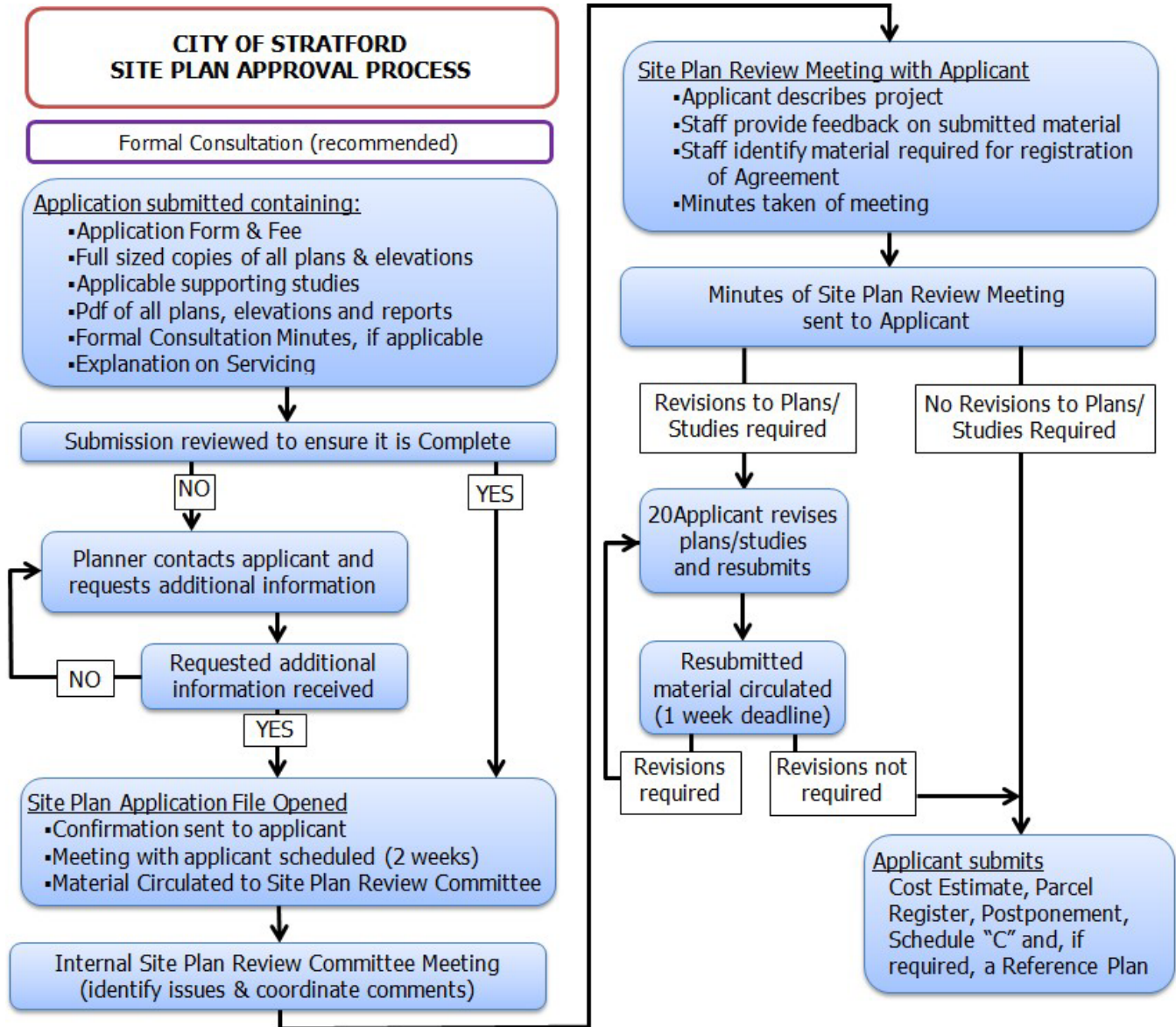
### Registration of Agreement

Upon receipt of the necessary material, Site Plan Approval is granted and building permits may be issued. During the site plan approval process, Development Charges and Cash-in-lieu of Parkland fees may be calculated. These fees are payable prior to issuance of a building permit. The signed Site Plan Agreement will be registered on Title of the property.

### Contact Information

For information about the site plan approval process please contact:  
The City of Stratford Building & Planning Services Department  
82 Erie Street, Stratford  
Phone: (519) 271-0250 x 345  
Email: [planning@stratford.ca](mailto:planning@stratford.ca)

## City of Stratford Site Plan Approval Process



## City of Stratford Site Plan Approval Process continued

