

# Site Plan Control Manual: Information Package



August 2019



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

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# Table of Contents

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Site Plan Control	3
Streams of Site Plan Approval	5
Step 1: What Approvals Are Required?	6
Step 2: Preliminary Meeting	7
Step 3: Pre-Consultation (DART) Meeting	8
Step 4: Application Submission	9
Step 5: Circulation	10
Step 6: Site Review	11
Step 7: Comment Review	12
Step 8: Revised Submission(s)	13
Step 9: Financial and Legal Requirements	14
Step 10: Final Site Plan Approval	15
Step 11: Building Permit Issuance	16
Step 12: Partial Release of Securities	17
Step 13: Final Release of Securities	18
Contact List	19



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Pursuant to Section 41 of the *Planning Act*, and in accordance with the Town's Official Plan and Site Plan Control By-law, the Town of Caledon designates all lands within the corporate limits of the Town of Caledon as a Site Plan Control Area. There are exceptions to this requirement as outlined in the Site Plan Control By-law.

## What is Site Plan Control?

Site Plan Control is an essential component of the development review process. The intention is to complement the objectives of the Official Plan and the requirements of the Zoning By-law. The implementation of Site Plan Control enables the Town of Caledon to ensure that all new development will be designed in accordance with the requirements of all provincial, regional and municipal authorities.

For more information on Site Plan Control within the Oak Ridges Moraine Conservation Plan (ORMCP) Area, please refer to the Oak Ridges Moraine Site Plan Manual available on the Town's website ([www.caledon.ca](http://www.caledon.ca)).

## Urban Design Guidelines

All Urban Design Guidelines, including the Town-Wide Industrial/Commercial Design Guidelines, must be adhered to when preparing an application submission. Information about these documents can be found on the Town's website ([www.caledon.ca](http://www.caledon.ca)).

## Other Permits and Approvals

Other permits and approvals may be required prior to Site Plan approval, or the issuance of a Building Permit. While the Town will make a best effort to identify the required permits and approvals, it is the applicant's responsibility to contact the relevant external agencies to determine any other permits and approvals which may be required.

## Green Development Program

The Town of Caledon encourages green development through the Town's new and innovative Green Development Program. This Program provides development charge discounts for new "green" commercial and industrial buildings that incorporate LEED (Leadership in Energy and Environmental Design) certification or green technologies (solar hot water systems, transpired solar collectors, solar photovoltaic systems, permeable pavement and storm water cisterns).

Development charge discounts range from 20-27.5% for LEED certification and are 5% for green technologies. To be eligible for this program, a completed Green Development Application Form is required at the time of Building Permit application.

For more information on this process or on the general program, please contact the Manager of Business Development and Tourism or the Manager of Energy and Environment at 905-584-2272.



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## Fees and Securities

Throughout the Site Plan Approval process, the applicant and owner will be required to pay various fees and submit securities and deposits to the Town of Caledon, as well as other external agencies.

- Application Fees are payable at the time of the application submission. Applications without the required fee will not be accepted by the Town.

Securities will be required by the Town prior to Final Site Plan Approval and will be collected as follows: Site Plan Application Type	Internal Works <sup>1</sup>	All External Works <sup>2</sup>	Landscape
Industrial, Commercial, Institutional	50% of Engineering Cost Estimate, not to be less than \$20,000 and up to a maximum of \$1,000,000	100% of Engineering Cost Estimate	100% of Landscape Cost Estimate
Residential <sup>3</sup>	100% of Engineering Cost Estimate	100% of Engineering Cost Estimate	100% of Landscape Cost Estimate

1. Internal works include all works performed within the property limits of the site.
2. All external works refers to any works external to the property, on either public or private lands, required to complete the Site Plan.
3. Residential refers to all developments that will have a residential component (townhouse, semi detached, detached, mid-rise buildings, high-rise buildings, mixed-use buildings etc.)

- Cash-in-Lieu of Parkland is required to be paid after Final Site Plan Approval, prior to the issuance of a Building Permit. In order to determine the required payment, an appraisal is submitted to Town staff for review.
- Development Charges are required to be paid prior to the issuance of a Building Permit. In order to determine the required payment, the applicant must contact the Corporate Services Department.

## Purpose of the Site Plan Control Manual

The purpose of this manual is to provide applicants and owners with a general overview of the site plan process in the Town of Caledon. This manual should be read in conjunction with the Pre-Consultation (DART) Meeting Form and any other information provided by the Town of Caledon.

It is recommended that the applicant review the Site Plan Control Manual thoroughly (along with other relevant documents) to reduce the amount of time spent on plan revisions and to fully understand the requirements of the Town of Caledon.



The Town has created streams of Site Plan approval. While there are similarities in all processes, the streams, timelines and requirements for each are slightly different.

## Full Stream

This stream is used when there has been no previous Site Plan Approval on the property and the application does not fall into one of the other streams below. The fees for this stream are outlined in the Planning Fees Section in the Fees By-law. For those applications where an agreement, other than a Site Plan Agreement, Site Plan Amending Agreement or Letter of Undertaking, the Full Stream (Complex) fee is required.

## Amendment Stream

This stream is used when Site Plan Approval exists on the property and the proposed development will increase the existing gross floor area by more than 50% (cumulative total) and/or cause substantial alterations to stormwater management and/or create traffic impacts. The fee for this stream is outlined in the Planning Fees Section in the Fees By-law.

## Scoped Stream

This stream is used regardless of whether Site Plan Approval exists on the property. The proposed development may include: new building(s) where the proposed gross floor area will not exceed 139 m<sup>2</sup> (1,500 ft<sup>2</sup>), building additions between 20-50% of existing gross floor area (cumulative total), modifications to the landscaping plan, review of architectural elevations, minor alterations to approved stormwater management and/or create traffic impacts. This stream is also used for residential development on a corner lot. The fee for this stream is outlined in the Planning Fees Section in the Fees By-law.

## Fast Track Stream

This stream is used regardless of whether Site Plan Approval exists on the property. The proposed development may include: new building(s) where the proposed gross floor area will not exceed 25 m<sup>2</sup> (269 ft<sup>2</sup>), building additions less than 20% (cumulative total) of existing gross floor area and/or there are no negative impact on stormwater management and/or traffic. The fee for this stream is outlined in the Planning Fees Section in the Fees By-law.

## **Oak Ridges Moraine (ORM) Site Plan Streams**

This application type is used for any proposed development on properties within the Oak Ridges Moraine Conservation Plan Area and are zoned Environmental Policy Area 1 (EPA1) or Environmental Policy Area 2 (EPA2) or are within the associated 90 metre buffer. The fee for all streams of an ORM Scoped Site Plan is outlined the Planning Fees Section in the Fees By-law.

For further information on Oak Ridges Moraine Site Plan Applications, please review the Oak Ridges Moraine Site Plan Manual found on the Town's website ([www.caledon.ca](http://www.caledon.ca)).



## Step 1: Required Approvals

Step 2:  
Preliminary Meeting

Step 3:  
Pre-Consultation (DART)  
Meeting

Step 4:  
Application Submission

Step 5:  
Circulation

Step 6:  
Site Review

Step 7:  
Comment Review

Step 8:  
Revised Submission(s)

Step 9:  
Financial and Legal  
Requirements

Step 10:  
Final Site Plan Approval

Step 11:  
Building Permit Issuance

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Partial Release of Securities

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In order to determine what approvals may be required for your proposed project, begin by contacting the following departments and agencies for additional information:

1. Contact the Planning and Development Division at 905-584-2272 x. 7338 regarding:
  - Zoning of the property;
  - Determining if the property and proposal lie within the regulated area of the applicable Conservation Authority;
  - Determining if the proposal is subject to Site Plan Control;
  - Obtaining an Site Plan Control Manual (Information and Submission Package);
  - Obtaining clarification and further information regarding additional submission requirements.
2. Contact the Building Section at 905-584-2272 x. 2233 regarding Building Permit applications, requirements and timelines.
3. If required, contact the Region of Peel at 905-791-7800 regarding servicing and access to a Regional Road.
4. If required, contact the appropriate Conservation Authority regarding permit requirements:
  - Toronto and Region Conservation Authority (TRCA) at 416-661-6600
  - Credit Valley Conservation (CVC) at 905-670-1615
  - Lake Simcoe Region Conservation Authority (LSRCA) at 905-895-1281
  - Nottawasaga Valley Conservation Authority (NVCA) at 705-424-1479



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Step 3:  
Pre-Consultation (DART)  
Meeting

Step 4:  
Application Submission

Step 5:  
Circulation

Step 6:  
Site Review

Step 7:  
Comment Review

Step 8:  
Revised Submission(s)

Step 9:  
Financial and Legal  
Requirements

Step 10:  
Final Site Plan Approval

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Building Permit Issuance

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Partial Release of Securities

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The Town of Caledon, Planning and Development Division provides the opportunity for applicants to meet with Planning staff to discuss their proposal prior to attending a Pre-Consultation (DART) Meeting.

To request a meeting:

1. Complete the Preliminary Meeting Request Form (visit our website [www.caledon.ca](http://www.caledon.ca));
2. Attach a concept plan illustrating the proposal;
3. Submit the form and the plan to the Planning and Development Division.

When the applicant has submitted the form and supporting material, the meeting will be arranged within 5 business days.

At the meeting, Planning staff will provide the applicant feedback regarding the proposal. Please note that all comments and direction offered by staff is preliminary and based solely on the information available at the time of the meeting. Through a review of the application, additional information may be identified or discussed.



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Step 2: Preliminary Meeting
<b>Step 3: Pre-Consultation (DART) Meeting</b>
Step 4: Application Submission
Step 5: Circulation
Step 6: Site Review
Step 7: Comment Review
Step 8: Revised Submission(s)
Step 9: Financial and Legal Requirements
Step 10: Final Site Plan Approval
Step 11: Building Permit Issuance
Step 12: Partial Release of Securities
Step 13: Final Release of Securities

The purpose of this mandatory meeting is to confirm the planning approvals required for the development of a site. This meeting will also identify required drawings, supporting studies and reports that are necessary for the application(s) to be deemed complete. The applicant is also provided the opportunity to find out what planning policies apply to the site, processing timelines, recent Council decisions which may be of relevance, as well as discover potential areas of concern.

Mandatory Pre-Consultation meetings are managed by Development Application Review Team (DART) meetings. DART meetings are held bi-weekly on Thursdays from 1:00 to 4:00 pm at Town Hall.

To request attendance at a DART meeting, the applicant must submit the following information to the Planning Technician:

1. A completed Mandatory Pre-Consultation (DART) Meeting Request Form;
2. A Cover Letter;
3. A Scalable Site Plan which includes the property location, lot lines, proposed access, building location, parking, landscaping and setbacks; and,
4. Concept Elevation drawings and/or Coloured Renderings.

Once the applicant has submitted a complete package, the scheduled DART Meeting date will be confirmed with the applicant and the information is then circulated to various internal departments and external agencies for review. At the meeting, representatives from the departments and agencies, will provide the applicant feedback, and the Lead Planner will complete a Mandatory Pre-Consultation Meeting Form which will be signed by both the Lead Planner as well as the applicant. A copy of the Mandatory Pre-Consultation Meeting Form will be provided to the applicant after the meeting. This form will outline the required supporting documentation which must be submitted prior to an application being deemed complete and circulated.

That all comments and direction offered by staff is preliminary and based solely on the information available at the time of the meeting.

Once an application has been submitted, deemed complete and circulated for comments, additional information may be required during the processing of the application.





Step 1: Required Approvals
Step 2: Preliminary Meeting
Step 3: Pre-Consultation (DART) Meeting
<b>Step 4: Application Submission</b>
Step 5: Circulation
Step 6: Site Review
Step 7: Comment Review
Step 8: Revised Submission(s)
Step 9: Financial and Legal Requirements
Step 10: Final Site Plan Approval
Step 11: Building Permit Issuance
Step 12: Partial Release of Securities
Step 13: Final Release of Securities

## Full, Amendment and Scoped Streams

After attendance at a Pre-Consultation (DART) Meeting, the applicant is to prepare a Site Plan application in accordance with the Site Plan Control Manual (Information and Submission Packages), the Pre-Consultation (DART) Meeting Form and the Material Distribution Chart.

Once the application is compiled as per these documents, the applicant is to contact the Lead Planner to set up an Application Submission Meeting. The Lead Planner will provide the applicant with the Site Plan application file number which is to appear on all documents and drawings.

*Note: All submission material is to be submitted in packages as per the Material Distribution Chart.*

Prior to the meeting, the applicant will submit a list of all submission material to the Lead Planner electronically.

At the Application Submission Meeting, the Lead Planner will meet with the applicant to review the submission material in accordance with the Site Plan Control Manual (Information and Submission Packages), the Pre-Consultation (DART) Meeting Form and the Material Distribution Chart. The Lead Planner also reviews the application fee at the meeting to ensure the correct amount is being submitted. Only complete applications will be received by the Town.

If an application is incomplete, the application is not accepted by staff and the applicant will need to schedule a subsequent Application Submission Meeting at a later date to submit the application.

## Fast-Track Stream

After attendance at a Preliminary Meeting, the applicant is to prepare a Site Plan application in accordance with the Site Plan Control Manual (Information and Submission Packages).

Once the application is compiled as per these documents, the applicant is to submit the completed package to the Town of Caledon Planning and Development Division in person.

Staff will review the application with the applicant at the Front Counter.

If an application is incomplete, the application is not accepted by staff and the applicant will need to visit the Front Counter at a later date to submit the application.



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Step 2: Preliminary Meeting
Step 3: Pre-Consultation (DART) Meeting
Step 4: Application Submission
<b>Step 5: Circulation</b>
Step 6: Site Review
Step 7: Comment Review
Step 8: Revised Submission(s)
Step 9: Financial and Legal Requirements
Step 10: Final Site Plan Approval
Step 11: Building Permit Issuance
Step 12: Partial Release of Securities
Step 13: Final Release of Securities

When the application has been received, the Lead Planner will circulate the application for review. The application may be circulated to the following internal departments and external agencies:

- Community Services Department
  - Zoning
  - Engineering
  - Heritage
  - Urban Design
  - Building
  - Signage
  - Landscape
  - Fire and Emergency Services
- Corporate Services Department
  - Accessibility
  - Legal Services
  - Property Standards
- Finance and Infrastructure Services Department
  - Transportation
- Applicable Conservation Authority
  - Toronto and Region Conservation Authority (TRCA)
  - Credit Valley Conservation (CVC)
  - Lake Simcoe Regional Conservation Authority (LSRCA)
  - Nottawasaga Valley Conservation Authority (NVCA)
- Ministry of Transportation
- Region of Peel

Please note that this list is not an exhaustive list of agencies and departments, and other agencies and departments may be circulated.

Please note that staff strongly recommend that the applicant contact external agencies to assist in the timely submission of comments.

While comments are requested to be returned to the Lead Planner within 2 weeks, where an application requires technical review by external agencies, the submission of comments may take longer than requested by staff.



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Required Approvals

Step 2:  
Preliminary Meeting

Step 3:  
Pre-Consultation (DART)  
Meeting

Step 4:  
Application Submission

Step 5:  
Circulation

**Step 6:  
Site Review**

Step 7:  
Comment Review

Step 8:  
Revised Submission(s)

Step 9:  
Financial and Legal  
Requirements

Step 10:  
Final Site Plan Approval

Step 11:  
Building Permit Issuance

Step 12:  
Partial Release of Securities

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Final Release of Securities

During the circulation period, the Lead Planner will complete a review of the site which may include a site visit to the property.

A site visit will be used to determine the scope and impact of the proposed development on the surrounding natural features.

If the property is regulated by a Conservation Authority the site visit may be completed in coordination with staff from the Authority.

Depending on the nature of the site, a feature staking exercise may be completed on site with Conservation Authority, Ministry of Natural Resources and Forestry (if requested by the Conservation Authority) and Town staff.



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Required Approvals

Step 2:  
Preliminary Meeting

Step 3:  
Pre-Consultation (DART)  
Meeting

Step 4:  
Application Submission

Step 5:  
Circulation

Step 6:  
Site Review

**Step 7:  
Comment Review**

Step 8:  
Revised Submission(s)

Step 9:  
Financial and Legal  
Requirements

Step 10:  
Final Site Plan Approval

Step 11:  
Building Permit Issuance

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Partial Release of Securities

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Final Release of Securities

When the circulation period is complete, typically, one of the following may occur:

## No Comments/Concerns

If all comments have been received and it is identified that there are no comments or concerns with the application, the Lead Planner will prepare a letter outlining all Legal and Financial Requirements which must be satisfied prior to the Lead Planner recommending approval of the application to the Manager of Development – East or West.

## Additional Information Required

Through the review of the site plan, commenting agencies and departments may require additional information or clarification to be provided by the applicant.

In this case, the Lead Planner will forward all comments to the applicant for review. The Lead Planner will also schedule a Comment Review Meeting with the applicant, to ensure that the applicant has the opportunity to meet with internal staff and external agencies in order to fully understand comments.

The applicant is responsible for providing the required additional information to the Lead Planner for recirculation and comments.



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Step 2: Preliminary Meeting
Step 3: Pre-Consultation (DART) Meeting
Step 4: Application Submission
Step 5: Circulation
Step 6: Site Review
Step 7: Comment Review
<b>Step 8: Revised Submission(s)</b>
Step 9: Financial and Legal Requirements
Step 10: Final Site Plan Approval
Step 11: Building Permit Issuance
Step 12: Partial Release of Securities
Step 13: Final Release of Securities

Once a revised submission is requested by the Lead Planner, the applicant is to prepare a revised Site Plan submission in accordance with the Site Plan Control Manual (Information and Submission Packages), the Summary of Comments Letter and the Resubmission Checklist.

*Note: Revised submissions must contain the following:*

- A comprehensive cover letter detailing the site plan revisions made and how all agency comments have been addressed;
- Revised plans are to include revision bubble/clouds.

Once the revised submission is compiled as per these documents, the applicant is to submit the completed package to the Town of Caledon Planning and Development Division in person.

Staff will review the application with the applicant at the Front Counter.

If an application is incomplete, the application is not accepted by staff and the applicant will need to visit the Front Counter at a later date to submit the application.

## Circulation

The Lead Planner will recirculate the application as per Step 5 in this manual. A deadline of 2 weeks is established for agency and department review and comments on recirculated applications.

## Revised Submission(s)

Steps 5 to 8, except Step 6, will repeat until such time that all comments are addressed. Once comments are addressed, the application will proceed from Step 9 in this manual.

## Inactive Applications

Any file which has been inactive for a period of six months or more without written or verbal contact from the applicant will be deemed to be inactive. An annual carrying fee (in accordance with the current Fee By-law) will be charged for all inactive applications. At the end of the six-month period, staff will then send a letter to the applicant and owner indicating their intention to close the file. If staff does not receive a response within 60 days, they will send a letter to the applicant and owner confirming that the file has been closed.



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Step 2: Preliminary Meeting
Step 3: Pre-Consultation (DART) Meeting
Step 4: Application Submission
Step 5: Circulation
Step 6: Site Review
Step 7: Comment Review
Step 8: Revised Submission(s)
<b>Step 9: Financial and Legal Requirements</b>
Step 10: Final Site Plan Approval
Step 11: Building Permit Issuance
Step 12: Partial Release of Securities
Step 13: Final Release of Securities

Once all comments have been addressed, the Lead Planner will outline the financial and legal requirements which must be satisfied before the application receives Final Site Plan Approval.

These requirements may include:

- Letter of Undertaking: The Town will require the Owner to execute a Letter of Undertaking which acknowledges that all site works are to be completed in accordance with the approved Site Plan.

*NOTE: At the Town's sole discretion, a Site Plan Agreement or Site Plan Amending Agreement may be required in lieu of a Letter of Undertaking. In the event that an agreement is required to be registered on title, a Mortgage Postponement may be required.*

- Tax Certificate: Proof that all taxes have been paid (obtained from the Corporate Services Department)
- Certificate of Insurance, deductible and Letter of Authorization: The Certificate must be from a Canadian broker with a minimum liability of \$5,000,000.00.
- Site Plan Securities are to be submitted in one of the following:
  - Letter of Credit: The Letter of Credit must be in the name of the property owner and from a Schedule 1 (<http://laws.justice.gc.ca>) rated Canadian financial institution as identified in the Canada Bank Act (1991, c. 46).
  - Certified Cheque
  - Cash

Please note that the payment of additional fees (Cash-in-Lieu of Parkland, Development Charges, etc.) may be required prior to the issuance of the Building Permit.





Step 1:  
Required Approvals

Step 2:  
Preliminary Meeting

Step 3:  
Pre-Consultation (DART)  
Meeting

Step 4:  
Application Submission

Step 5:  
Circulation

Step 6:  
Site Review

Step 7:  
Comment Review

Step 8:  
Revised Submission(s)

Step 9:  
Financial and Legal  
Requirements

**Step 10:  
Final Site Plan Approval**

Step 11:  
Building Permit Issuance

Step 12:  
Partial Release of Securities

Step 13:  
Final Release of Securities

When staff is of the opinion that the proposal is satisfactory, all comments and concerns have been addressed, and all financial and legal requirements have been fulfilled, the Lead Planner will recommend approval of the application to the Manager of Development – East or West.

A copy of the approval package (letter and drawings) will be sent to the applicant/owner. A copy of the approval package will also be forwarded directly to the Building Services Section for the issuance of a Building Permit.



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Step 1: Required Approvals
Step 2: Preliminary Meeting
Step 3: Pre-Consultation (DART) Meeting
Step 4: Application Submission
Step 5: Circulation
Step 6: Site Review
Step 7: Comment Review
Step 8: Revised Submission(s)
Step 9: Financial and Legal Requirements
Step 10: Final Site Plan Approval
<b>Step 11: Building Permit Issuance</b>
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Step 13: Final Release of Securities

The Building Permit can be issued when:

- Final Approval of the Site Plan application has been granted; and,
- The Building Permit review process has been satisfactorily completed.

For more information regarding the Building Permit process, please contact the Building Section at 905-584-2272 x. 2233.

Please note that payment of additional fees may be required at the time of issuance of the Building Permit.

- Development Charges – Please contact Glendon Turner, Senior Financial Advisor for development charge inquiries at 905-584-2272 x. 4153.
- Cash-in-Lieu of Parkland – Please contact Kyle Poole, Landscape Architect for cash-in-lieu of parkland inquiries at 905-584-2272 x. 4022.
  - In order to determine the required payment, an AACI Long Form appraisal completed by an accredited professional is required to be submitted to the Landscape Architect for review.



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Step 2: Preliminary Meeting
Step 3: Pre-Consultation (DART) Meeting
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Step 5: Circulation
Step 6: Site Review
Step 7: Comment Review
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Step 10: Final Site Plan Approval
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The Town releases securities in two stages:

1. Partial Release: All Engineering and Planning Securities
2. Final Release: All Landscaping Securities

Once the site works have been completed in accordance with the approved Site Plan drawings, the applicant is to submit Engineering and Landscape Certifications (signed and stamped by accredited professionals) to the Town.

Town staff will complete a site inspection to ensure that all site works are satisfactory.

- Town staff conducts inspections of both hard and soft landscape components between May 15th and October 15th, while plants are in leaf.
- Inspections of engineering works may be conducted after these dates, at the discretion of the Town.

## Not Accepted

Where the site inspection and certifications are not accepted, Town staff will provide a letter to the applicant outlining deficiencies. Once all deficiencies are rectified, the applicant will resubmit certifications and Town staff will re-inspect the site.

*NOTE: The Town may require an additional fee to conduct a further inspection to confirm that all works are complete.*

## Accepted

If the Engineering inspection and certification is satisfactory, the Town will require that a Statutory Declaration be submitted to the Senior Financial Analyst. Once received, the Town will release the Engineering and Planning securities.

If the Landscape inspection and certification is satisfactory, the one year plant warranty period will begin. The applicant must guarantee all plant material for a minimum of one year from the date of the Town's approval of the Landscape Certification.



Step 1: Required Approvals
Step 2: Preliminary Meeting
Step 3: Pre-Consultation (DART) Meeting
Step 4: Application Submission
Step 5: Circulation
Step 6: Site Review
Step 7: Comment Review
Step 8: Revised Submission(s)
Step 9: Financial and Legal Requirements
Step 10: Final Site Plan Approval
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<b>Step 13: Final Release of Securities</b>

Once the one year plant warranty period is complete, the applicant is to submit a Plant Warranty Landscape Certification (signed and stamped by accredited professionals) to the Town.

Town staff will complete a site inspection to ensure that all site works are satisfactory.

- Town staff conducts inspections of soft landscape components between May 15th and October 15th, while plants are in leaf.

## Not Accepted

Where the site inspection and certifications are not accepted, Town staff will provide a letter to the applicant outlining deficiencies. Once all deficiencies are rectified, the applicant will resubmit the certification and Town staff will re-inspect the site.

*NOTE: The Town may require an additional fee to conduct a further inspection to confirm that all works are complete.*

## Accepted

If the Landscape inspection and Plant Warranty certification is satisfactory, the Town will require that a Statutory Declaration be submitted to the Senior Financial Analyst. Once received, the Town will release the Landscape securities.



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Town of Caledon 905-584-2272

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General Planning and Zoning Inquiries x. 7338

General Building Inquiries x. 2233

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Region of Peel 905-791-7800

10 Peel Centre Drive, Brampton, ON, L6T 4B9

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Ministry of Transportation 416-235-4592

1201 Wilson Avenue, 7<sup>th</sup> Floor, Building 'D', Downsview, ON, M3M 1J8

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Toronto Region Conservation Authority 416-661-6600

101 Exchange Avenue, Vaughan, ON, L4K 5R6

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Credit Valley Conservation 905-670-1615

1255 Old Derry Road, Mississauga, ON, L5N 6R4

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Lake Simcoe Region Conservation Authority 905-895-1281

120 Bayview Parkway, Box 282, Newmarket, ON, L3Y 4X1

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Nottawasaga Valley Conservation Authority 705-424-1479

Conservation Administration Centre, 8195 8<sup>th</sup> Line, Utopia, ON, L0M 1T0



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