



Guidance on Site Plan Re-Submissions

Planning and Development Services Division (PDSD)

Site Plan Reports

After the city has reviewed a submission during the Site Plan Review process, Applicants are given “Site Plan Reports” that contain 5 types of comments from various city divisions regarding their Site Plan proposal. The type of comment is indicated by its label:

ACTN – Action comments that the Applicant has to act on before re-submitting their proposal.

ATCH – Attachment comments indicate that an attachment accompanies the report.

COND – Condition comments describe items that will be included in a Site Plan Agreement.

DWGN – Drawing Notes comments describe the words that must be included on specific drawings.

INFO – Information comments are provided as a courtesy to assist the Applicant.

Applicant’s Next Steps after Receiving a Site Plan Report

Applicants are asked to re-work their proposals according to the Comments in a Site Plan Report before they resubmit it to the city for further review. As they re-work their proposals they may wish to contact specific authors of comments (their contact information is in the report) to clarify comments, ask questions and discuss alternative approaches. All emails that are exchanged during this phase between the Applicant and the various technical divisions should be copied to the Development Planner who is managing the review.

Re-Submissions

Once the proposal has been updated to accommodate all of the Comments contained in the Site Plan Report it should be formally re-submitted to the City by following these steps:

1. Prepare a detailed cover letter that explains how each of the Comments in the Site Plan Report has been addressed. The cover should provide details and not simply state that an item has been “noted” or “done”. The cover letter should also mention what was forwarded to external commenting agencies.
2. This detailed cover letter is emailed to the assigned Development Planner for review, before the re-submission is sent to the City.
3. If the Development Planner determines that all of the required changes have been made they will provide the Applicant with an email authorizing them to re-submit their proposal to the City.
 - If the Development Planner determines that not all of the Comments have been addressed, then the Applicant will need to further re-work their proposal to address those remaining issues.
4. The Applicant will re-submit their proposal, with the detailed cover letter and the authorizing email from the Planner to the Planner’s attention. The re-submission package should contain the requested or revised documents for each individual department to review, in accordance with the attached guide. The Planner will then distribute the resubmission to each of the affected groups.
PLEASE DO NOT SEND RE-SUBMISSIONS TO COMMENTING GROUPS DIRECTLY.
5. All re-submissions must be accompanied by a CD or thumb drive containing both PDF and CAD copies of all of the materials involved in the re-submission.
6. Items requested by outside agencies should be sent directly to those agencies with a copy to the Assigned Planner.

BY FOLLOWING THESE STEPS, YOU WILL ASSIST THE ASSIGNED DEVELOPMENT PLANNER IN ENSURING THAT THE APPROPRIATE CITY PERSONNEL RECEIVE YOUR SUBMISSIONS AND THAT THE REVIEW PROCESS CAN BE CONCLUDED AS QUICKLY AS POSSIBLE.

SITE PLAN RESUBMISSION PACKAGE GUIDE

Revised documents submitted for Site Plan review must adhere to the following guidelines, to the satisfaction of the Assigned Development Planner.

1. A detailed comment response letter must be included with the revised submission, addressing all comments identified within the previous submission.
2. All resubmission documents must be provided digitally on a USB or disk. Digital submissions made via email will NOT be accepted.
3. Each hard copy package shall be packaged and addressed individually to each commenting group, to the Attention of the commenter.
4. A transmittal letter shall be provided to each recipient indicating the drawings and/or reports enclosed.
5. The Assigned Development Planner must approve the contents of the resubmission prior to physical delivery.
The applicant can provide an email from the Planner confirming acceptance of the submission.



Unless directed otherwise by the Assigned Development Planner, all resubmissions shall be packaged in accordance with the following chart.

Resubmissions that are not packaged or are incomplete will not be accepted.

Document/Department	Planning	Accessibility	Zoning / Signage	Building	Engineering	Open Space	Transportation	Public Works	Urban Design	Transit	Heritage
Digital Copy of All Materials on USB or disk	✓										
Cover or Transmittal Letter	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Detailed Comment Response Letter	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Site Plan & Site Plan Details	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Building Elevations	✓		✓	✓					✓		✓
Building Floor & Roof Plans	✓		✓	✓					✓		✓
Landscape Plan & Detail Drawings	✓	✓				✓			✓		✓
Landscape Cost Estimate	✓					✓					
Survey or Legal Plan	✓		✓	✓							
Site Servicing, Grading and Drainage Plan	✓			✓	✓			✓			
Storm Water Management Report or Brief	✓				✓						
Heritage Impact Assessment	✓										✓
Noise Impact Study	✓				✓						
Traffic Impact Study	✓						✓				
Truck Swept Path Plan	✓						✓				
Water Flow Test	✓			✓							
Phase 1 ESA	✓			✓	✓						
Phase 2 ESA (if required by the findings of Phase 1)	✓			✓	✓						

NOTE: This table is provided as a reference for package creation ONLY. External Agencies have not been included within this table (i.e. Region of Peel, TRCA, CVC)

Refer to each Agency's specific comments for direct submission requirements. Applicants are encouraged to contact and submit materials directly to external agencies for approval.