

EXEMPTION FROM FULL SITE PLAN APPROVAL PROCESS

Objective: To create a formal process for exemptions from the Full Site Plan Approval Process while ensuring that all City of Barrie interests are considered.

In accordance with By-law 99-312 and By-law 2017-045, portions of the City of Barrie have been designated as a Site Plan Control Area pursuant to Section 41 of the *Planning Act*. Any multi-unit residential, institutional, commercial or industrial development fronting on specific major roads within the City's municipal boundaries must obtain Site Plan Approval prior to the issuance of a building permit. Development or alteration of any lands that are designated within a Site Plan Control Area are subject to the Site Plan Approval process, unless otherwise exempt by the Director of Planning and Building Services. Exemptions from the Full Site Plan Approval process may be considered for minor development and/or site alterations on lands subject to Site Plan Control in accordance with this process and at the discretion of the Director of Planning and Building Services, or their designate.

Within the City of Barrie, minor development and/or site alterations may include, but shall not be limited to exterior building façade improvements/alterations, minor building additions, exterior patio additions, minor parking lot additions/alterations and temporary sales trailers.

Prior to exempting a proposed development from the Full Site Plan Approval process, an internal technical review will be conducted to ensure the following matters are addressed to the satisfaction of the City of Barrie:

- **Zoning Compliance** – ensure that the proposed development complies with all standards of the [City's Comprehensive Zoning By-law](#);
- **Urban Design** – ensure that the proposed development is consistent with the guidelines specified in the City's [Urban Design Manual](#) and [Intensification Area Urban Design Guidelines](#), where applicable;
- **Building Code** – ensure that the proposed development complies with the Ontario Building Code;
- **Drainage, Grading and Servicing** – ensure that site drainage, grading and site servicing is consistent with the [City of Barrie Policies and Manuals](#);
- **Landscaping** – ensure that tree preservation and site landscaping is consistent with provincial and [municipal policy and standards](#);
- **Traffic** – ensure that vehicular and pedestrian access and all exterior lighting (wall mounted fixtures and parking lot light standards) are consistent with the [City of Barrie Design Guidelines](#); and
- **Fire** – ensure that the proposed development complies with the [Ontario Fire Code](#) and the City's emergency access standards (see Appendix 'A').

Exemption from the Full Site Plan Approval process does not exempt the applicant from the responsibility of obtaining any other municipal approvals or permits (i.e. ROWA permits and building permits).

Exemptions from the Full Site Plan Approval process will not be circulated to external agencies (i.e. Lake Simcoe Region Conservation Authority, Nottawasaga Valley Conservation Authority, Ministry of Transportation, Metrolinx, etc.) for review. Where lands are regulated by any external agency, it is the responsibility of the applicant to obtain any necessary approvals and/or permits from the applicable agency.

Review Period: Approximately 2 weeks from submission of complete package

Process Overview:

1. Exemption from Full Site Plan Approval Application Submission & Circulation (4 days)
2. Technical Review (1 week)
3. Preparation and issuance of the decision letter (2 days)
4. Drawing revisions and Owner’s acceptance of any conditions of approval

PROCESS BREAKDOWN

1. Days 1-4: Submission & Circulation

Upon receipt of an Application for Exemption to the Full Site Plan Approval Process, Planning Services will review the application for completeness and determine whether the proposal is appropriate for exemption consideration. Should the application be deemed complete, it will then be circulated to City of Barrie staff for technical review.

Minimum Submission Requirements/Information

Planning
Application Form and Requisite Fee
Site Plan Drawing - Identify all existing and proposed structures including dimensions and setbacks to property lines
Elevation Drawing - Identify all exterior building materials, including any railing and guard details. - Identify building dimensions including height
Engineering Development Approvals/Parks
Grading/Landscape Drawing - Identify any changes in grade - Identify any changes in drainage direction - Identify site services (where applicable) - Identify all existing and proposed landscaping - Identify all changes to landscaping from approved Site Plan drawings (where applicable) - Identify all boundary trees and any new or existing fencing
Traffic Operations
Site Plan Drawing - Identify any existing and proposed vehicular and pedestrian access - Identify and dimension any driveway aisles and parking spaces - Identify all vehicular access points opposite the subject lands
Fire
Site Plan Drawing - Identify fire routes (where required) - Identify the location of nearest fire hydrants
MLEO
Site Plan Drawing - Identify all signage details including dimensions and setbacks from property lines (including free standing and building fascia signage)

Roads Operations
Site Plan Drawing - Identify all structures and objects within one (1) meter of the right-of-way and provide setbacks to the right-of-way.
Parks & Forestry Operations
Site Plan Drawing - Identify proposed vehicular and pedestrian access points and their integration with the public sidewalks, trails and roadways.

Circulation List (Service Areas):

- Planning/Zoning
- Engineering Approvals/Parks
- Traffic Operations
- Municipal Law Enforcement (MLEO)
- Building
- Fire
- Roads Operations
- Parks & Forestry Operations

2. Days 5-11: Technical Review Period

- The review process will take 1 week.
- Comments and/or conditions will be provided to the file manager directly.
- All Service Areas are expected to focus on their respective areas of expertise. This will ensure that Service Areas are not going outside of their scope of work, avoid duplication and will streamline the review process. Please see the table below for a list of Service Areas and their responsibilities:

Service Area	Responsibilities
Planning	Compliance with the City of Barrie Zoning By-law Conformance with the City of Barrie Urban Design Guidelines
Engineering Development Approvals/Parks	Functional Servicing Stormwater Management Site Grading Landscaping
Traffic Operations	Pedestrian Circulation Confirm site access complies with City standards
Fire Department	Compliance with the Ontario Building Code and the City’s Emergency Access Standards
Building	Compliance with the Ontario Building Code
MLEO	Compliance with the City of Barrie Sign By-law
Roads Operations	Effects of development on the public right-of-way
Parks Operations	Pedestrian linkage width, grade and connection

- **In their comments, each Service Area shall clearly indicate whether the development proposal can be supported for exemption from the Full Site Plan Approval process.** Each service area may recommend exemption subject to conditions, such as minor amendments to the drawings.

3. Days 12-13: Decision Letter Preparation

- If technical staff deem that the proposed development is considered appropriate for exemption from the Full Site Plan Approval process, an approval letter is prepared. The approval letter will include standard clauses and conditions and may contain special conditions as recommended by technical review staff.
- If technical staff deem that the proposed development is not considered appropriate for exemption from the Full Site Plan Approval process, a decision letter will be issued to the applicant identifying any subsequent submission and/or approval requirements and the original application fee would be credited toward any subsequent submission for Full Site Plan Approval.
- All drawings approved through the Exemption from Full Site Plan Approval process will be appended to the decision letter.

4. Drawing Revisions and Owner's Acceptance of any Conditions of Approval

- The decision letter will be issued to the applicant and will be considered valid for up to one year. A building permit must be submitted, or if a building permit is not required, construction must commence within one year of Approval being granted.
- Should the applicant agree to the terms of the decision letter, any revised plans (as noted in the decision letter) must be submitted along with the owner's signature as acceptance of the terms and conditions.
- The signed decision letter and revised drawings will be included in the file for Exemption from the Full Site Plan Approval process and noted to any previous Site Plan Files on record (where applicable).

Any subsequent approvals (i.e. Building Permit and ROWA permit) shall be consistent with the approved drawings as noted in the decision letter for Exemption from Full Site Plan Approval.

Any deviation from the approved plans may result in the approval being revoked and a subsequent approval may be required. In addition, use of this process will not be available to the owner/applicant for a period of one year.

APPENDIX 'A'

Emergency Access

- Emergency access shall be provided to all buildings by means of a street or private roadway to the satisfaction of the Fire and Engineering Departments. The designated location of such roadway shall:
 - i. have a clear width not less than 6 metres, unless it can be shown that lesser widths are satisfactory;
 - ii. have a centreline radius not less than 12 metres;
 - iii. have an overhead clearance not less than 5 metres;
 - iv. have a change of gradient not more than 1 in 12.5 over a minimum distance of 15 metres;
 - v. be designed to support the expected loads imposed by firefighting equipment and be surfaced with concrete, asphalt or other material designed to permit accessibility under all climatic conditions;
 - vi. have turnaround facilities in the form of a turning circle or three-point turn for any dead-end portion of the access route more than 90 metres long; and
 - vii. be connected to a public thoroughfare.
- All Fire Department access routes shall be designed and stamped by a qualified Engineer in accordance with the City of Barrie Transportation Design Manual (TDM) to the satisfaction of the City of Barrie;
- Fire Route signs shall be posted; and
- A municipal address shall be assigned to the property for emergency access purposes.