

## Public Notification Signs

- The applicant will pay the sign fee to the Town of Orangeville for the purposes of preparing and installing a public notification sign on the property
- If the property is on the corner of two or more roads, one notification sign per street frontage is required
- The Town will make the necessary arrangements to have the sign(s) prepared and installed on the property and eventually removed

This pamphlet is intended for information purposes only.

Processes may vary.  
For more information,  
please visit  
[www.orangeville.ca](http://www.orangeville.ca)



## Planning Division

### Contact:

**Phone:** 519-941-0440 Ext. 2228

**Fax:** 519-941-5303

**Email:** [planning@orangeville.ca](mailto:planning@orangeville.ca)

**Address:** 87 Broadway,  
Orangeville, ON, L9W 1K1



## Guide to Site Plan Approval



## In This Guide...

- SPA Procedure
- SPA Checklist
- Fees and Signage

## SPA Process

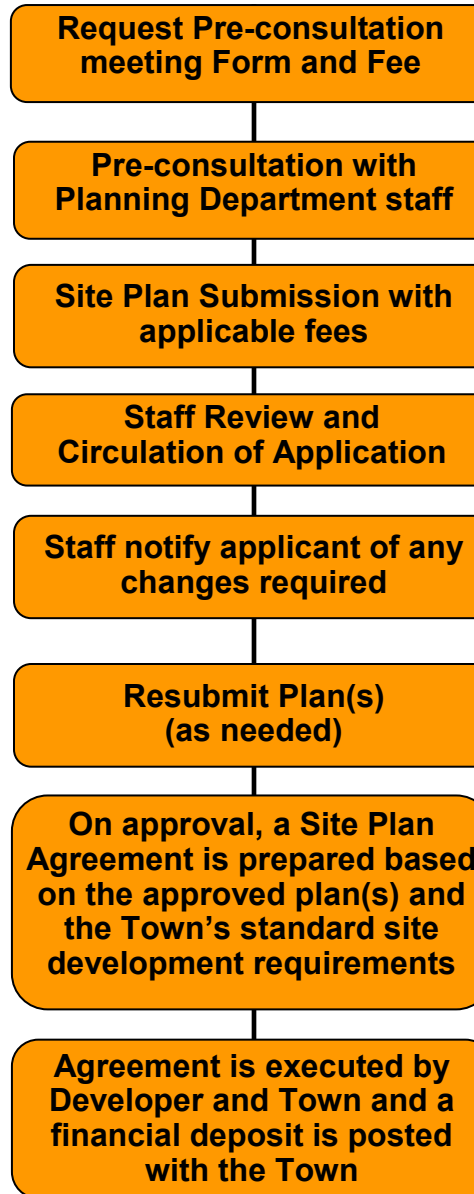
- The entire Town of Orangeville is under Site Plan Control
- Therefore all commercial, industrial, multi-residential and institutional development and redevelopment requires Site Plan Approval prior to the issuance of a building permit

SPA is intended to:

1. Implement the objectives of the Official Plan;
  2. Ensure conformity to the Zoning By-law and other applicable regulations;
  3. Ensure sufficient municipal services and on-site facilities; and,
  4. Eliminate or reduce negative impacts on adjacent land uses.
- This process usually takes 6 to 8 months; complex applications can take longer



## Site Plan Application Steps



Find SPA Application Form and Guidelines at: [www.orangeville.ca](http://www.orangeville.ca)

## Site Plan Application Checklist

An application for SPA must contain the following:

- Completed application form with original signatures
- A cheque made payable to the Town of Orangeville for the application fee
- 3 copies of a recent property survey prepared by an Ontario Land Surveyor
- 5 copies of the proposed site plan(s), folded to 8 1/2" x 14" or less in size. As well, one (1) 11" x 17" reduction of each site plan is required

The following plans and information must also be submitted:

- Site plan (layout)
- Landscape plan (as required)
- Grading plan/stormwater management plan (as required)
- Architectural elevation plan (as required)
- Site servicing/utility plan (as required)
- Digital copies of all plans and drawings
- Other plans or documentation as required by the Town.