

Regional Centre Site Plan Approval Level Criteria

There are three levels of Site Plan Approvals under the Regional Centre Land Use By-law (RCLB). Most moderate and large-scale proposals require a Site Plan Approval and are subject to detailed design requirements contained in Part VI of the By-law. If your property is located within the [Regional Centre Plan Area](#) of the [Regional Centre Land Use By-law](#), it is important to know which level of Site Plan Approval applies to your proposal, or if it is exempt.

Appeal

When site plan approval is granted, every assessed property owner within 30 metres for Level I and Level II and 100 metres for Level III, is notified. The Development Officer's decision relative to the design requirements set out in Part VI of the By-law, and any variation to the requirements, can be appealed to Council.

Permits

It is important to note Site Plan Approval is independent of the requirement for a permit to authorize construction and development of a property. View the details on how to make [permit application](#).

The following Land Use By-law excerpts details the requirements of the By-law as they pertain to Site Plan Approval:

Site Plan Approval Exemptions

The following developments are **exempt** from site plan approval:

- (a) low-density dwelling uses (Low-Density Dwelling Use means a building containing 4 or less dwelling units, including a semi-detached dwelling use and a townhouse dwelling use);
- (b) alterations and replacements in existing window and door openings;
- (c) new window and door openings on any portion of a building except the streetwall;
- (d) interior renovations;
- (e) installation and replacement of minor building features;
- (f) a change of use or tenancy in a building;
- (g) in the Waterfront (W) Special Area, structures up to 8.0 metres high and up to 450 square metres in floor area, such as kiosks, stands, booths, and shipping containers;
- (h) temporary construction uses;
- (i) accessory structures (i.e. detached sheds, garages);
- (j) a building addition with a floor area of 100 square metres or less, which does not alter a streetwall;
- (k) changes to external cladding materials for up to 20% of any wall above the streetwall height;
- (l) changes to external cladding materials for up to 10% of any wall below the streetwall height;

- (m) repainting, including a change in paint colour;
- (n) signs;
- (o) steps, stairs, and other building entrances or entrance features;
- (p) backyard suite uses; and
- (q) beekeeping equipment.

Site Plan Approval (Level I) Applications

The following developments require **Level I Site Plan Approval**:

- (a) a new building with a floor area of 2,000 square metres or less;
- (b) subject to Clause 16(l), a building addition with a floor area of 1,000 square metres or less;
- (c) new window and door openings on any streetwall;
- (d) changes to external cladding materials exceeding 20% of any wall above the streetwall height; and
- (e) changes to external cladding materials exceeding 10% of any wall below the streetwall height.

[Level I Application Form](#)

Site Plan Approval (Level II) Applications

The following developments require **Level II Site Plan Approval**:

- (a) a new building with a floor area of more than 2,000 square metres but less than 5,000 square metres; and
- (b) a building addition with a floor area of more than 1,000 square metres but less than 3,000 square metres.

[Level II Application Form](#), [Design Checklist](#)

Site Plan Approval (Level III) Applications

Any development not listed requires Level III Site Plan Approval.

[Level III Application Form](#), [Design Checklist](#)