



Newmarket

Newmarket Planning Services: Go-To Notes on the Site Plan Process

What is a Site Plan?

A site plan is a detailed drawing and supporting documentation that outlines the design and functionality of a proposed development. It ensures the development aligns with zoning by-laws and engineering standards while being compatible with the surrounding area.

Why are Site Plans Important?

Site plans are important because they:

- Ensure developments align with Newmarket's engineering design standards and zoning by-laws
- Promote high-quality urban design and sustainable development
- Minimize conflicts between land uses
- Enhance accessibility and pedestrian safety
- Protect natural and built environments

When is a Site Plan Required?

Site plans are typically required for:

- Condominium developments
- Mixed-use residential developments
- New commercial, industrial, or institutional developments
- Additions to existing commercial, industrial, or institutional buildings
- Developments with 10+ residential units
- Parking lot construction or expansion
- Service extensions (i.e., extending water, sewer, or stormwater infrastructure to accommodate a development) or changes to drainage

What Does a Site Plan Include?

A site plan provides a detailed layout of the property and typically includes:

1. Location and dimensions of the lot, buildings, parking, and landscaping, as well as setbacks.
2. Building elevations, pedestrian pathways, and accessibility features.
3. Waste, snow storage, and drainage details.
4. Utility layouts and lighting plans.
5. Compliance with zoning and safety requirements.

The Site Plan Approval Process

If you're planning a development, here's what to expect during the site plan approval process in Newmarket:

1. **Preliminary Meeting:**
 - Meet with planning staff to discuss the proposal and identify requirements
 - Submit the preliminary meeting application and deposit
2. **Pre-application Submission:**
 - Provide draft plans and documents for initial review
 - Receive comments from internal departments and external agencies
3. **Circulation and Review:**
 - Town staff circulate the application for feedback from relevant departments and agencies
4. **Resubmission:**
 - Revise plans to address comments and resubmit
5. **Submit Application:**
 - File a complete formal application with the required studies, plans, and fees
6. **Circulation:**
 - The formal application is circulated again for review and feedback
7. **Resubmission:**
 - Revise and resubmit documents as needed until all comments are addressed
8. **Approval:**
 - Once all requirements are met, the site plan is approved, and may be subject to conditions
9. **Site Plan Agreement and Payment of Fees:**
 - Sign a Site Plan Agreement, provide securities/letters of credit, and pay all applicable fees
10. **Building Permit/Construction:**
 - Apply for building permits and begin construction in compliance with the approved site plan

Want More Details on the Process? Check out our [Site Plan Application Process Manual](#)

Want More Information?

For detailed information on site plan requirements and applications in Newmarket:

- Visit: newmarket.ca/siteplans
- **Planning Services Contact:**
 - Phone: (905) 895-5193
 - Email: planning@newmarket.ca
 - Address: 395 Mulock Drive, Newmarket, ON

