



Town of LaSalle | Development Manual
Volume I: Processes and Requirements for
New and Existing Developments

Revisions

The following table summarizes the revisions to the manual since its adoption on [Insert date] 2026. Please ensure the manual you are referencing is up-to-date and includes all revisions. If you are uncertain, check the Town of LaSalle’s website.

Revisions (Date/Number)	Description	Page Number Reference



Abbreviations

CA	Conservation Authority
CBO	Chief Building Official
CLI-ECA	Consolidated Linear Infrastructure Environmental Compliance Approval
CZBL	Comprehensive Zoning By-law 8600
DFO	Department of Fisheries Ontario
EPL	Essex Powerlines
MECP	Ministry of Environmental, Conservation and Parks
MMAH	Ministry of Municipal Affairs and Housing
MTCG	Ministry of Tourism, Culture, and Gaming
MNRF	Ministry of National Resource and Forestry
MTO	Ministry of Transportation Ontario
OBC	Ontario Building Code
OTM	Ontario Traffic Manual
OPSD	Ontario Provincial Standards Drawings
OPSS	Ontario Provincial Standards Specifications
PDC	Private Drain Connection
PEO	Professional Engineers of Ontario
R.O.W.	Right-of-Way
TAC	Transportation Association of Canada
WERSM	Windsor Essex Region Stormwater Manual



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1 Introduction

The Town of LaSalle (herein referred to as the “Town”) Development Manual (herein referred to as the “Development Manual”/ “Manual”) is a document that outlines the process and requirements for land development within the municipality. The goal of this document is to encourage innovative, well-planned development/construction, while incorporating trusted and proven design principles and practices. This Manual has been prepared to allow an efficient and structured process for future land development.

This Development Manual stipulates the Town’s required standards, as well as references the Ontario Provincial Standard Drawings (OPSD) and Ontario Provincial Standard Specifications (OPSS). Unless noted otherwise in the revision section of this Manual, the latest edition of these documents applies. The former Bouffard and Howard Planning Districts Development Standards Manual (2005) is no longer in effect and has been replaced by this Development Manual, as amended.

Exceptions to the development standards contained in this Development Manual will be considered by Town Administration, should the Town deem appropriate. The Town may develop Urban Design Guidelines and special development standards for comprehensively planned areas that, when adopted by Council, will supersede the development standards contained within this Development Manual for those comprehensively planned areas in keeping with applicable legislation.

Provincial or Federal requirements shall supersede the requirements of this manual. As well, this document is **not** intended to conflict with the requirements of other agencies including, but not limited to, the Ministry of the Environment, Conservation and Parks (herein referred to as “MECP”), the Ministry of Municipal Affairs and Housing (herein referred to as “MMAH”), the Corporation of the County of Essex (herein referred to as the “County”), the Conservation Authority, Fisheries and Oceans Canada (herein referred to as “DFO”), Essex Powerlines (herein referred to as “EPL”), and providers such as Enbridge, Bell Canada, MNSi, ENWIN and Cogeco.

The Development Manual will have two volumes: Volume I describes the processes and requirements for developing within the Town (Planning), and [Volume II](#) describes the technical standards and requirements for servicing (Engineering). The Manual may be updated by the Town of LaSalle to address revised information, as applicable. It is the responsibility of the proponent to ensure the most up-to-date version is referenced.

1.1 Town of LaSalle Legislation and Authorities

1.1.1 Planning Act

The [Planning Act, R.S.O. 1990, c.P.13.](#) (herein referred to as the “Planning Act”) is a provincial legislation which provides direction for land use planning in Ontario. The Town of LaSalle Council and Committee of Adjustment are responsible for making decisions on Planning Act Applications, with reference to sections of the Act as below:

- Section 16 | Official Plan
- Section 34 | Zoning By-law
- Section 36 | Holding Provision By-law
- Section 39 | Temporary Use By-law Applications
- Section 41 | Site Plan Control
- Section 44 | Committee of Adjustment
- Section 45 | Powers of Committee
- Section 51 | Draft Plan of Subdivision Approvals
- Section 53 | Consents

1.1.2 Authorities

The Town of LaSalle is in a two-tier governance system, where both the County of Essex and the Town have shared responsibilities for approval of planning applications. As a result, applications will need to demonstrate conformity with both the Town and County planning frameworks. When necessary, concurrent applications will be required to be filed with both the Town and the County of Essex.

The Town is comprised of various departments (see organization chart for the Town of LaSalle). Approvals for development applications are processed by the Town of LaSalle’s Planning and Development Department. The department is comprised of four (4) operating divisions, which work in an integrated manner for long-term policy functions: land use planning, building services, by-law enforcement and municipal property matters.

Planning and Development Department	Key Role
Land Use Planning	• Official Plan Amendments; • Zoning By-law Amendment, Holding Zone Removal; • Draft Plan of Subdivision, Draft Plan of Condominium, Part Lot Control By-law; • Consents and Minor Variances; and, • Site Plan Control.
Building Services	• Building Permits; • Building Inspections; • Demolition Permits; and, • Occupancy Letters.
By-law Enforcement	• By-law complaints and required inspections; and, • Completing administrative and legal duties to ensure compliance with Council adopted By-law.
Municipal Property	• Disposal of Surplus Real Property; and, • Alley Program.

Development Approvals may also be subject to review by the following external agencies, as amended from time to time:

- County of Essex;
- Conservation Authority;
- Windsor Essex Catholic District School Board;
- Greater Essex County District School Board;
- Conseil Scolaire Viamonde;
- Conseil Scolaire Catholique Providence;
- Essex Terminal Railway Company;
- Enbridge Gas;
- Plains Midstream Canada;
- Essex Powerlines;
- Telecommunication providers;
- Canada Post;
- First Nations;
- Ministry of Transportation of Ontario (MTO);

- Ontario Ministry of the Environment, Conservation and Parks (MECP);
- Ontario Ministry of Natural Resources (MNRF);
- Ministry of Municipal Affairs and Housing (MMAH);
- Ministry of Tourism, Culture and Gaming (MTCG); and,
- Department of Fisheries and Oceans (DFO).

1.1.3 Town of LaSalle By-Laws and Relevant Policies

Further to the provincial statutes regulating development, the following Town of LaSalle By-laws and policies are to be referenced throughout the development process (as applicable):

- Comprehensive Zoning By-law;
- Development Charges By-law;
- User Fee By-law;
- Fence, Decks, Pools and Hydro-Massage Pools on Private Property By-law;
- Noise By-law;
- Outdoor Illumination By-law;
- Sign By-law;
- Site Plan Control By-law;
- Parkland Dedication By-law;
- Sale of Municipally Owned Property Policy;
- Street Naming Policy;
- Closing and Sale of Alleys Policy; and,
- Pre-Consultation Policy for Planning Act Applications.

Copies of the above [By-laws](#) and [policies](#) are available on the Town's website, with the official copy of a By-law and policy available by request from the Council Services Department at Town Hall.

1.2 Town of LaSalle Online Mapping

The Town of LaSalle has developed an interactive web-based mapping service for properties within the Town. Applicants are able to retrieve, view and print a broad range of property, topographic, and community planning-related information and maps, including zoning and aerial photos.



2 Types of Planning Act Applications

2.1 Official Plan Amendment

When the [Official Plan](#) does not support a proposed use, an application for an Official Plan Amendment must be submitted in order for the Town Council and County to make a decision.

All proposed Amendments to the Town Official Plan shall be processed in accordance with the provisions of the Planning Act, and due regard shall be given to the following matters:

- i) The physical suitability of the land to be used for the proposed use;
- ii) The adequacy of all required municipal services;
- iii) The adequacy of the road system to accommodate the projected traffic volume increases;
- iv) The compatibility of the proposed use with existing and potential future uses in the surrounding area; and,
- v) The need for additional land to accommodate the proposed use/ facilities.

2.2 Zoning Applications

[Comprehensive Zoning By-law 8600](#) (herein referred to as “CZBL”) is the Town’s land use regulatory document. When the Zoning By-Law does not permit a proposed use, it is the Applicant’s responsibility to meet with Planning Staff from the Town and discuss potential solutions. No building permit can be issued unless a proposal complies with the regulations that are contained within the CZBL.

The CZBL prescribes a broad range of land use and development-related standards/regulations, including, but not limited to:

- What uses are permitted, and what buildings and structures can be built in various zone categories town-wide;
- Where buildings and structures can be built, and how high, how large, and how close to lot lines;
- The size that a lot or lots have to be, and what servicing needs to be in place before obtaining a building permit; and
- Minimum parking standards for various building and land use types.

2.2.1 Minor Variance Application

A minor variance is a variation from the requirements of the CZBL that allows a property owner to build even though the property or proposed structure does not comply precisely with the requirements of the CZBL. The Committee of Adjustment may grant approval for a minor variance from the CZBL only when satisfied that the variance:

- i) Is minor in nature;
- ii) Is desirable for the appropriate development or use of land;
- iii) Maintains the general intent and purpose of the [Official Plan](#); and,
- iv) Maintains the general intent and purpose of the Zoning By-law.

It is the applicant's responsibility to contact the Secretary Treasurer of the Committee of Adjustment for further information.

2.2.2 Zoning By-law Amendment

When an application proposes a new use or a significant variation from the existing provisions set in the CZBL, a Zoning By-law Amendment will be required for approval by the Town of LaSalle Council.

2.2.3 Removal of Holding

Where the zoning of any lot includes the symbol (H) suffixed to any Zone symbol, the provisions of the Planning Act shall apply to such lands until such time as the By-law is amended to remove the holding symbol (H). The presence of the (H) symbol on any lot indicates that development of the lands is premature at the present time. In order to remove the Holding Symbol, the Applicant/Owner must satisfy the conditions of removal of the holding symbol, as outlined in the [Official Plan](#).

2.3 Land Division

2.3.1 Severance Application

The creation of lots may be permitted by severance (in accordance with the policies established within the Official Plan) if it has been established at the pre-consultation meeting that the applicant would not more appropriately proceed with lot creation through a Plan of Subdivision or Plan of Condominium. The applicant may be required to prepare studies in accordance with the requirements of the Official Plan, as deemed appropriate by Town Staff. Applicants are required to comply with section 7.8.3 Severances from the Official Plan, as well as recommendations from Town staff.

The creation of new lots shall generally not be permitted in the Rural/Agricultural District Designation. The circumstances under which a severance could be considered in the rural/agricultural district designation are outlined within the Town's Official Plan. Applications for Severance are processed through the Secretary-Treasurer, and decisions are made by the Town of LaSalle Committee of Adjustment.

2.3.2 Draft Plan of Subdivision/Condominium/Part-Lot Control

Draft Plan of Subdivision Applications are used to divide larger parcels of land into a significant number of lots and/or blocks that may contain streets, parks, and municipal services. This is the preferred form of lot creation for residential development, particularly where one or more of the conditions apply:

- The development requires the provision of new public roads or other municipal infrastructure (including parks and other hard services);
- It is necessary to ensure that the entire land holdings or area is developed in an orderly and efficient manner;
- Centralized stormwater management facilities are required, as opposed to onsite stormwater management on individual lots;
- A number of studies and justification reports are required to determine the suitability of the development; and
- A cluster development is proposed.

A full list of specifications that the proposed development must satisfy can be found within Section 7.8 Land Division of the [Official Plan](#). Approval for Draft Plan Subdivision/Condominium and Part-lot Control is through the County.

2.3.2.1 Draft Plan of Condominium

A condominium plan is like that of a Plan of Subdivision in that it is a way of dividing property and is processed in the same way. Plans of Condominium are used to regulate the division of land and/or buildings into parcels or units that may be sold as part of a condominium corporation. The Condominium Act classifies five types of condominium corporations (alone or in combination). These are Leasehold and Freehold, of which there are four subtypes: common elements, phased, standard, and vacant land.

2.3.2.2 Part Lot Control

The part-lot control provision of the Planning Act allows a municipality to pass by-laws to exempt any or all lots or blocks within a registered subdivision from part-lot control. This allows for

further subdivision of individual lots or blocks. The Town may pass a by-law exempting land suited in a registered plan of subdivision from part-lot control to allow the registration of a reference plan to divide the land into a number of parcels or to change existing lot lines. This exemption is commonly used to facilitate semi-detached and townhouse developments. This approach is often used because of the difficulty in ensuring that the common centre wall between the two dwelling units was constructed exactly on the property line.

2.4 Site Plan Control

The Site Plan Control process ensures developments are environmentally responsible, accessible, functional, and achieve the preferred design objectives of the Town's [Official Plan](#). Items which must be considered during the initial stages of development include site layout, landscaping, compatibility with abutting properties, drainage, municipal infrastructure, vehicle and pedestrian access, and site and building design. This means that the development proposal must satisfy the existing zoning requirements as defined in the CZBL, and be appropriately planned and designed to meet Town standards.

The Site Plan Control areas within the Town of LaSalle must comply with Section 41 of [The Planning Act](#). Therefore, lots being used for multi-residential, recreational, commercial, industrial or institutional developments within the Town's municipal boundaries are subject to site plan approval prior to the issuance of a building permit. In accordance with the Planning Act, residential buildings containing 10 or less units will be exempt from Site Plan Control approval. Please note that site plan approval will still be required for mixed use developments comprising of ground floor commercial in addition to residential units. Applicants are advised to contact the Planning and Development Department to confirm whether or not a particular development is subject to Site Plan Control in accordance with the Town's [Site Plan Control By-law](#).

Reviewing site plans submitted under Section 41 of the [Planning Act](#) is an administrative matter that has been delegated to the Planning and Development Department by way of By-law 8709.



3 Development Approval Process

Below outlines the process for the development approval process within the Town of LaSalle (refer to [Appendix A | Development Checklist and Process Charts](#)).



3.1 Step 1 | Design/Development Concept

At the time of developing a design concept, applicants, planners and consultants are encouraged to contact the Planning and Development Department for any preliminary inquiries, such as zoning and the process for developing within the Town of LaSalle. It is of note that feedback received at this point is preliminary and a comprehensive review of the design/development concept during the Pre-Consultation stage will result in final comments for the applicant.

3.2 Step 2 | Pre-Consultation Meeting

In advance of submitting a formal planning application to the Town, Applicants are encouraged to make an application to request a Pre-Consultation Meeting, as described in the policy. This is a formal meeting conducted with the Applicant, Town of LaSalle Staff, and other agencies as required, with points of discussion included but not limited to:

- A concept/"Big Picture" that the Owner/Agent intends to develop;
- Questions regarding the extent of the development;
- Outline of the necessary planning application(s);
- Potential studies and reports required by the Town, and other Approving Agencies required to deem an application submission as complete;
- Public participation process;
- Potential opportunities, challenges, or items to consider that may impact the approval process; and,
- Any necessary Consultants that the Applicant should retain to assist with the approval process.

The Pre-Consultation Meeting is intended to identify issues early in the process and to outline the reports, studies, plans and information required to be submitted as part of a complete application.

To request a Pre-Consultation Meeting, the Applicant must complete the [Pre-Consultation Application form](#) available on the [Planning Applications | Town of LaSalle](#) webpage.

The following documents should be included when submitting this form:

- a) Deed or offer of purchase (if necessary);
- b) Sketch or a recent Plan of Survey of subject land;
- c) Conceptual Site Plan;
- d) Draft Plan (if required); and,
- e) Any completed documents, studies, reports or drawings available for the development proposal.

The Planning and Development Department will review the application form and attached documents for any errors, omissions, or clarification. A Pre-Consultation package is circulated to relevant municipal departments and external agencies (as deemed necessary) to determine what supporting studies, documents, and information are required, if any. The Pre-Consultation process does not imply or suggest any position or decision whatsoever on behalf of the Town of LaSalle.

Following the circulation of the Pre-Consultation package, the Planning and Development Department will schedule a Pre-Consultation Meeting to outline the required studies, documents, and information. Following the meeting, a Meeting Record will be prepared by Town Staff and sent via email to the Applicant.

3.3 Step 3 | Submit Formal Planning Application(s)

Required planning applications will be identified as part of the Pre-Consultation Meeting process.

3.3.1 Complete Application

Applicants wishing to file a Planning Act Application can do so by completing the appropriate [Planning Act Application Form](#), along with the submission of the following:

- Payment can be made in person at Town Hall, online, or via a cheque made payable to the “Town of LaSalle” to cover the application fee, as per the [User Fees and Charges By-Law](#);
- A detailed sketch and/or site plan;

- Written authorization, identifying by name the individual who will act as your agent or solicitor for filling and handling the application (if applicable); and,
- Any additional required information (reports, studies, plans etc.) identified at the Pre-Consultation Meeting. To avoid delays, please ensure that the application is complete, that all drawings are neat and legible, and that all dimensions are accurate.

The [Official Plan](#) provides the Town with the statutory authority to require information, studies, and plans for a complete application submission beyond the minimum requirements of the Planning Act. An application will not be deemed complete until such time that the application submission meets the requirements of the [Planning Act](#) and the [Town of LaSalle Official Plan](#). The application will be assessed for completeness and either accepted or returned to the Applicant, requesting further information. A complete application ensures that Town Staff, the public and other stakeholders have access to the relevant information to enable decisions within a reasonable amount of time. Submitted applications will not proceed to review until a Notice of Complete Application is provided by Town staff, at which time the timeframe under the Planning Act for the Town to make a decision on the application will be triggered.

Applicants are encouraged to submit all outstanding information and materials as one comprehensive package. The Town will process all applications to the greatest extent possible; however, the Town's timeline commitments for review of the application will only commence once a complete application is submitted. Please see [Appendix A | Development Checklist and Process Charts](#) for further information on submitting a complete Planning Act Application.

Complete application packages are to be submitted to the Planning and Development Department, including the payment of applicable fees, by completing the online forms on the [Planning Applications | Town of LaSalle](#) webpage.

3.3.2 Application Fees

Application fee(s) shall be submitted for the relevant Planning Act Application(s) as per the Town's [User Fees and Charges By-Law](#). It is the Applicant's responsibility to ensure the appropriate fees are paid at the time of submission. These can include:

- Town of LaSalle Fee;
- Agreement/Amending Agreement Fee;
- Conservation Authority Plan Review Fee; and,
- Third Party Review at full cost recovery (the Town may require that any report/study provided by the applicant to support the development proposal is peer reviewed to

provide an objective professional opinion of the work undertaken and assessment provided).

In the event the Applicant requests a deferral that results in public meetings having to be rescheduled and/or additional meetings held, the Applicant will be charged an additional fee to cover the costs of re-advertising and re-circulating the application.

3.3.3 Site Plans

The drawings are to be prepared by a Professional Engineer, an Ontario Land Surveyor or a professional architect, and must be prepared in such a manner to allow for registration with the Land Registry Office.

For Site Plan applications, the sketch Plans or drawings shall be provided in PDF and at a minimum include:

- a) The location, dimensions and unit count of all existing and proposed buildings and structures on the site to support an application submission;
- b) North arrow and scale;
- c) Distance and setback between buildings, structures, site features, and lot lines;
- d) Parking area layout identifying surface material and markings, total number of all parking spaces, including dimensions of both parking spaces and aisles;
- e) The location of buildings/structures, driveways and site features of adjacent lands;
- f) All measurements to be provided in metric;
- g) Zoning and building code matrices, where applicable;
- h) Location of all existing and proposed easements and rights-of-way;
- i) Existing and proposed fencing and curbing;
- j) Location of all required or optional signage (for commercial signs, include elevations, setbacks and dimensions, see [Sign By-law](#));
- k) Location of all existing and proposed poles, transformers, hydrants and sidewalks on the site and on public lands abutting the site, and location of all site lighting;
- l) Landscaped and amenity areas;
- m) Location of any walkways, bicycle ways, stairs and building entrances with dimensions, if applicable;
- n) Fire routes, if applicable;
- o) Location and type of enclosure to be used for storage of garbage and other waste material;
- p) Location of any lands to be dedicated for public purposes, including road widening;

- q) Proposed drive through location(s), showing dimensions, queue spaces, order boards and drive-through windows, if applicable; and,
- r) Proposed snow storage areas.

Additional Site Plan Design Requirements can be found in Section 14 | [Development Manual Volume II](#).

For Draft Plan of Subdivision/Condominium applications, a draft plan, as required under Section 51(17) of the [Planning Act](#), shall be neatly drawn to scale and include abutting lots/features, is required to support a submission.

The inclusion of zoning and building code matrices, where applicable, is advised.

3.3.4 Studies and Reports

Developments may require the completion of site-specific studies and reports (as confirmed through the Pre-Consultation process) in order to proceed through the planning process. Additional studies and reports may also be required by other approval authorities; and the costs of these studies shall be borne by the Applicant.

At its sole discretion and in accordance with Section 7.12.3 of the [Official Plan](#), the Town may require any of the following studies, plans and/or assessments to be prepared by a qualified professional in support of an application prior to that application being considered complete:

- i. Planning Justification Report (must be signed by a Registered Professional Planner “RPP”);
- ii. Environmental Impact Assessment;
- iii. Guideline Plan/Master Plan, including for land uses, transportation, streetscaping, parks and open space, trails, community facilities, storm drainage and/or for any other municipal initiative;
- iv. Stormwater Management Plan (in compliance with the Windsor-Essex Stormwater Manual guidelines);
- v. Functional Servicing Study (Storm, Sanitary, Water, Road Network, Existing Utility Coordination);
- vi. Phase 1 and 2 Environmental Site Assessment;
- vii. Archaeology Phase 1 and 2 (Archaeological Assessment) and Conservation Plan (if archaeology resources are identified);
- viii. Transportation Demand Management Plan;
- ix. Transportation Impact Study;
- x. Parking Study;

- xi. Land Use Compatibility Reports, which may include a Noise and Vibration Impact Assessment and/or an Odour and Dust Impact Analysis;
- xii. Shadow Study;
- xiii. Tree Inventory and Preservation Study;
- xiv. Sustainability Assessment Report;
- xv. Agricultural Impact Assessment;
- xvi. Nutrient Management Report;
- xvii. Heritage Impact Statement;
- xviii. Aggregate Potential Assessment;
- xix. Lighting Plan/Photometric Analysis; and
- xx. Other supporting materials deemed necessary by the Town or approval authority (see [Appendix B | Terms for Reference for Technical Studies and Reports](#)).

During the development review process, additional studies and reports may be required by other approving agencies, at the expense of the Applicant. All required studies, plans or assessments are to be carried out by qualified professionals, as approved by the Town and it is recommended that development applications be represented by qualified representatives. Any study, plan or assessment may be subject to a peer review to be carried out by the Town, at the expense of the proponent, as per the Town's [User Fees and Charges By-Law](#).

See [Appendix A | Development Checklist and Process Charts](#) for the appropriate application submission checklist.

3.3.5 AODA Requirements

In the event that the Town is required to post background documents or drawings associated with a planning application on the Town of LaSalle website, or to provide such materials in an accessible format, the applicant shall be responsible for ensuring that all submitted materials are provided in an appropriate accessible format upon request.

The applicant is responsible for adhering to the current requirements of the Ontario [Human Rights Code \(1990\)](#) and the [Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)](#), including but not limited to ensuring the following:

The final application submitted demonstrates knowledge and understanding of *Ontario Regulation 191/11, Integrated Accessibility Standards* under the AODA, including the current *W3C Web Content Accessibility Guidelines (WCAG)*, of all personnel, including sub-contractors and consultants involved in the development of the application.

Upon request materials included in the final application, regardless of file type and content, submitted to the Town must meet the current W3C *Web Content Accessibility Guidelines* as per the AODA and its regulations.

When required, final application documents will be provided in PDF format with the accessibility requirements from the following non-exhaustive list:

- Correct heading structure with appropriate content tagging for all content within the document;
- Correct reading order of the content;
- Tables must be titled, include a summary and alternative text that describes the data represented in the table;
- Design plans, figures, graphics, images, and maps must be titled and include alternative text that explains the message and/or intent conveyed by the content;
- Logos and branding must include alternative text that describes the content represented;
- Signatures, wet and electronic, must include alternative text that identify the role/job title and the name of the signatory;
- Colour contrast meets the current WCAG requirements;
- Descriptive file name; and,
- Descriptive document title.

When accessible documents are submitted to the Town, they must be accompanied by proof of compliance with the accessibility requirements outlined above. Acceptable forms of proof include:

- [PAC 2024](https://pac.pdf-accessibility.org/en) accessibility compliance report (<https://pac.pdf-accessibility.org/en>); and,
- Accessibility compliance report provided by the company that conducted accessibility remediation on behalf of the applicant.

3.4 Step 4 | Development Review

Upon confirmation of a complete submission, Planning Act Application(s) will be directed through the development review process.

3.4.1 Circulation Period

Planning Staff will circulate the application to internal Departments, as well as to the required ministries, agencies, public bodies, and departments, explaining the nature of the requested

application(s), and inviting comments. Depending on the location of the subject lands, the application may also be circulated to the Conservation Authority, the County of Essex and Essex Power.

3.4.2 Public Notice

Dependent on the nature of the application, public notification will be given pursuant to the Planning Act requirements. As part of the public notification, interested residents/property owners will have the opportunity to contact Town Planning Staff in advance of the statutory public meeting (County/Town Council or Committee of Adjustment as applicable) to provide comments and to obtain information regarding the subject application.

3.4.3 Public Consultation

The Town will encourage applicants to engage with adjacent property owners and interested stakeholders for all Planning Act applications. Depending on the scale and application type, and at the discretion of Town Staff, applicants may also be required to hold a public information session in advance of a required statutory public meeting.

3.5 Step 5 | Approval

Submitted Planning Act Application(s) are subject to approval by the appropriate approval authority, including the Town of LaSalle, County of Essex and/or Committee of Adjustment. Approvals may be subject to conditions in order for the Applicant to enter into a development agreement with the Corporation.

3.5.1 Approval By Council

Council is responsible for making decisions regarding the following Planning Act Application(s) within the Town of LaSalle:

- Official Plan Amendment, Zoning By-law Amendment, Removal of Holding Zone Symbol; and,
- Draft Plan of Subdivision, Draft Plan of Condominium, Part-lot Control By-law, Extension to Draft Plan Approval/Part-Lot Control By-law Application, Official Plan Amendments (with County of Essex approval).

3.5.1.1 Statutory Public Meeting and Special Council Meeting

The Council of the Town of LaSalle is the decision-making authority with regard to local Official Plan Amendments, Zoning By-law Amendments, Holding Symbol Removal, and Temporary Use

By-laws. For County Official Plan Amendment applications, the County of Essex is the body that is the responsible decision-making authority.

The open public meeting held by Town Council, as part of a Public Planning Council Meeting, is the statutory public meeting for Official Plan and Zoning By-law Amendments, as per the Planning Act. Applications subject to Public Meeting notifications under the Planning Act are posted to the [Public Meetings | Town of LaSalle](#) webpage. All members of the public are welcome to attend this meeting, to make presentations and submissions. At this meeting, Town Staff will provide a basic outline of the application. The Applicant or agent will describe the proposed development, summarizing any key studies and reports and providing the rationale and planning justification for the application(s). Staff may then provide any supplementary information as well as a brief summary of any public input received. Council members may ask the Applicant questions for clarification. Interested members of the public may make written submissions to Council or appear before Council to comment on the application or ask questions. Once all public input has been received, the Applicant will have an opportunity to respond to the comments and summarize the application.

Please be advised that if a person or public body does not make oral or written submissions at the statutory public meeting, or make written submissions to the Town of LaSalle, before the proposed amendment(s) is adopted, the person or public body is not entitled to appeal the decision of the Council of the Town of LaSalle, nor will they be added as a party to the hearing of an appeal at the OLT.

The public's appeal rights are outlined in the Planning Act and differ depending on the type of application.

In some cases, an application may be amended following the public meeting in response to technical comments or issues identified by the public or the Council. Depending on the nature of the changes, an updated report may be brought to a subsequent Council meeting once all issues have been resolved. If no concerns are raised at the public meeting, the amending by-law may be brought forward to the following Council meeting for consideration.

3.5.1.2 Notice of Decision

Following the Statutory Public Meeting, a decision is made by Council regarding the subject application(s). If a By-law is passed, notice of adoption is sent out in accordance with the Planning Act regulations. Where an amendment is refused, the owner/applicant/agent and anyone who made written request to the Clerk for notice is informed of the decision. Where an application is

deferred back to Town Staff, the owner/applicant/agent should contact Planning Staff to discuss the options and opportunities going forward, and for clarification of the deferral.

For the applications that require approval by the County of Essex (i.e., Official Plan Amendment, Draft Plan of Subdivision/Condominium), the applicable provisions of the Planning Act will be followed by both the Town of LaSalle and the County of Essex with respect to the process/procedures that are followed by the upper-tier municipality, once LaSalle Council has made a decision.

Following the decision of Council for an Official Plan Amendment or Zoning By-law Amendment, and subject to the provisions as set out in the Planning Act, an appeal by the Applicant may be made to the [Ontario Land Tribunal \(OLT\)](#) by [filing an appeal online](#) . If no objections ("appeals") are submitted, the By-law is enacted and brought into full force and effect.

3.5.1.3 Agreements

Where an agreement is required (i.e., Draft Plan of Subdivision/Condominium, and Site Plan Control), the Applicant will need to prepare and submit engineering plans and other applicable documents. Once an agreement has been prepared, a By-law to authorize the execution of the Subdivision Agreement and a By-law to rezone and/or to remove the holding zone symbol from the lands affected (where required) are presented to Council for Adoption. It should be noted that the owner/applicant is required to pay all costs associated with the preparation of this agreement (captured under the User Fee By-law), including all legal costs and the costs associated with the preparation of all required engineering plans and legal plans of survey.

3.5.2 Approval By Committee of Adjustment

The Committee of Adjustment of the Town of LaSalle is the decision-making authority with regard to Consent and Minor Variance Applications. The Committee is guided by the policies of the Town's Official Plan and the regulations and development standards contained in the comprehensive zoning by-law.

The Committee of Adjustment meeting is a public meeting to obtain formal input and comments from the public and committee members. At this meeting, the Committee makes a decision to approve, deny, or defer the application(s) before them.

Where the Committee is of the opinion that the consent application conforms to the applicable official plan policies and comments and recommendations are favourable, consent in principle can be granted with conditions attached. In some situations, conditions may also be imposed on minor variance applications.

Where an application is referred back to Town Staff, the owner/applicant/agent should contact Planning Staff to discuss the options and opportunities going forward, and for clarification of the referral. A Notice of Decision will be sent out by the Secretary-Treasurer of the Committee of Adjustment in accordance with the provisions prescribed by the Planning Act and is subject to a 20-day appeal period. If the Applicant is not satisfied with the decision of the committee or with one or more conditions imposed, they may appeal the decision or condition to the Ontario Land Tribunal (OLT).

If no appeal is made by the end of the appeal period, the decision is final and binding. The Applicant will be notified by mail and if the application has been approved with conditions, the Applicant will need to fulfill those conditions and submit to the Town with the appropriate documents to demonstrate that those conditions have been met.

In accordance with the Planning Act, the Applicant will have two years to satisfy all of the conditions imposed by the Committee. Should the conditions not be satisfied, the approval in principle lapses and the consent application is deemed to have been refused. Where the conditions are satisfied, the Secretary-Treasurer of the Committee of Adjustment provides a certificate of final approval accordingly. The Applicant must then register the certificate in the local registry office.



4 Additional Requirements

4.1 General

4.1.1 Land Conveyance, Dedications, Right-of-Ways and Easements

Gratuitous conveyances including but not limited to roadways, widening of existing right-of-ways (R.O.W.), walkways, parks, storm retention ponds, storm conveyance infrastructure, and sewers may be required as a condition of development. The Applicant shall gratuitously convey sufficient land to the Town to create the public R.O.W. Such conveyance may be required as a condition of severance, rezoning, Site Plan Control, Draft Plan of Subdivision or Draft Plan of Condominium under the Planning Act.

Applicants shall provide all easements to LaSalle as the Town deems necessary. The Applicant shall retain the services of an Ontario Land Surveyor to prepare all reference plans. No permanent structures shall be placed on easements or R.O.W's.

4.1.2 Parkland Dedication/Contributions

The Town shall require Parkland Dedication as a condition of development, consent, or subdivision approval, as per the Planning Act. Parkland Dedication will be required in accordance with the Council adopted [Parkland Dedication](#) By-law 2025-055 and will be discussed during the pre-consultation meeting, if applicable.

4.1.3 Securities

Select applications (Site Plan Control, Draft Plan of Subdivision/Condominium, Consent) are subject to the submission of securities for the proposed work. Please see Section 13.4 | [Development Manual Volume II](#) for details on securities. See [Appendix H | Letter of Credit Template](#) for a sample of an acceptable Letter of Credit.

4.1.4 Development Charges

All applicable development charges as described by the [Development Charges By-Law](#) must be paid in full. Development charges are updated in accordance with the Development Charges Act, and the Applicant will be required to adhere to the most up-to-date by-law. It should be noted that these charges are the Applicant's share of facilities which have been or are intended to be constructed to benefit lands controlled by the Applicant, as well as for other lands.

4.2 Site Plan

4.2.1 Conditions of Approval

As a condition of development approval, Council may require the owner to provide at their own expense, a specified amount of land for the purpose of road widening. Such land shall only be required where the proposed development abuts one or more of the roads indicated below and only on the side and to the extent indicated below:

Road Name	Maximum Amount of Land Required from Each Side
Malden Road	5.2 m
Huron Church Line Road	5.2 m
Sprucewood Road	3.0 m
Front Road	3.0 m
Todd Lane	1.7 m

Fees are to be paid upon execution of the Development Agreement.

4.3 Draft Plan of Subdivision/Condominium

A registered plan of subdivision creates new, separate parcels of land. It is a legal document used for the sale of lots that shows:

- The exact surveyed boundaries and dimensions of lots on which houses or buildings are to be built;
- The location and width of streets; and
- The sites of any schools or parks; and
- The location of Stormwater Management Facilities.

A draft plan drawing is to be prepared at the time of a Draft Plan of Subdivision application, consistent with the design criteria outlined in [Development Manual Volume II](#).

When dealing with draft plan of subdivision/condominium applications, Subsection 51(24) of the [Planning Act](#) provides criteria for the evaluation of proposed draft plans of subdivision and condominium. In the County of Essex, each local municipality is responsible for making recommendations to the Manager of County Planning (the provincially delegated approval authority in Essex County that has been assigned by County Council to make decisions on their

behalf). In most cases, the Town's preferred process is to review and complete both the Site Plan Control and Draft Plan of Condominium Applications simultaneously.

4.3.1 Draft Approval

Draft approval of a Plan of Subdivision will generally include conditions which must be satisfied prior to final approval of the Plan.

These conditions of approval may include:

- Road widenings;
- Parkland requirements;
- The provision of on and off-site services; and,
- Mitigation of environmental impacts.

The draft approval may also establish a time frame within which the conditions must be satisfied or the draft approval lapses. Lots may be offered for sale after draft approval but can only be sold after the plan of subdivision has been registered.

4.3.2 Subdivision Agreement

Prior to final approval of a Plan of Subdivision, the owner shall be required to enter into an Agreement with the Town and to file necessary financial securities to the satisfaction of the Town, ensuring that conditions of approval are fulfilled. Park fees for lots created through a registered plan of subdivision will be payable as defined in the development agreement. Fees are to be paid prior to the registration of the Subdivision Agreement.

The Subdivision Agreement will be prepared by the Town, with specific details set out as part of the process, and as outlined in this manual. Once the Subdivision Agreement has been drafted, the Applicant will require Clearance Letters from the Town as well as agencies and approval authorities as indicated in the Agreement.

4.3.3 Registration

Once all conditions of draft approval have been fulfilled and the subdivision agreement has been drafted to the satisfaction of the Town, the County decides if and when to grant Final Approval. The application will then proceed by being registered in the provincial land titles registry system. Individual lots within a subdivision cannot be sold until complete registration. It is important to note that considerable time may pass between the draft approval and actual registration of the plan. The County, as the approval authority, has the power to require that the draft plan approval

will lapse after three years. It also has the power to give a further extension of draft approval, following the developer's request via application with both the Town and County.

4.4 Exemption from Draft Plan of Condominium

The Draft Plan of Condominium process is similar to that of the Draft Plan of Subdivision. There is, however, an opportunity for the Applicant to make a written request to the County of Essex for exemption from Draft Plan of Condominium approval. The request should explain why the exemption is appropriate. This request is then forwarded to the Town for consideration by Council. The County will require a Council resolution supporting the request, along with an acknowledgement that no conditions are required.

Once the County has received the Town's endorsement, the applicant can then submit to the County:

- A cover letter outlining the process to date and requesting an exemption from draft plan approval;
- One hard copy and digital submission of the completed and signed application form;
- A PDF copy of the draft plan (fully signed); and,
- Applicable draft plan of condominium application fee.

If necessary, the Town may enter into a simple Condominium Agreement with the Applicant while seeking the resolution support from Council for purposes of binding the condominium corporation to the requirements of the Site Plan Control Agreement registered on title.

Once all of the above have been received from the Applicant, the County will provide correspondence indicating that the exemption has been granted. At that point, the Applicant may submit the mylars for signature and delivery to the Registry Office.

4.5 Building Permits

Building permits are required to protect the interests of both individuals and the community as a whole. By reviewing and approving building plans before any work is done, and by carrying out inspections while construction is underway, building staff can ensure that buildings comply with:

- The Ontario Building Code, which sets standards for the design and construction of buildings to meet objectives such as health, safety, fire protection, accessibility, and resource conservation;
- The Zoning By-law and other planning controls on buildings; and

- Other applicable legislation, including but not limited to Conservation Authority approvals and certain requirements under the Environmental Protection Act, MTO and County of Essex.

Applicants wishing to submit Building-related Applications are responsible for completing and submitting the application, together with a fee, to the Town of LaSalle in accordance with the Town's Building By-law Fee Schedule and the criteria outlined in [Development Manual Volume II](#).

4.5.1 Building Permit Submission and Acceptance

A building permit application can be submitted to the Building Division by either the owner of the property or an authorized agent of the owner as per Div. C Part 1 Section 1.3.1.2 of the [Ontario Building Code](#). Any building permit application must be accompanied by:

- a) Application for a Permit to Construct or Demolish (available on the Town's Website);
- b) Required drawings or specifications with the required information (See [Appendix D | Building Permit Drawing Requirements](#));
- c) Letter of Authorization from owner, as required; and,
- d) Indemnity fees are required at the time of permit application submission; remaining building permit fees are required at the time of permit issuance, see [Development Manual Volume II](#).

The legislative timing for a building permit to be issued begins the day following confirmation of a complete building permit application.

Construction cannot proceed until a building permit application has been submitted and a permit has been issued as per the Building Code Act – Section 8(2). When the building permit application has been submitted to the building division, a series of reviews will be conducted that include:

- a) Review to ensure accuracy and completion of legal documents, building permit application, energy efficiency reports, designer forms, commitment to review, and authorization forms;
- b) Zoning By-law compliance (setbacks, easements, permitted uses);
- c) Ontario Building Code compliance, including fire safety; and,
- d) Review for compliance with outside organizations such as the Ministry of Transportation, the Conservation Authority, or the County of Essex.

Once these reviews have been completed and compliance is confirmed, a building permit can be issued. In the event that any of the above requirements were not adequately addressed, the applicant will be notified and informed of the outstanding issues to be resolved.

The following outlines the types of projects where a building permit is required:

- New residence (single detached dwelling, semi-detached dwelling, etc.);
- Apartment building or condominium building;
- Addition or renovations to an existing building;
- Detached garage and carports;
- A structure that is greater than 15 m² or contains plumbing;
- Sunrooms and porches;
- Sheds and Pool houses;
- Covered deck;
- All swimming pools;
- Demolition of a building;
- Alterations of building structures;
- Alterations to the plumbing system in a building;
- New septic system or alterations to an existing septic system;
- Retaining walls greater than 3' - 4" in height;
- Solar Panels;
- Change of use of an occupancy; and,
- Temporary tents over 60 m²

Each project type has its own set of individual requirements that accompany the building permit application. Please refer to [Appendix D | Building Permit Drawing Requirements](#) for a detailed list of drawings that are required based on the scope of the construction project being undertaken. If there is a construction project that is not identified on the list, please contact the Building Division for additional guidance on whether or not a permit is required.

It is important to note that when applying for any type of low-density detached dwelling unit (including additions or renovations thereto), permit drawings are required to be certified by a registered and qualified BCIN (building code identification number) designer, an Architect, or a Professional Engineer registered in the province of Ontario.

For more information regarding the building permit requirements associated with a specific permit application type, please consult the table below:

Structure Type	Drawing Certification Requirements	Additional Permit Requirements	Guide Type	Appendix Location
Detached Dwelling Semi Detached Dwelling Addition/Renovation Additional Residential Unit	Certified BCIN designer Architect or Professional Engineer	See the corresponding Guide referenced in Appendix D .	Guide to Residential Building Permits	Appendix D
Swimming Pool Enclosures	N/A	Refer to the Pool Enclosure By-law located on the Town's website.	Guide to Swimming Pool Enclosure Permits	Appendix D
Accessory Structure (detached garage, pool house, gazebo, etc.)	Certified BCIN designer Architect or Professional Engineer	See the corresponding Guide referenced in Appendix D .	Guide To Accessory Structure and Decks for Building Permits	Appendix D
Commercial Building Industrial Building Institution Building	Architect and/or Professional Engineer	1. Commitment to General Review; 2. Letter of conformance from each discipline; and, 3. Fire Department approval.	N/A	N/A
Condominium Building Apartment Building	Architect and/or Professional Engineer	1. Commitment to General Review; 2. Letter of conformance from each discipline; and, 3. Fire Department approval.	N/A	N/A

For structures or projects not shown above, contact the Building Division for specific requirements.

Building Inspections

Building inspections are to be scheduled at each phase of construction as per Div. C Part 1 Subsection 1.3.5 of the [Ontario Building Code](#). A list of these inspections can be found in Appendix B | Required Inspections' in the Ontario Building Code. A minimum notice of 24 hours must be provided in order to schedule an inspection. It is the responsibility of the applicant to ensure all required inspections are scheduled, conducted, and passed prior to covering or continuing with construction. Failing to ensure that each required inspection has been scheduled and has passed, may result in an 'Order to Uncover' or an 'Order to Comply' being placed against the property by a building inspector or the chief building official.

The Town of LaSalle's building division works very closely and cooperatively with the Fire Department. Most commercial, industrial, and institutional projects require an occupancy inspection from the Fire Protection Officer or representative from the Town of LaSalle's Fire Department. The occupancy inspections from both the building and fire department can occur simultaneously.

At the discretion of the Chief Building Official, a conditional permit (to necessitate courtesy inspections) may be issued as per Section 8(3) of the [Ontario Building Code Act](#). A conditional permit can be issued where in the opinion of the Chief Building Official, unreasonable delays in construction would occur if the conditional permit is not issued. A conditional permit does not revoke or rescind any necessary approvals from other departments.

