

Procedures for Site Plan Approval & Requirements

1.0 Introduction

The Site Plan Approval is an essential component of the development review process. It is intended to:

- Complement the objectives of the Official Plan;
- Conform to the requirements of the Zoning By-Law and other appropriate by-laws/regulations (e.g. Sign By-Law, etc)
- Eliminate or reduce negative impacts on adjacent land uses;
- Provide clear guidelines to help streamline and speed up the approval process.

The Site Plan Approval is only a requirement to the issuance of a building permit. In this regard, the applicant should contact the County of Dufferin Building Department (tel # 519-941-2362) with respect to their requirements.

2.0 Guidelines

- i. The following guidelines have been prepared by the Township to assist persons wishing to develop property within the municipal boundaries of the Township which have been designated by Council as a Site Plan Control Area under Section 40 (2 & 3) of the Planning Act. These guidelines are based on the 'Conditions of Approval of Plans' (Section 40(7)) for properties so designated.
- ii. The intent of these guidelines is to direct the proponent in the preparation of satisfactory plans and specifications to enable Council to make timely and informed decisions on such proposals. These guidelines identify basic information requirements necessary in the preparation and consideration of development proposals and in no way are limited to the items identified below. From time to time, these guidelines may be modified by the Township as required.

- iii. The applicant should review the Township instructions and requirements for Site Plan Approval and then review the draft application with the Township in order to determine any specific concerns involving the subject property. such as environmental issues, preservation of natural features, storm water management, garbage disposal, etc.
- iv. It is the responsibility of the applicant to contact the appropriate ministries and agencies where necessary for their approval such as the Ministry of Transportation, County of Dufferin, Health Unit, Conservation Authority, Ministry of Natural Resources, etc.
- v. The requirements specified by these guidelines shall not limit the responsibility of the proponent to compliance with Federal, Provincial, or Municipal By-Laws, Statutory Requirements, or other Regulations. In particular, the application must conform to the applicable Zoning By-Law and Ontario Building Code requirements.
- vi. Once the plans and development agreement meet the satisfaction of the staff and consultants, the plans and the development agreement (Section 40 (7) (C)) will be recommended to Council for consideration of approval of the plans and the signing of the agreement.
- vii. The Site Plan Agreement will contain a clause requiring a letter of credit of a minimum amount of \$10,000.00 to ensure proper site development and a clause regarding the payment of the Township's processing costs, or as determined by Council.
- viii. In all instances appropriate details should be provided to illustrate the construction intent. These may include the colour, quality of finish of materials to be used, construction techniques, phasing, or other considerations which may have a bearing on the understanding of the proposal.

- ix. In certain circumstances a Development Agreement may be required in addition to/or in place of a Site Plan Agreement .

Please note: Building permits will not be issued until the Site Plan Control Plans are approved by Council and the Agreement is fully executed and all conditions have been met.

3.0 Site Plan Application Process

- i. A formal application is submitted to the Township Office with all required plans, specifications and details with the application fee.
- ii. The application is acknowledged in writing by the Township staff and after a preliminary review, the applicant is advised of any deficiencies and any additional plans and information required to be provided. A copy of a standard site plan control agreement is provided to the applicant for perusal.
- iii. The Township may discuss the application with any pertinent ministries and agencies. Any delays by the applicant in submitting the plans to applicable agencies or ministries may delay the processing of the application. The Township will require letters of compliance or permits from the appropriate authorities prior to staff recommending the plan to Council for approval.
- iv. The comments received from the circulation are reviewed.
- v. The Township staff and its consultants will review and analyze the application and prepare redlined revisions where necessary. It may be necessary to send the plans to other agencies or Ministries where applicable.
- vi. The applicants are advised of any revised revisions and changes which are to be incorporated into the drawings. They are revised accordingly by the applicant at his expense and returned to the Township for approval.

- vii. The Site Plan and/or Development Agreement are submitted to Council which approves or disapproves. If Council approves the Site Plan, Township staff and the Mayor are authorized to execute the Development Agreement.
- viii. The approved drawings are sent to the applicant for reduction to a size appropriate for attaching to the Agreement, and then returned to the Township. The final Agreement is also forwarded to the applicant for execution by all parties with an interest in the property.
- ix. The executed agreement and reduced drawings are received from the applicant together with the required certificates and guarantees, and are checked and executed by the Township, and forwarded to the Township solicitor for registration, at the applicants' expense.
- x. Building permits may now be obtained from the Building Department if all requirements for the issuance of the building permits are met.

4.0 Requirements for Site Plan Application Submission

4.1 General

- i. The Township recommends that all relevant Design Drawings be prepared and stamped (where applicable) by a Full Member of:
 - The Ontario Association of Architects;
 - The Association of Professional Engineers of Ontario;
 - The Ontario Association of Landscape Architects; and,
 - The Canadian Institute of Planners.
- ii. The Township reserves the right to modify these guidelines without notice or liability.

- iii. It is encouraged that the proponent meet with Township Staff representatives prior to the undertaking of design studies to confer on the information required by these guidelines and the appropriateness of the proposed development.
- iv. As an aid in the interpretation of drawings, it is important that they be prepared to an appropriate standard. Drawings or packages of bound drawings should be clearly drawn and labelled.
- v. The following plans and information are to be submitted with the application. Insufficient or missing information will delay the processing of the application.
- vi. Five bound sets of the drawings including reductions are to be provided to enable reviews by appropriate personnel.
- vii. Wherever possible/appropriate, all drawings submitted must be coordinated with each other with respect to :
 - a. Scale;
 - b. Sheet size;
 - c. Numerical order;
 - d. Information shown (such as layout, grading, planted areas, mechanical, electrical, details, etc).

4.2 Planning Justification Report and/or a Background Report– 3 copies

A planning justification report is required (if applicable) which provides the planning rationale of the lands being developed. A background report is required which would give the Township an overview and specific information of the proposed development (ie: type of industry, material being fabricated, etc)

4.3 Legal Description Plan – 3 copies

A reference plan, registered plan, or plan of survey certified by an Ontario Land Surveyor and a legal description of the land.

4.4 Site Plan - 5 full scale copies (660 cm x 990 cm or 2 ft by 3 ft)
- 5 reduced copies (29 cm x 43 cm or 11in x 17 in)

1. All measurements should be provided in metric measurement followed by imperial measure in brackets;
2. Metric bar scale (1 :100, 1 :200, 1 :300, 1 :400, 1 :500);
3. Key Map to indicate location of subject lands;
4. North Arrow;
5. Location of property, drawing name and number, date of production, revisions chart, designer's and owner's name and address;
6. Consultants firm name and address along with stamp or seal as appropriate (Architect, Engineer, Land Surveyor, Landscape Architect, Planner, etc);
7. A legible chart on the plan summarizing the following :
 - i. Total property area
 - ii. Total building area
 - iii. Height of the building
 - iv. Total gross floor area of proposed and existing buildings
 - v. Type, number and floor area of components units, suites, etc
 - vi. Total leasable or rentable area
 - vii. Nature of proposed tenancy
 - viii. Total number of parking spaces and breakdown into employee, visitor, etc
 - ix. Snow storage areas;
8. Dimensions and areas of the property and accurate layout of the property including bearings and distances;

9. Location of all existing and proposed buildings and structures indicating building dimensions, setbacks, separations and building entrances, both pedestrian including handicapped access and vehicular;
10. Abutting road allowances, their widths, location or the centerline, road widenings, right triangles and sight lines at access/egress points;
11. Location and use of all buildings on properties abutting the subject property and pertinent features and/or conditions for a distance of 30 metres (100 feet);
12. Access ways and their dimensions and widths including proposed direction of traffic flow;
13. All parking and loading spaces and their dimensions, manoeuvring areas, clearance, and surface treatment (Zoning By-Law Sections 3.8 and 3.15.9);
14. Areas for landscaping, walkways, (identifying surface type and details), buffer areas, entrances, courts, walls, fences, benches, signs and outdoor areas;
15. Location of signs. All signs must conform to the standards of appropriate agencies such as the Township (in accordance to our Township By-Law), County, MTO where applicable. Plan and elevation of drawings or proposed signs must be provided. Details of all proposed signs must be provided to illustrate dimensions, locations, illuminations (if applicable), surface area, height above grade and mounting details;
16. Refuse storage areas including recycling facilities. Buildings/containers must be enclosed with roof. (Details on separate plan). Any refuse other than normal office waste must be identified and provisions made for recycling;

17. Well, sewage disposal system, hydrant, hydro poles, hydro transformers vaults or pads, etc are to be identified on the plan.

**4.5 Landscape Plan - 5 full scale copies (660 cm x 990 cm or 2 ft by 3 ft)
- 5 reduced copies (29 cm x 43 cm or 11in x 17 in)**

Generally plant materials should be used generously to provide a lush green appearance to developments. Depending on the circumstances they can be used to provide screening/buffering or unsightly views onto or off of the property, as buffers along side/rear/front yards, to encourage the development of human scale to the project and to blend with surrounding uses.

All healthy existing plant materials should be protected if possible and/or appropriate. In the event a healthy plant material exists on a site it must be demonstrated that every reasonable possibility has been explored to adjust the development proposal to incorporate these materials into the project, where appropriate.

The following minimum information is to be shown on a Landscape Plan:

1. North Arrow, bar scale and accurate layout of property including bearings and distances;
2. Identify and locate on the plan all existing plant materials, their condition, size, age and general vigor;
3. Location of property, drawings name and number, date of production, revisions chart, designer's and owner's name and address;
4. Consultants firm name and address along with stamp or seal as appropriate (Architect, Engineer, Land Surveyor, Landscape Architect, Planner, etc);
5. Indicate plants to remain and methods of protection from construction damage;

6. All plant materials to be protected must be clearly marked on a drawing. Where large numbers of plants are involved, a separate vegetation appraisal/removal plan to illustrate these areas is suggested;
7. Where plant materials cannot be accommodated by adjustments to the proposal or through relocation, they must be clearly marked for removal;
8. No plant materials are to be removed from the site prior to approval;
9. A Plant List to include :
 - i. Quantities of each species of plant;
 - ii. An appropriate symbol for each plant species;
 - iii. Botanical name;
 - iv. Common name;
 - v. Size of each (caliper and/or height at planting);
 - vi. Planting condition (wire basket, potted, B&B, etc);
 - vii. Planting comments (where required).
10. Accurate layout of all materials including planting beds;
11. Planting details for each type of plant (deciduous, tree/shrub, coniferous tree/shrub, bare root material, etc);
12. Proposed plantings should be illustrated to represent the plant at 2/3's maturity;
13. Locations for seeded/sodded areas;
14. Adequacy of proposed landscape treatments, including :
 - i. General site enhancement;
 - ii. Considerations for off-site properties;
 - iii. Screening/buffering considerations;
 - iv. Definition of entryways, etc.

15. Details and specifications for walkways, curbing, walls, fences, lighting fixtures, planters, signs and any other proposed features or equipment;
16. Locations of snow storage areas;
17. Specifications/notes required for installation.

4.6 Site Servicing Plan and Grading Plan

- **5 full scale copies (660 cm x 990 cm or 2 ft by 3 ft)**
- **5 reduced copies (29 cm x 43 cm or 11in x 17 in)**

The following is the minimum information to be shown on the Servicing and Grading Plan:

1. North arrow, bar scale and accurate layout of property including bearings and distances;
2. Location of property, drawing name and number, date of production, revisions chart, designer's and owner's name and address;
3. Consultants firm name and address along with stamp or seal as appropriate (Architect, Engineer, Land Surveyor, Landscape Architect, Planner, etc);
4. All storm sewers, watermains, mainholes, pipe diameters, direction of flow, inverts, lengths and grades, pipe class and bedding and service connections shall be shown;
5. Land drainage and stormwater disposal arrangement, including catch basins, ponding areas and impediments to the free flow of water, and indication of intended direction of surface flows, percent slope, overland swale or detention area design, pipes, culverts, berms and outfall to a suitable outlet;

6. Utility servicing arrangements including location of Bell, Gas and Hydro utilities, existing poles, hydrants and the location and size of meter rooms, transformers, vaults, etc;
7. Location of fire fighting connections, access routes, hydrants, valves and watermains (and sizes), as applicable;
8. Existing and proposed grades of all relevant site features such as top and bottom slopes, drainage courses, existing trees, tile beds, buildings (all corners and reasonable intervals between finished floor, all access/egress points, steps, ramps, walls, parking lots, curbs, roadways, pedestrian walkways, etc);
9. Existing and proposed grades to be shown as spot elevations (minimum) and contours at no greater than 0.5metre interval;
10. Surfacing and grading of the property and the surfacing or areas such as driveways, ramps, walkways, proposed edgings or curbs and details of proposed retaining walls and similar features;
11. Road widenings, easements, right-of-way, etc;
12. Relationship of proposed grades to surrounding grades on adjacent properties to be shown for a distance of 15 metres (50 feet) beyond property lines;
13. A drawing showing location of all exterior lights on the site indicating the type of light to be used and each location including height and precautions to be taken to prevent light trespass onto adjacent properties;
14. Information in the form of a drawing or written specification, on the illumination levels to be achieved by the exterior lighting system;

15. Catalogue descriptions of each of the exterior lights to be used on the site. These should include the lamp type and wattage to be used and colour of light emitted;
16. Proposed hours of operation for exterior lighting system.

4.7 Architectural and Elevation Drawings

- 5 full scale copies (660 cm x 990 cm or 2 ft by 3 ft)
- 5 reduced copies (29 cm x 43 cm or 11in x 17 in)

Drawings of buildings elevations and cross-sections together with an indication of the general finishing materials are to accompany the application and include the following as a minimum.

1. All facades;
2. Door and window treatments;
3. Colours, types and finishes of materials to be used;
4. Building heights;
5. Entry treatments
6. Details pertaining to screening of rooftop or other mechanical equipment;
7. Any special features.

5.0 Inquiries

Any questions regarding the scope of these guidelines or applications which are not covered here should be directed to the Township CAO/Clerk-Treasurer, Mrs. Susan Stone at 519-941-1007, or other Township Representatives or Consultants as directed by Mrs. Stone.