

SITE PLAN APPLICATION GUIDELINES

SCHEDULE 'A'
BY-LAW NUMBER 01-17

TOWNSHIP OF ADJALA – TOSORONTIO

1.0	INTRODUCTION	3
1.1	APPLICATION OF GUIDELINES	3
2.0	SITE PLAN REVIEW PROCESS	3
2.1	PRE-CONSULTATION	3
2.2	FEES	4
2.2.1	<i>Site Plan Fee Schedule.....</i>	<i>4</i>
2.2.2	<i>Other Fees Required (subject to change per fee by-laws initiated by the Building Department or the Roads Department).....</i>	<i>4</i>
2.2.3	<i>Fees Paid Under Cost Acknowledgement Agreement.....</i>	<i>4</i>
2.2.4	<i>Fees Determined and Enforced under the Development Agreement</i>	<i>4</i>
2.3	SITE PLAN REVIEW AND APPROVAL	5
2.4	SITE PLAN APPROVAL TIME LIMITS	5
2.5	APPROVALS PROCESS TIMING	5
2.6	RESPONSIBILITIES OF THE APPLICANT	5
3.0	SITE PLAN SUBMISSION REQUIREMENTS.....	6
3.1	REQUIRED SETS OF PLANS.....	6
3.2	REQUIRED DOCUMENTATION	7
4.0	GENERAL DRAWING SPECIFICATIONS	7
4.1	SITE PLAN/LAYOUT PLAN	7
4.2	GRADING/SERVICING PLAN	8
4.3	LANDSCAPING/TREE PRESERVATION PLAN (NOT REQUIRED FOR RESIDENTIAL USES EXCEPT AS SPECIFICALLY REQUIRED BY COUNCIL OR THE COMMITTEE OF ADJUSTMENT)	8
4.4	ARCHITECTURAL PLANS	9
4.5	ESTIMATE OF COST OF CONSTRUCTION	9
5.0	SITE PLAN AND BUILDING STATISTIC REQUIREMENTS.....	9

1.0 INTRODUCTION

Pursuant to Section 40 of the Planning Act, R.S.O. 1998, as amended, the Township of Adjala – Tosorontio passed By-law ____-____, to identify all of the lands designated in the Official Plan as a “Site Plan Control Area.” All development within the Township is subject to development control as prescribed under Section 40 of the Planning Act.

Renovations or additions to existing buildings and parking lots will require site plan review.

1.1 Application of Guidelines

The intent of this document is to provide a general description of the information requirements in support of medium to large scale commercial, recreational, institutional and industrial uses. Although many of the guidelines are applicable to residential uses, they will not be required except as a condition of Consent imposed by the Committee of Adjustment to address concerns of the public or agencies regarding development on the lands.

2.0 SITE PLAN REVIEW PROCESS

2.1 Pre-consultation

Applicants are encouraged to contact the Township Planning, Building, Works and Fire Departments regarding specific requirements for site plans. Other applicable agencies may include the Nottawasaga Valley conservation Authority, Toronto Region Conservation Authority, Ontario Hydro and the County of Simcoe. Since the comments of these agencies and departments may significantly affect the scale and layout of your proposal, applicants are strongly encouraged to seek comments on a preliminary review of proposals. Applicants are encouraged to submit 3 copies of their preliminary site plan prior to a pre-consultation meeting, during which staff will identify issues to be addressed. This allows the applicant to be advised of the information required on the plans and the relative suitability of the proposal, before significant resources are spent on the proposal.

The Township will not consider applications which contravene Township policy and Zoning By-laws.

2.2 Fees

2.2.1 Site Plan Fee Schedule

Application fees are payable at the time of site plan submission and are effective January __, 2006. **As per Council policy, there are no exemptions and fees are not refundable.** Depending on the requirements of other agencies having an interest in the proposal, there may be additional fees required to secure the review and comments from those agencies. *All amendments to fees related to site plan applications are approved by by-law.*

FEE SCHEDULE

Basic Fee (All new development and greater than 50% expansions to existing development) \$550

2.2.2 Other Fees Required (subject to change per fee by-laws initiated by the Building Department or the Roads Department)

Septic Review (New)..... \$375
Septic Review (Expansions to Existing Buildings) \$75
Entrance Permit \$100 + \$300 Deposit

2.2.3 Fees Paid Under Cost Acknowledgement Agreement

The amount payable for these services is dependent upon the complexity of the application and/or nature of the work undertaken by the Township’s engineering and legal consultants. All applicants shall enter into a cost acknowledgment agreement with the Township to provide for payment to the Township for expenses incurred in the processing of their application(s).

Site Plan Inspections
Section
Site Plan Inspection Fee
Section 41 Agreement

2.2.4 Fees Determined and Enforced under the Development Agreement

Letters of Credit
Parkland Dedication
Development Charges

ALL Application fees are non-refundable.

2.3 Site Plan Review and Approval

Each site plan application is reviewed at a staff level and comments are provided to the applicant. When staff is satisfied that the application is complete, the application and agreement are brought before Council for approval. Staff reports are prepared and submitted to Council along with agency comments for Council's information prior to consideration of the application for approval. Alterations to existing site plans are reviewed by the Planning Committee to determine if the alterations require amending the site plan and approval by Council or if they can be determined to be a minor alteration to the site plan agreement.

2.4 Site Plan Approval Time Limits

Unless otherwise noted in the conditions of approval, site plan approval expires two years from the date of approval. Extensions may be granted by Council prior to expiry and will be based on a written request from the applicant explaining the reasons for delay and the date that the development is expected to proceed. Extensions will be granted for a period of one year, unless circumstances warrant consideration of a longer time period. Applications for extensions to site plan approval must be accompanied by the required fee.

2.5 Approvals Process Timing

Upon receipt of a completed Site Plan Application the Planning Department will circulate agencies for their comments on the application and when comments have been received by all parties, schedule the Site Plan to come before Council for consideration and approval.

2.6 Responsibilities of the Applicant

The following tasks that the applicant is encouraged to complete will facilitate efficient and timely approvals processes.

- Pre-consultation with the Planning Department and any other departments or agencies identified as necessary;
- Submit a preliminary Site Plan;
- Ensure that the required information under Section 3.0, and other information and studies required from agencies, is assembled as part of the Site Plan submission; and
- Submit the required information and fee to the Township.

PRIOR TO APPROVAL

- Keep the application active by providing required information and any revisions to plans or details as requested.
- If an application is not active for a period of 12 months or more, it is the policy of Council that staff be instructed to advise the applicant and close the file.

FOLLOWING SITE PLAN APPROVAL WITH CONDITIONS

- The applicant must resolve any conditions required for agency approval/clearance in order to secure final approval. Failure of the applicant to expedite clearance of conditions may result in Final Approval not being granted, delays to Final Approval and/or Building Permit issuance.
- The applicant is responsible for addressing agency concerns and securing municipal approvals for any revisions that occur in order to address these concerns.
- The approved Site Plan is the basis for issuing Building Permits and as such Council must approve any major modifications to the plans. Minor changes to the site plan will be approved by the Planning Committee and the Mayor. Until revisions are approved, a Building Permit cannot be issued on revised Site Plans.
- Changes made during construction which alter the Site Plan significantly must be brought forward to Council for approval.
- The approved and stamped Site Plan drawings must remain on site for the duration of site development.

3.0 SITE PLAN SUBMISSION REQUIREMENTS

3.1 Required Sets of Plans

Submit 9 sets of plans as outlined below in order to initiate the process for Site Plan Approval. Each set shall be stapled together, labeled and folded to maximum size 8.5" x 14". Rolled plans and individually folded plans will **NOT** be accepted for processing.

5 complete sets

Planning, Engineering, Fire and 2 for Building

- Layout drawing (site plan) and site servicing and grading plan
- Architectural (exterior elevations and floor plans)
- Landscaping plan/tree preservation
- *extra servicing drawing for the Building Department

4 partial sets

Conservation Authority, Ontario Hydro, County of Simcoe and others

- Site plan
- Servicing and grading plan
- Landscaping/tree preservation plan

Additional sets or individual drawings that may be required for other agencies are not listed. The Township reserves the right to request and receive extra sets of plans as required to facilitate the processing of plan approvals.

3.2 Required Documentation

Along with the plans, the applicant is required to submit:

- Site Plan Application Form
- Application Fee
- Building use and Building Design Statement (for all industrial and commercial applications) for use by the Fire and Building Departments to evaluate fire access requirements and the adequacy of water supply for the proposed building/addition use
- 3 copies of the noise study, if required
- 3 copies of the traffic study, if required
- 3 copies of the functional drainage/storm water management report, if required
- Coloured presentation drawings if required

4.0 GENERAL DRAWING SPECIFICATIONS

- Minimum standardized, metric scale of no more than 1:1000
- Applicant's and owner's names, addresses, telephone and fax numbers and email addresses
- Project name, date, municipal address and legal description of the land
- Site plan and building statistics (refer to Section 5.0)
- All bearings and dimensions of the subject property, including the dimension from the property line to the closest point of all buildings and structures
- Reference to the source for all base information (surveyor, date surveyed, etc.)
- Key plan showing project location

4.1 Site Plan/Layout Plan

Site plan drawings shall be prepared by a qualified professional and as a minimum include the following information and standard notation.

- Locations of all entrances
- Location of all parking and setbacks to property lines
- Location and setback to all buildings and structures on adjacent lands
- Identify and dimension all landscaped areas and indicate the type(s) of surface treatment
- Garbage location and screening details
- Outside storage locations and a description of items stored
- All parking and loading areas, stalls, access/egress and aisles
- Details of fencing and lighting
- Location and dimension of sidewalks
- Easements and ROWs (existing and proposed)

- Type of development
- Location of required Fire Access Routes
- All fire hydrants and water mains
- Location of all existing and proposed underground servicing
- Location, approximate depth and dimensions of watercourses
- The location and description of all trees and shrubs within 3 metres of the property line and within the property, (include the elevation at the base of all trees greater than 100mm caliper)

4.2 Grading/Service Plan

As a minimum, the following information shall form part of the grading/service plan. Details may be shown on separate plans.

- Existing and proposed grades (in sufficient detail to identify existing and proposed drainage patterns)
- Underground storm, water and sanitary lines (proposed and existing) and any connection to those services
- Existing and proposed pipe sizes, materials, invert elevations and slopes
- Existing and proposed elevations for catch basins and maintenance holes
- Existing and proposed catch basins
- Hydrants (private and public, if present)
- Location, approximate depth and dimensions of watercourses
- Location and type of easements and ROWs on property (existing and proposed)
- Location and elevation of all entrances potentially affected by the proposal
- Road widening and site triangles
- All proposed retaining wall locations and details

4.3 Landscaping/Tree Preservation Plan (not required for residential uses except as specifically required by Council or the Committee of Adjustment)

The purpose for landscaping is to screen unpleasant views; to buffer incompatible land uses from each other; to unify the site and co-ordinate it with its surroundings; and to define the circulation within the site. It is the intent of the Township to retain vegetation in its natural form and to employ the use of native plant materials wherever possible. Applicants will illustrate how existing vegetation will be incorporated into their site development plans wherever possible. All applications on commercial and industrial properties must be accompanied by a landscaping plan, illustrating the following:

- The numbers, sizes, locations and types of trees and shrubs proposed for landscaping (itemized by Botanical name and keyed into the drawing)
- Any trees and shrubs to be conserved are to be identified in terms of size, species, base elevations and locations
- Installation details for all works (servicing, structural and planting)
- Description and location of all ground covers and surface materials
- Location, description and details of all proposed structures (fences, enclosures, retaining walls, etc.) and all site furnishings

- Finished and proposed contours and grades if they are different from the grading plan and all drainage structures including swales and overland drainage
- All stairs, walkways and ramps
- Top-of-bank for all watercourses on the property

4.4 Architectural Plans

For all buildings and structures proposed in the application, architectural plans submitted by a qualified architect, engineer or draftsperson shall be prepared and contain the following:

- Floor plans outlining all rooms including principle, accessory and utility rooms, warehouse space, offices, kitchen areas, washrooms, meeting/boardrooms, garages, plants, foyers, mezzanines, retail areas, etc.
- Elevation Plans illustrating buildings materials and colours, the location of doors and windows, loading areas, lighting, signs, air conditioning, exhaust vents and rooftop mechanical equipment

4.5 Estimate of Cost of Construction

Each application must be accompanied by a detailed breakdown of the costs for constructing the development. Each phase of the project is to be itemized and costed in terms of the unit cost for materials and installation.

5.0 SITE PLAN AND BUILDING STATISTIC REQUIREMENTS

The following table summarizes the information to be calculated and provided on the drawings submitted with the application for site plan. All site plans are to conform to the zoning by-law(s) of the Corporation of the Township of Adjala – Tosorontio.

STATISTIC	REQUIRED			
	Commercial and Industrial	Recreational	Residential	Institutional
Legal Description	X	X	X	X
Zone	X	X	X	X
Lot Area and Frontage	X	X	X	X
Coverage	X	X	X	X
Gross Floor Area	X	X	X	X
Parking Spaces	X	X		X
Loading Spaces	X			X
Percent Coverage	X		X	X