



TOWNSHIP OF NORTH DUMFRIES SITE PLAN INFORMATION

NOTE: APPLICATION WILL ONLY BE PROCESSED WHEN:

1. APPLICATION FEE AND DEPOSIT IS PAID:
2. COMPLETED APPLICATION FORM IS SUBMITTED.
3. TEN (10) COPIES OF FOLDED SITE PLANS/REQUIRED STUDIES ARE SUBMITTED; one electronic copy of all plans and studies on disk or flash drive. (MAXIMUM FOLDED SIZE OF DRAWINGS TO BE 8 ½" X 14")

What is Site Plan Approval?

Site Plan Approval is a form of development control authorized under Section 41 of the Planning Act and enacted through the Township of North Dumfries Official Plan adopted by By-law #: 2505-05. This means the Township has the authority to influence the design of certain types of development in addition to meeting requirements of the Township's Zoning By-law and the Ontario Building Code.

Site Plan Control applies to all development within North Dumfries with the exception single detached dwellings, semi-detached dwellings and duplexes, except those permitted within or contiguous to Open Space Areas, Core Environmental Features, and single detached dwellings, semi-detached dwellings and duplexes forming part of a zero lot line, linked housing or similar innovation in housing developments.

Site Plan Approval is required prior to the issuance of a Building Permit for all developments which are subject to site plan control, except those listed above and unless designated otherwise. (*Site Plan Approval is required for a new building addition or commercial parking lot*). Please contact the Township to determine specifically whether or not your development proposal requires Site Plan Approval.

A person applying for Site Plan Approval will submit clearly legible blueprints (not photocopies) of the following plans:

1. A site plan
2. A grading and servicing plan
3. A detailed landscape plan

(#2 and #3 may be combined on one plan if the proposal is minor in nature and if information can be legibly presented)

Where required by the North Dumfries Township, copies of the following plan:

4. A perspective rendering
 5. Cross-section drawings
 6. Elevation drawings
 7. Floor plans
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The Purpose of Site Plan Approval

The purpose of Site Plan Approval is to allow the Township of North Dumfries and, where applicable, the Regional Municipality of Waterloo and other jurisdictional agencies, to review the following;

- Overall site design
- The impact of the proposal on surrounding land uses
- Sitting of structures and buildings (massing and conceptual design)
- The widening of public roads which abut the site
- Easements, access, parking, and loading facilities
- Grading and site drainage
- Provision for disposal of storm, surface, and waste water
- Landscaping and buffering; amenity areas
- Curbs, signs, walkways, lighting, fencing, storage of waste

The Township will review the application in consideration of internal functioning (i.e. parking, emergency vehicle access, traffic flow); aesthetic contribution, serviceability, energy efficiency, and spatial, aesthetic and functional relationships with adjacent properties.

Site Plan Control ensures that municipal requirements are met and helps to improve the quality and appearance of the development to everyone's benefit.

Once you make a formal application, it is your responsibility to contact the Township on the status of the proposal, and on any recommended changes or conditions required, until Final Site Plan Approval is received.

What is required for Final Site Plan Approval?

When the applicant's drawings meet all of the applicable requirements, the final drawings will be stamped and recommended for approval. The owner may then be required to enter into a Site Plan Control Agreement within the Township and post security in an amount equal to 50% of the cost of site works up to a maximum of \$50,000.00 and a minimum of \$1,000.00 presented in a format acceptable to the Township.

The agreement stipulates that the site is to be developed in accordance with the approved site plan; and the posted security ensures that this will happen. If the Site Plan Control Agreement and security is required, final Site Plan Approval will only be granted when these have been submitted.

How Long Does It Take?

The time required for processing an application varies depending on completeness and accuracy of the submitted plans and complexity of the proposal. On average, it takes four weeks from the date of Formal Site Plan Application. If drawings are complete and meet all concerns on the first submission, processing time will likely be shortened. Processing time will be longer if council approval of the site plan is required.

How to Obtain Release of Submitted Security

If you were required to submit security for site works as a condition of Site Plan Approval; it is your responsibility to contact the Township for an inspection of site works when all site work has been completed.

If at the time of inspection the site has been developed and maintained in conformity with approved plans and meets all conditions of approval, security will be released. Should any deficiencies be found, you will be notified in writing and security will be retained until deficiencies have been corrected.

How to Change an Approval Plan

After final Site Plan Approval, should you wish to make changes to the approved plans, you will be required to seek an AMENDMENT to the Approved Site Plan.

The procedure for seeking an AMENDMENT to the Approved Site Plan is the same as for Site Plan Approval, and a formal application should be made to the Township of AMENDMENT.

Where to Apply

Applications for Site Plan Approval are available in the Township. Applicants must submit a completed application form, the required folded drawings, and an application fee for each new application or amendment to an approved plan.

What Steps Should Be Taken to Obtain Final Approval?

Check with the Zoning Administrator to determine if the site is properly zoned to accommodate the proposed development and for compliance to zoning regulations. If the site is properly zoned, a preliminary site plan should be discussed with the Township. Staff within the Township may suggest time-saving changes to the plan at this early stage of the process. Also, the applicant may be informed of additional requirements for approval, or of approvals required from other agencies.

A formal Site Plan Application should be made. An application for Site Plan review will not be processed unless the following conditions are met at the time of submission:

- A completed Site Plan Application form signed by the owner (or authorized agent of the owner) of the property is submitted.
- The Site Plan Application Fee is paid
- 10 copies of all plans
- Drawings are folded within a maximum legal size 8 ½ x 14 to open in accordion fashion

At the same time, two copies of both the site plan and the building plans may be submitted to the Building Department and an Application for Building Permit completed. Site Plan and Building Permit review may, thereby, be processed concurrently. However, a building permit will not be issued until final site plan approval is granted. At the time of Formal Site Plan Application, the applicant may be given four copies of the Site Plan Control Agreement and instructions for their completion.

The submitted drawings will be circulated to and discussed with various Townships, Regional and other agency departments as required. If changes are recommended, the Township will consult with the applicant on any recommended changes and offer advice which will help in processing the application. If the recommended changes are substantial, a meeting may be arranged with the applicant, or a request made for submission of revised drawings.

Upon submission of acceptable final drawings, the applicant may be required to submit four executed copies of the Site Plan Control Agreement. As well, at this time, a detailed cost estimate at market value for site works should be submitted. This estimate will be reviewed and an agreed cost for posting of security determined.

For purposes of this agreement, it is not always necessary that all clauses be included; and any clauses which are inapplicable or unnecessary may be deleted. Similarly, the consent of the mortgagee and lease is not always necessary and may be waived. Please consult the Township to determine if the consent of the mortgagee or lessee is required and what clauses, if any, can be excluded from the Agreement.

Where required, the applicant may be required to post security of agreed value for site works. The following is an acceptable form of security:

An irrevocable Letter of Credit for a one year period following standard Township format either in the form of a certified Cheque or Bank Draft.

Final approval will be granted only when the final drawings meet with Township requirements, and when required Four (4) executed copies of the Site Plan Control Agreement have been submitted; and Security in a format and of a value acceptable to the Township has been submitted.

Following FINAL SITE PLAN APPROVAL, of Site Plan Control, a building permit will be issued if all conditions relating to building permit applications have been met.

Appeal

If the applicant disagrees with the decision of the Township, the applicant may request that the application be referred to Township Council for a decision. If the applicant disagrees with the decision of Municipal Council, the applicant may request that the application be appealed to the Ontario Municipal Board (OMB). This must be done by a written notice submitted to the Secretary of the OMB and notification should be given to the Clerk of the Township of North Dumfries. The OMB's decision is final.

NOTICE

North Dumfries Township Council has authorized the collection of inspection fees for site plan approvals. The new fees will be collected for each additional inspection beyond the initial one performed by Township Staff. If a developer requests an inspection of a site and all required site work has not been completed in accordance with the approved plan, then additional fees will have to be collected prior to any additional inspection being performed.

SITE PLAN

The site plan drawings should include a symbol key with legend and the following information and requirements (clearly show what is existing and what is proposed):

- North arrow; standard scale (preferably in metric, however, imperial is acceptable)
- The dimensions of the site as taken from a survey or legal description of the property; street name;
- The location and use of all existing and proposed buildings and structures on the site (future buildings should not be shown);
- Finished floor elevations of buildings;
- Location of closest fire hydrant (state whether existing or proposed);
- Designated fire routes with the notation "fire route to be posted and designated under municipal by-law" (to be minimum 6.0m wide with minimum 12.0 centerline turning radius, maximum 8% slope);
- Maximum dimensions of buildings; minimum distance between buildings;
- Traveled portions of roadways, access driveways, parking area layout, ramps (all showing minimum dimensions or typical dimensions and surface material);
- Location of any walkways, stairs, building entrances;
- Amenity areas;
- Location, height and type of all proposed fencing and curbing;
- Location of all existing and proposed poles, transformers, hydrants and sidewalks on the site and on public lands abutting the site, location of all site lighting;
- Location of all existing and proposed easements and rights-of-way
- Location of type of enclosure to be used for storage off garbage and other waste material;
- Location of any lands to be dedicated for public purposes;
- Setbacks of structures (buildings, signs, parking) from property lines in all cases;
- Total existing and proposed building size in square feet/square meters, lot area, total number of parking stalls, total number of units;
- State whether the building is to be sprinklered or not sprinklered, show location of fire department connections (standpipe, Siamese)

GRADING/SERVICING PLAN

The grading/servicing drawings should include the following information, symbol key and legend (clearly show what is existing and proposed);

- Existing and proposed grade elevations (referenced to Benchmark elevation)
- Existing services (storm, water, sanitary)
- Location, size and depth of cover of storm, water and sanitary services;
- Statement if existing services are to be used or if services are proposed;
- Direction of surface drainage flow through use of drainage arrows;
- Proposed and existing structures and buildings;
- If catch basins are to be used, show proposed storm sewer hook-ups and storm laterals size and location, catch basin rim elevation;
- If storm water management design is required, state maximum detention time of pond, maximum flow and maximum storage volume for a 5 and 100 year return period storm;
- Existing and proposed driveway entrances and curbs;
- Type of surfacing (i.e. sod, gravel, asphalt, etc.
- Relative street grade elevations fronting site, property lines;
- Swales and drainage ditches (indicate slope and side slopes and, where required, cross sections);
- Elevations of individual internal driveways where a depressed driveway may exist;
- NOTE: drainage must remain internal to the site unless approved by the Township of North Dumfries Engineering and Public Works Department;
- Manholes;
- Location of closest fire hydrant (existing and proposed);
- Location of existing and proposed Siamese or standpipe connection
- Hydro poles and transformers;
- Invert of storm, sewer and water laterals at point of connection
- Location of existing and proposed easements and rights of way, road dedication/widening's;
- Locations of any lands to be dedicated for public purposes;
- Site lighting

LANDSCAPE PLAN

Landscape drawings should show a legend with key symbol and the following information:

- Existing and proposed building;
- Location of existing plant material to remain;
- Location of vegetation to be removed;
- Location of all proposed plant material, planting beds, and seeded or sodden areas;
- PLANT LIST showing key, numbers of plants, botanical and common names and plant size at installation date (native species must be used);
- Location of pathways, play areas, special activity areas, open space areas, building entrances and doorways;
- Location of outdoor lighting;
- Location and treatment of garbage collection areas;
- Listing of play equipment and site furniture indicating manufacturer, model and quantity (if applicable);
- Existing and proposed curbing, sidewalks and hard surface areas;
- Location, height and type of proposed and existing fencing.