

REQUIREMENTS FOR SITE PLANS

The following criteria must be met in order to register an acceptable site plan as it applies to all multi-residential, commercial, industrial and institutional proposals. The Corporation reserves the right to reject unacceptable site plans.

1. A survey plan or a sketch to scale of all lands in the vicinity of the subject application with the lands covered by this application outlined in red. Where possible, the site plan should be prepared by a professional planner, engineer, architect or land surveyor. **The site plan will only be accepted on 8-1/2" x 14" paper for purposes of registration.**
2. Include the required fee as prescribed by Schedule "E" to By-law No. 24-2006. This covers the cost of preparation and registration of the site plan agreement.
3. Every site plan shall illustrate the following information:
 - (a) all boundaries and dimensions of the site, including a directional arrow and the area of the land included in the site plan;
 - (b) the shape, location, and dimensions of all buildings and structures existing on the site and distances to property lines;
 - (c) the location and dimensions of all buildings, structures and freestanding signs proposed on the site;
 - (d) plans showing the location of all facilities and works to be provided;
 - (e) the use of all buildings and structures proposed on the site and of all parts of the site not to be covered by such buildings and structures;
 - (f) drawings showing the plan, elevations, cross-section view, massing and conceptual design of each proposed building;
 - (g) the location, size and description of all adjacent buildings lying within six metres of the property boundaries;
 - (h) facilities for the lighting or any proposed flood-lighting of the site or of any buildings or structures thereon;
 - (i) the location and description of any existing natural features such as trees, woodlots, streams, or ponds with indication as to which are to be retained and which removed or altered;
 - (j) the size and location of all water and sewage connections, where necessary, the design of an underground electrical supply system, and septic system.
 - (k) a drawing showing the relationship of the area of the site and buildings to surrounding roads, streets, and exterior areas;
 - (l) the location, dimensions, elevations, surface materials and, where applicable, all access and egress points to abutting roads with indication of direction of traffic flow of all parking areas (either covered or uncovered), parking spaces, loading spaces, access driveways, fire routes, sidewalks, pedestrian walkways, elevators, and curbing proposed on the site;
 - (m) the shape, location, and dimensions of all yards, landscaped open spaces and planting strips proposed on the site, including any walls, fences, shrubs, hedges, trees or other landscaping materials as may be necessary to provide adequate landscaping of the site or protection to adjoining lands;
 - (n) any vaults, central storage and collection areas and other facilities and enclosures as may be necessary for the storage of garbage and other waste materials;
 - (o) grading or alteration in elevation or contour of the site and provision for the disposal of storm, surface and waste water from the site and from any buildings or structures thereon;
 - (p) widenings of highways that abut on the land;
 - (q) easements conveyed to the municipality for the construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewage facilities and other public utilities of the municipality or local board.