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Site Plan Guidelines

A guide to submitting Site Plan Applications

Introduction

Section 41 of The Planning Act, R.S.O. 1990, as amended, provides the legislative basis for the use of Site Plan Control. In accordance with Section 41 of The Planning Act, R.S.O. 1990, as amended the Council of the Township of Douro-Dummer has declared its entire land area to be subject to Site Plan Control. Those seeking to develop property within the Township may be required to submit Site Plans, Building Elevations, Grading and/or Landscaping Plans as specified herein, to be approved by the Authorized Persons.

Site plan control is a form of development control provided to municipalities by Ontario's Planning Act. No one can undertake any development which is subject to site plan control unless the Township has reviewed and approved certain plans. Site plan applications require an agreement registered on title. This agreement contractually binds the owner to develop and maintain a site in accordance with the approved plans and the terms of the agreement.

Site Plan Control Agreement

As a condition of the approval of the site plans and drawings, the Township will require the applicant to enter into a Site Plan Control Agreement. The Agreement defines the conditions of approval, the works and actions required, and the required guarantees of performance. The approved plans and drawings form part of the Agreement. This Agreement

will be in a form suitable for registration.

The Chief Building Official cannot issue building permits until the Agreement is executed by the Applicants and the proposal fully conforms to the approved drawings (and to other applicable Codes and By-laws).

Formal application, including the payment of the necessary application fees, must be made to the Township of Douro-Dummer where approval is being sought for plans and drawings.

The Site Plan Control process allows Township staff to review and approve plans and drawings displaying:

- the location of buildings
- landscaping
- waste and recycling containers
- traffic and pedestrian access
- interior walkways (if the public has access to them)
- exterior design matters (if identified in the official plan).

Further, Site Plan Control ensures that Township, County and other agency standards and requirements are met. This document is intended to provide guidelines for the public, property owners, and builders, to assist in the preparation, submission, review and approval of new developments in the Township of Douro- Dummer.

These guidelines have been designed to aid the applicant with the Site Plan process by providing an overview of the process itself and by outlining the required elements of a Site Plan as specified in the Planning Act.

The Site Plan Process

Site Plan Control is utilized in order to ensure:

- Safe, orderly and functional development;
- Safety and efficiency of vehicular and pedestrian traffic;
- Land use compatibility between new and existing developments;
- The provision of functional attractive site amenities and facilities to achieve urban, rural and waterfront development design objectives;
- Retention and protection of valuable and sensitive natural features within development sites;
- The provision and appropriate placement of required infrastructure and services within development sites;
- The provision of easements or grading and site alterations needed to provide public utilities and site drainage; and
- The construction and maintenance of the development as approved by the Township.

To support an application for Site Plan Approval, drawings are prepared and submitted illustrating the spatial (physical) arrangement of property elements, such as buildings, driveways, parking areas, pedestrian sidewalks, landscaping, natural features, fences, lighting, signs, drainage patterns, wells, septic systems or municipal services, etc.

Other supporting information, such as stormwater management and traffic impact studies may be required.

Pre-consultation

It is recommended that Applicants [request a pre-consultation meeting](#) with Township Planning staff, prior to the submission of the application, in order to gain a preliminary planning review and direction.

Detailed information of the proposed development, lot characteristics, surrounding land uses and natural features are required at the pre-consultation stage. A failure to participate in pre-consultation will result in processing delays, as Planning staff will not be able to accept the application.

Staff are available to explain the process, indicate the feasibility of the proposed development and may be able to point out any special considerations for the property.

Staff may also recommend the applicant consult with other Township staff, the County of Peterborough, the Otonabee Conservation Authority, First Nations and/or any other Ministries and Agencies which may further assist applicant.

Depending on the complexity of the application and the supporting technical reports and/or plans, the Township may require that an independent peer review of the reports and/or plans be undertaken at the expense of the applicant. This peer review is required to be completed prior to the submission of an application. A peer review clearance letter from the peer reviewer(s) is required to be submitted as part of a complete application concluding that there are no outstanding issues to be addressed prior to the approval of the application.

Submit a Preliminary Site Plan Layout Plan and Meet with Staff

The submission of a preliminary site plan should be done early in the design process, before any substantial investment of time and expense for the completion of detailed landscape and site engineering plans. An early staff review of the preliminary site plan will minimize the time and expense of revisions. This step is often combined with the pre-consultation.

Submit the Required Site Plan Information

The applicant finalizes the site plan (including any revisions/suggestions made by the Township during the pre-consultation) and completes the list of requirements set out in this Site Plan Guide. This will include building elevations, landscape design, drainage, servicing, and engineering design plans. Applications are reviewed for compliance with the applicable regulations of the Township Comprehensive Zoning By-law and circulated to the necessary Township Departments and outside agencies. The outcome of the circulation may result in a list of requirements to complete prior to the approval of the Site Plan. These requirements are specific to each property.

Processing Times

Section 41 (3.6) of the Planning Act requires that within 30 days after the applicant pays the required fees, the municipality must provide notice that the plans and drawings and the required information and material have been provided, or that they have not been provided, as the case may be.

Section 41 (12) of the Planning Act states that if the municipality fails to approve the plans or

drawings referred to in the Township Site Plan Control By-law within 60 days after they are received by the municipality, the owner may appeal the failure to approve the plans or drawings to the Ontario Land Tribunal by filing with the clerk of the local municipality a notice of appeal accompanied by the fee charged by the Tribunal. The 60-day approval time frame stated in the Planning Act begins upon the submission of a "complete application". If an application is modified by the Applicant after submitting a "complete application", a new application may be required including a new pre-consultation.

Finalize the Approval

All applications are submitted to the Authorized Person(s) as outlined in the Township Site Plan Control By-law for review and approval. Approval will generally be conditional upon the applicant providing a performance security to the Township in the form of a letter of credit in order to ensure completion of the site development in accordance with approved plans.

Site Plan Drawing Standards

Section 41 (4) of the Planning Act identifies site plan drawing requirements, which include:

- Plans showing the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided including facilities designed to have regard for accessibility for persons with disabilities;
- Plans illustrating the elevations and cross section views for each building to be erected;
- The relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access;
- The provision of interior walkways, stairs,

- elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;
- Matters relating to building construction required under a by-law referred to in section 97.1 of the Municipal Act, 2001;
 - Design elements on any adjoining highways, including but not limited to trees, shrubs, hedges, plantings or ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities; and
 - Facilities are to have regard for accessibility for persons with disabilities.

Further, the [Zoning By-law for the Township of Douro-Dummer](#) addresses the minimum and maximum building size permitted on residential, rural, commercial and industrial Zoned properties.

General Submission Requirements:

- Completed application form;
 - Application processing fees. Please refer to the schedule of fees on the Township website or contact the Planning Department for assistance regarding the applicable fees. Please note, Conservation Authority fees also apply;
- **Note: A deposit may required to be used for any additional review work that may be necessary. Any unused funds from the deposit will be returned upon completion of the process.
- Required peer reviewed reports and drawings as identified during pre-consultation;
 - A digital copy (.pdf) of all drawing sheets and reports.

Plans and Drawings

- All plans and drawings where applicable must be in metric units only, preferably at a minimum scale of 1:300, and provide the following information.

*Note: these drawing elements may be combined on one drawing as opposed to several plans, depending on the complexity of the subject property and proposed development. Applicants may use their own resources to create site plans and drawings, as long as they meet all of the requirements listed below. These site plans and drawings must then be certified by a professional.

All plans must include the following:

- Key plan, illustrating the location of the subject property, relative to the street layout within the surrounding area;
- Ownership name, project name, municipal address, legal description, date of submission and revision box;
- North arrow and scale;
- Complete boundary details, illustrating future streets, property and division lines;
- Area of property, proposed or planned division of property; and
- Matrix indicating zone requirements and actual site statistics.
- Dimensions and area of the property being developed indicating any road widenings, easements, etc. required;
- Proposed staging of the development of the property and of the construction of the buildings;
- Location and Building Code Classification of all buildings and structures, both existing and proposed, indicating all building dimensions, setbacks, separations, building entrances, (both pedestrian and vehicular), projections, canopies, equipment housings, dust collectors, masts, ground signs, building

- height, etc.;
- Location and area of all separate uses within the building, the location of firewalls, and the size of areas intended for different, accessory or complementary exterior use, such as open storage yards etc.;
- Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material;
- Access ramps, driveways, etc., indicating widths, curve radii, medians, curbs, steps, etc., and the proposed direction of traffic flow where applicable;
- Vehicular parking areas and stalls, dimensioned and numbered and indicating any areas to be assigned to visitors, tenants, employees, etc.;
- Vehicular loading docks and doors indicating fully dimensioned truck parking spaces, manoeuvring areas and clearances;
- Location of all signs and any lighting thereof;
- Location and direction of exterior lighting;
- Building on adjacent lots and generally the existing or proposed improvements in the adjacent yards and mutual features, such as driveways, parking, etc.;
- Location of street hydrants, hydro poles, drainage ditches, catchbasins, etc., adjacent to the subject property;
- Location and size of water services, sewage disposal services and hydro services to be constructed on site;
- Statistical summary of development perimeters in accordance with zoning regulations including the following, preferably in chart form:
 - Lot area
 - Building coverage
 - Total gross floor area of proposed buildings and existing buildings to be retained
 - Floor area on each level including basement

- Floor areas of component uses
- Total usable floor area
- Total number of parking spaces proposed
- Number of parking spaces for visitors, tenants, and employees, etc.
- Total site area to be landscaped including walkways, courts, etc.

Grading/Drainage Plan

- Existing and proposed contours and/or spot elevations, bench marks, and elevations on roads and adjacent properties (7.5 metres beyond site);
- Base floor elevations of proposed buildings and structures;
- Elevations of all relevant topographic features (roads, curbs, ditches, drainage outfalls, etc.);
- Direction of drainage flow and location of all drainage discharge points including roof drainage and parking lot drains;
- Supporting data and calculations with respect to storm drainage flow volumes and capacity of existing outfalls;
- Any other information required to fully describe the project grading and drainage.

Landscaping Plan

- Areas for landscaping, sodding, seeding, walkways, sidewalks, courts, entrances, walls and fences, etc., showing trees (including all existing trees and indicating those to be cut down), ditches, etc.;
- Location of existing plant material;
- Location, species and size of existing plant material to be preserved;
- Location, species and size of new plant material to be added;
- Berming, fencing and screening details, where applicable;
- Any other information required to fully describe the project landscaping.

Elevation Drawings

(required for all exterior walls in commercial, industrial and institutional buildings)

- Front, side and rear elevations showing finished grade, floor and roof elevations;
- Type and colour of exterior building materials.
- Entrances, windows;
- Height of buildings;
- Signage and exterior lighting;
- Any other information required to fully describe the project.

Existing Conditions Plan

- Exact location and description of existing buildings or structures on abutting properties;
- Abutting roads including the location and width of any utility poles, fire hydrants, and sidewalks, where applicable;
- All existing driveway entrances to the subject property as well as existing access and driveway entrances of the adjacent properties, including those of the properties on the opposite side of the road to the subject site;
- Type and extent of easements or right-of-way's, both on and adjacent to the property;
- All existing utility services are to be shown;
- Existing trees, watercourses and rock outcroppings, swales ditches, etc. with exact locations;
- Existing grades over entire property by:
 - Contour lines at minimum one metre intervals, and contours of a reasonable portion of adjacent properties, or
 - The equivalent in spot elevations; and
 - The elevations of the crown of adjacent roads and public sidewalks.

Site Plan Drawings Access Facilities

It is the intent of the Township to ensure that access to the proposed development is located

so that the safety and convenience of vehicular and pedestrian traffic to and from the property is assured and that the safety and traffic flow on public roads is not unnecessarily impeded. This will be accomplished through the following:

- a) The location and construction of any access to a road required approval from the agency which has jurisdiction over the road abutting the property (i.e. Ministry of Transportation, County of Peterborough, and Township of Douro-Dummer).
- b) Only one access from each street abutting the property will generally be permitted. Exceptions may be granted for automobile service stations and major developments with substantial road frontage or is otherwise agreed to by the Township of Douro-Dummer.
- c) The gradient of an access driveway shall not exceed 10%.
- d) The access driveways shall be constructed so that no surface water is discharged onto the travelled portion of the road.
- e) Where the expected traffic generated by a new development requires additional turning and storage lands abutting the new development or traffic direction signs, the Township may require that these be constructed at the applicants'/owners' expense.
- f) The access driveway located within the road right-of-way shall be paved.
- g) Where the road adjacent to the property is constructed with curbs and gutters or sidewalks, the access driveway located within the road right-of-way shall be constructed with pour-in- place concrete curb. The cost of altering the existing sidewalk is to be borne by the applicant/owner.

Off Street Vehicular Loading and Parking Facilities

Where possible, it is the intent of the Township that off street parking and loading facilities be provided, which ensures convenience to users; together with orderly and safe vehicular and pedestrian movement. The parking area shall be designed in such a manner that emergency access routes for all emergency vehicles are provided.

The following shall be taken into consideration:

- a) An adequate roadway/route shall be provided and maintained to provide access for firefighting equipment. This roadway/route shall be designed and constructed in accordance with the Ontario Building Code – and shall be illustrated on the site plan.
- b) All parking, loading and access areas shall be properly drained, and the surface water collected on the site and, if possible, brought to an outlet approved by the agency having jurisdiction over drainage.
- c) The dimensions of individual parking spaces shall be as required by the applicable Comprehensive Zoning By-law. Parking areas shall be designed to provide safe and convenient access to each parking space. Parking spaces are to be clearly marked.
- d) All loading facilities shall be designed so that vehicles can enter and leave the property in a forward motion.
- e) Driveway and aisle width shall be in accordance with the requirements of the Township Zoning By-law.
- f) Short term parking areas, such as those for fast food outlets, gas stations, and banks, shall be designed so as to not obstruct exit/access

driveways or to interfere with daylighting triangles.

Facilities for Lighting

It is the intent of the Township to provide adequate on-site lighting for the safety of vehicular and pedestrian traffic without interfering with the enjoyment of adjacent properties or with the traffic on adjacent roads and to foster a greater sense of security for the public. This will be accomplished through the following:

- a) The applicant/owner shall provide adequate on-site lighting for the safety of vehicular and pedestrian traffic in public areas such as parking areas, walkways, building entrances and access points.
- b) Light standards, flood lighting and lighted signs must be located and directed so as to not interfere with the traffic on the adjacent roadways.
- c) Flood lights and lighted signs may not be directed to windows of habitable rooms on adjacent properties.
- d) Special emphasis should be given to avoid glare on adjacent residential properties.
- e) Light standards for pedestrian and parking areas should be designed to avoid excessive glare on adjacent roads and properties, to address the scale of the site and to respect natural night lighting.
- f) Lighting shall be energy efficient and dark sky compliant.

Vaults, Central Storage and Collection Areas

It is the intent of the Township to provide for waste storage facilities adequate to accommodate the potential on-site needs in a suitable location without creating public health hazard or nuisance to adjacent properties. This shall be accomplished through the following:

- a) Outside waste disposal enclosures should conform to the same setbacks as those required for accessory buildings as outlined in the applicable Comprehensive Zoning By-law.
- b) Water disposal enclosures shall be properly screened and located outside main public view.
- c) The waste disposal storage area must be conveniently located with proper access.
- d) Any outside disposal facility must be constructed to provide an adequate visual shield of the garbage container and be properly maintained at all times.

Grading and Stormwater Management

It is the intent of the Township to prevent grading or changes in elevation or contours of the land which could result in the obstruction of natural or artificial drainage courses, discharge of surface water on adjacent lands or public highways or a detrimental visual or physical impact on adjacent properties which could result in the destruction of unique natural features of the site. This shall be accomplished through the following:

- a) Where the proposed grading or change in elevation will change the natural drainage pattern, the applicant/owner must provide clear evidence that these changes will not result in the blockage of natural drainage, ponding of water on adjacent properties or the discharge of surface water on adjacent properties or roadways.
- b) All surface water collected on the site must be discharged into an outlet approved by the agency having jurisdiction.
- c) The drainage of the adjacent properties must not be affected during site preparation nor after construction is complete.
- d) The natural drainage patterns of existing ditches, channels, streams and creeks shall

not be changed if changes would affect not only the site but also adjacent properties. In addition, the combined effect of the proposed development and other approved development in the vicinity should not exceed the capacity of these existing drainage courses.

- e) Storm water runoff from impervious areas such as parking lots and driveways shall be handled within the site and should not flow onto areas such as public roads or sidewalks.
- f) The design of storm water drainage and storm water storage facilities may include: roof top storage, underground storage tanks, surface detention basins, trench drains, planted swale areas, bermed areas, or where acceptable soil and ground water conditions exist, recharge basins, dry wells, porous pavement, or any other innovative techniques, or combination of the above as approved by the Township of Douro-Dummer and/or Otonabee Region Conservation Authority.

For more information on site plan control visit:

<https://www.ontario.ca/page/site-plan-control-guide>