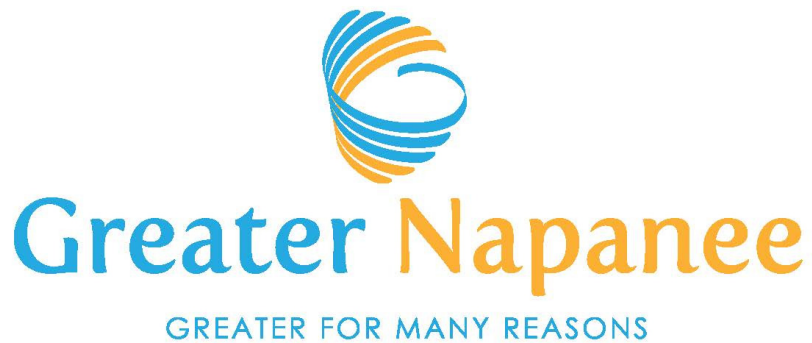


TOWN OF GREATER NAPANEE

SITE PLAN CONTROL GUIDE



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1.0 INTRODUCTION

This guide is meant to be an aid for designers completing Site Plan Control Applications in the Town of Greater Napanee. The guide will be used by staff to ensure that minimum requirements have been met. It is suggested that the designer address each point, where applicable, in order to accelerate the approval process.

2.0 FEES

The owner will be charged the appropriate fess for review of submitted plans as set out in the Tariff of Fees By-law.

Where a site plan control agreement is to be registered on title, the applicant shall be responsible for the registration fees.

Where the Town of Greater Napanee requires special services or expertise beyond those normally required in the site plan review process, the applicant will be responsible for any fees incurred. Further, should a site plan be required to be reviewed more than once by the Town of Greater Napanee Engineer and/or planner, the applicant may be responsible for any resulting additional engineering fees.

3.0 SITE PLAN APPLICATION

When making an application, the applicant shall complete a site plan control application as shown on appendix 'A' to this guide.

3.1 PLAN SUBMISSION

ALL PLANS SHALL BE SUBMITTED WITH METRIC DEMENSIONS.

The required Plans shall be submitted as follows:

- Six (6) sets of all drawings at a suitable scale

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- Reductions of plans at a maximum size of 21.5 cm x 35.5 cm (8 ½ x 14) for circulation
 - Reduction of the site plans as approved by the Town for inclusion in the site plan agreement

The Ontario Building Code requires that certain types of buildings be designed by an architect or engineer. This matter should be discussed with the Chief Building Official, prior to filing of the application, in order to determine if the proposed building is in that category. In cases where the proposed building is subject to this requirement, then the plans submitted for Site Plan Control approval shall be prepared by an architect or engineer and bear an architect or engineer stamp. It is the policy of the Town that it will not consider any plans until any required professional stamps have been affixed thereto.

3.2 LEGAL DESCRIPTION OR SURVEY (1 Copy)

The plan or description shall be acceptable to the registrar of deeds for registration purposes. It shall include lot and concession, or registered plan, and block or lot numbers of the property and adjacent properties.

3.3 EXISTING CONDITIONS PLAN (6 Copies)

(metric scale – 1:100, 1:200, 1:300, 1:400 or 1:500)

a) Dimensions (in metres or millimetres)

- Complete boundary details, showing also future streets, property and division lines;
- Area of property, proposed or planned division of property;
- Exact location and description of existing buildings or structures on abutting properties.

b) Street & Right-of-Way

- All streets with both sides shown, street widening with curb lines and sidewalks, one foot reserve

- Type and extent of easements or right-of-way, both on and adjacent to the property.

c) **Utilities**

All existing utility services are to be shown

d) **Natural Features**

Existing trees, watercourses and rock out-cropping's, swales, ditches etc., with exact locations.

e) **Grades**

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.

4.0 PROPOSED DEVELOPMENT – SITE PLAN

(6 copies plus one 24.5 cm x 35.5 cm reduction)
(metric scale – 1:100, 1:200, 1:300, 1:400, or 1:500)

a) **Buildings**

Overall dimensions (in metres or millimetres) of all buildings and structures, including dimensions which are sufficient to show position of buildings in relation to site boundaries. Include type of buildings and numbers of floors.

b) **Parking Areas**

Designated as to type (open, underground, carport, garage, etc.). Give total spaces with dimensions (in metres or millimetres) and include access routes, loading bays, etc.

c) **Driveways and Ramps**

Give dimensions (in metres or millimetres), indicate location of ramps, circulation routes, traffic directions, curbs. Indicate all turning radii.

d) **Grades (geodetic grades)**

- First floor elevations (in metres) of all buildings;
- Proposed finished ground grades sufficient to show surface drainage and extent of deviation from original grades.

4.1 **PROPOSED DEVELOPMENT – SITE SERVICING AND GRADING**

All sewer, water, gas, electric services should be clearly indicated.

a) **Details Required for Servicing and Grading**

- i) Proposed and existing elevations around perimeter of site. If interior of site is to be raised above existing ground, additional elevations should be shown 3.0 m inside adjoining properties will not be impeded and that drainage from the site does not adversely affect the abutting properties.
- ii) Sufficient elevations within site to illustrate the existing and proposed drainage pattern. Elevations shall be shown at all locations where there is a change of grade including the perimeter of all building and parking areas and inverts of swales or ditches. Cross-sections shall be provided for all swales and ditches showing side slopes, depths, and treatment of the slopes. Contour lines of not more than 0.3 m internal may be used based on spot elevations within the site.
- iii) The location of all of existing and proposed physical plant within the road allowance, including:
 - (a) sewers (size, manholes, inverts at manholes and proposed connections);
 - (b) watermains – size;
 - (c) electric and gas mains and underground structures;

- (d) electric and street lighting poles and guys;
 - (e) signs
 - (f) hydrants
 - (g) pavement including existing asphalt ramps;
 - (h) curb and gutter – full depth and depressed;
 - (i) sidewalks;
 - (j) road shoulders;
 - (k) ditches – dimensions, elevations;
 - (l) culverts – sizes and inverts, end protection if any;
 - (m) entrances including radius of returns, width of lot line, width at edge of pavement, distance from lateral lot lines, etc.
- iv) Redundant private walks, entrances, paved boulevards and depressed walks and curbs, etc. shall be restored to the Town standard. New entrances shall meet Town requirements. Depressed walks will be constructed at new entrances and any curbs along new entrances within 0.6 m of walks shall be no higher than the walks.
- v) Details of all proposed drainage systems including materials, size and grades of proposed drains, with proposed inverts at manholes, catch basins, cleanouts and connections to Town mains.
- Internal storm drainage shall be piped to existing storm sewers. Where no storm sewer exists, the Town's Engineer shall be consulted for direction
- vi) Location and construction of proposed garbage storage areas.
- vii) The plan shall include a legend identifying existing and proposed elevations, the bench mark (where possible a municipal bench mark shall be used),

- viii) Arrows indicating the direction of surface drainage on each lot and on adjoining property. Also, locate and label major drainage swales or ditches.

b) Exterior Garbage Enclosures

Plans showing the design, location and construction details of any exterior garbage storage areas shall be submitted for Site Plan approval. Garbage storage areas shall be enclosed on all sides by a fence or wall not less than 1.5 m in height. Such wall shall contain an adequate door or gate to allow for the removal of garbage. Garbage storage areas shall be located in the rear yard or side yard and shall not be located in a front yard. Garbage storage enclosures intended to contain large metal garbage bins requiring commercial pick-up shall be constructed with doors with the hinge points outside the minimum specified width, and posts with latch mechanisms to stop door swinging.

c) Other Features

All main, as well as accessory buildings, garden or retaining walls, protective railings, walks, recreation areas, service and delivery access, stairwells, garbage depots, etc.

d) Site Statistics

The site plan is to show areas expressed in square metres and as a percentage of total lot area for:

- i) main buildings
- ii) accessory buildings;
- iii) surface parking areas;
- iv) other paved or surfaced areas (driveways, loading areas, etc.);
- v) landscaped areas

(Total of above areas shall equal total lot area)

5.0 ARCHITRCTURAL DRAWINGS

(6 Copies plus one 21.5 cm x 35.5 cm reduction)
(metric scale – 1:100)

a) Elevations

Elevations of all sides (or fully representative section) of all main and accessory buildings, showing all roof structures (penthouses, chimneys, vents, air conditioning, etc.) with measurements.

b) Floor Plans

For all buildings and all floors except where repetitive interior layouts are used (for information only and are exempt from the site plan agreement)

c) Signs

Plans showing intended location (i.e. ground, roof or fascia) and dimensions (in metres or millimetres). This shall include a plan of the sign face to scale.

d) Exterior Materials and Colours

Details should be submitted.

e) Lighting

Plans showing the location and design of all exterior lighting including lighting specifications.

f) Streetscape

Where the proposed development includes a group of buildings, a “street elevation” showing all elevations from the street side may be requested.

6.0 LANDSCAPING

(6 copies plus one 21.5 cm x 35.5 cm reduction)
(metric scale not less than 1:300)

a) Main Features of the Site Plan

All buildings, parking areas and driveways, together with physical features of the site for the purpose of establishing the location and relationship of

planting and related construction (ramps, underground garages, stairwells, easements, walks, sitting out areas, garden walls, etc.).

b) Distribution of Plantings

Location and identification of all plant materials (using symbols), outline of planting beds, existing trees to be preserved, transplanted or removed.

c) Plant Materials List (in explanation of the symbols used)

Giving size, quality or other pertinent description common to the trade. Use standardized botanical plant names.

d) Recreational Facilities

Such as play areas, equipped plat lots, tennis courts, swimming pools, etc.

e) Other Items

These include patios; earth mounds; walks; steps; benches; all paved areas; location and type of light standards; garbage collection stations; fences; free-standing screen or garden walls; retaining walls; ornamental pools; guard rails; free-standing sculpture and other exterior constructions.

7.0 LARGE OR UNUSUAL PROJECTS

For large unusual projects written information describing and justifying the concept may be requested from the architect (1 copy). It shall explain the relationship of buildings to each other, to the site, to landscape areas and internal and external traffic.

8.0 ALL DRAWINGS

All drawings shall be submitted with metric dimensions and should accompany the application when submitted to the Town. All drawings shall state the project-applicant's name and address – and contents. All shall include the north arrow (which should point to top of page) – date, scale, a title block, and a revisions block.

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- a) As much information as possible shall be included in the title block in the lower right hand corner of the drawing.
 - b) If it becomes necessary to add any information to drawings already printed, such information shall be conveyed in ink on all copies submitted and initialed.
 - c) All revisions suggested by the Town and accepted, or made by the applicant or his agent shall be dated, noted and described briefly in the (tabulated) space reserved for this purpose on each copy.

9.0 MULTIPLE UNIT DWELLING

A chart with the following information shall be included with the Site Plan:

- a) Lot area per suite (in square metres);
- b) Number of suites: bachelor, 1 BR, 2 BR, etc. and (list by floor) total.

10.0 COMMERCIAL PROJECTS

This includes business and professional offices. A chart containing the following information shall be included with the Site Plan:

- a) **Net area of the lot** (in square metres)
Excluding public lands, public roads and road widenings or any lands not included in the commercial zone;
- b) **Ground floor area** (in square metres)
Measured from the outside walls – of building(s) for lot coverage;
- c) **Gross floor area** (in square metres)
Measured from the outside walls – of all floors of building(s) designed for commercial purposes.

APPENDIX "A"

The Corporation of the Town of Greater Napanee

SITE PLAN APPLICATION FORM

Information and Material to be provided under Section 41 of the Planning Act

INSTRUCTIONS

PART I & II: GENERAL INFORMATION AND PROPOSED DEVELOPMENT

This Site Plan Application may require a Site Plan Control Agreement. As the Site Plan Control Agreement will be registered against title to lands, the "Registered Owner's Name" must be identical to how title will be held. This information must be complete as all subsequent documentation shall be prepared on the basis of the information provided under Registered Owner's Name.

Should the financial securities required be provided to the Town in the form of a Letter of Credit, then the name(s) of the Owner/Person/Corporation on the Letter of Credit must be identical to the names(s) of the Owner/Person/Corporation executing the Agreement.

Agent may be the person acting on behalf of the Registered Owner to obtain approval.

Consultant identification is required, such as engineers, surveyors, planners, architects, etc.

PART III: PREVIOUS USES

This section must be completed. Attach supplementary reports where applicable.

PART IV: ATTACHMENTS

Enclose all required plans and drawings in the form specified in "Site Plan Control Guide".

PART V: AGREEMENT TO INDEMNIFY

This section must be signed by the owner/applicant.

PART VI: SIGNATURE AND STATUTORY DECLARATION

To be signed by the owner/applicant/agent.