

TOWNSHIP OF ST. CLAIR

SITE PLAN

APPROVAL PROCEDURES

» **Getting Site Plan approval for your Project**

Site plans, along with other building regulations are designed to protect the interests of all parties: the public, the Municipality and the developer. The Site Plan approval process promotes functional development, minimizing adverse impacts on the surrounding land uses.

» **What is a Site Plan?**

A Site Plan is a drawing, or set of drawings, illustrating the physical arrangement of property improvements such as buildings, driveways, parking areas, pedestrian sidewalks, landscaping, fences, light fixtures, drainage facilities and municipal services, etc. Site Plans provide detailed information about development plans for a specific property. For example, site Plans describe the location of parking, property access and landscaping details.

» **What is Site Plan Approval?**

Site Plan Approval is completed prior to the issuance of a building permit. It is an interactive process involving both the property Owner and Township staff to match the property owner's requirements with both the unique characteristics of each property and municipal development standards. The design standards for site development are set out by the municipality.

» **What types of development require Site Plan Approval?**

By-law 20 of 2001 designates all of the Township of St. Clair as a site plan control area. Single family dwellings, a duplex dwelling, a semi-detached dwelling and agricultural buildings including accessory dwellings are not considered part of the site plan control area. Note: Projects which have an approved Site Plan or involve lands which are covered by a development/Site Plan agreement already registered against title which are in substantial compliance with a previously approved Site Plan may only require a revision to an approved Site Plan. It requires a separate application.

» **Who reviews the Site Plan Approval application?**

Approvals are generally reviewed by a Site Plan Review Committee, made up of municipal and County staff.

» **Who is on the Site Plan Review Committee?**

The Site Plan Review Committee is generally comprised of the County planner, the County building inspector, the municipal Director of Public Works, the Fire Chief, the Clerk and the municipal Planning Coordinator. On large or complex projects, neighbouring property owners are circulated notice of meeting and invited to attend for public input.

» **What is a Site Plan Review Committee?**

This Committee encourages an integrated approach to site planning undertaken in the early stages of design. The Site Plan Review Committee represents the public interest with both functional and aesthetic concerns respecting matters such as traffic circulation, public safety, night lighting, pedestrian walkways, municipal services, drainage, flood protection, environmental quality, waste management, noise abatement, privacy screening and landscape design.

The Site Plan Review Committee contributes to the Project by identifying issues influencing design decisions at an early stage of the design, helping property owners identify the physical opportunities and constraints of their property, providing guidance in the most efficient use of the property to meet the functional needs of the owner, ensuring future compatibility of the development within the context of the neighbouring properties, coordinating the requirements of other agencies and departments that have jurisdiction, and; providing a forum for sharing information and negotiating a resolution of site planning issues.

» **What are the steps to complete Site Plan approval?**

Step 1

Consult with Site Plan Approval Staff. Municipal and County 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.

Step 2

Submit the Application. This should be done early in the design process, before any substantial investment of time and expense in the completion of a detailed landscape and site engineering plans. An early staff review of a preliminary Site Plan will minimize the time and expense of revisions and facilitate “value added” Site Plan improvements.

Step 3

Meet with the Site Plan Review Committee. Applications are reviewed for compliance with the applicable regulations of the zoning by-law and outside agencies and scheduled for consideration by the Site Plan Review Committee. Applicants are invited to attend and participate in the Site Plan Review Committee meeting. The outcome of the meeting includes a preliminary approval of the site layout plan (as may be revised at the meeting) and a list of requirements to complete the approval. These requirements are specific to each property and may include items such as a tree preservation report, an environmental audit, traffic

study, dedication of land for road widening, storm water management plans, noise impact analysis, shared driveways with abutting properties and special screening requirements.

Step 4

Complete the Required Site Plan Information. The Applicant finalizes the Site Plan (including any revisions requested by the Site Plan Review Committee) and completes the list of requirements set out by this Committee. This includes a detailed landscape design and site engineering design based on the finalized site layout plan. The completed information is reviewed by the staff, and any required revisions to this information is provided to the applicant for further submission.

Step 5

Finalize the Approval. Site Plan Approval is granted on the advice of the Township Engineer respecting the site engineering design. This approval includes prerequisite approvals as may be required by other agencies such as the Ministry of Environment and Energy and the Conservation Authorities. Approval is conditional upon the applicant providing performance security, to ensure completion of the site development in accordance with the approved plans. A site plan agreement is required, between the property owner and the Municipality and is registered on the title of the property.

- » **How long does it take to complete an approval?**
Depending upon the scale, complexity and information requirements of an application, the approval process may be completed in 2-4 weeks. Complex applications may take up to 1-2 months.
- » **Is there an appeal process?**
Objections to conditions of approval or to refusal of an application may be appealed to the Ontario Municipal Board only by the applicant.
- » **At what point will the performance security be released?**
Upon the completion of the site development work, staff inspects the property, assists the owner in identifying and correcting any outstanding matters and authorizes the release of the performance security.

Site Plan Standards

1. Site Plan Application Form.
2. Site Plan Fees: \$500.00 for a new site plan under \$50,000.00
 \$1000.00 for a new site plan over \$50,000.00
 \$400.00 for an amended site plan
3. Security is collected for landscaping and paving costs.

4. Pursuant to subsection (10) of Section 41 of the Planning Act, 1990, this agreement must be registered against the said lands to which it applies and the Corporation is entitled to enforce the provisions hereof against the Owner(s).
5. All correspondence will be directed to the "Applicant" unless requested otherwise. Site Plan Agreements can only be entered into with the "Registered Owners" of the subject land.
6. Submission requirements - the following information must be provided on the site plan in order to be accepted for processing:

NOTES:

- i) Nine copies of the site plan drawn to scale in metric measurements showing the location of all buildings and structures to be erected. (Five (5) full size Four (4) 11 X 17);
- ii) A Building Matrix
- ii) Photos of the proposed building defining general appearance and the type of finish of the exterior of the building.
- iii) The grading and drainage plan and the landscaping plan, for the proposed development drawn to scale in metric and a detailed explanation of the proposed site plan.
- iv) A registerable, legal description of the subject lands.
- v) The required fee for the site plan agreement.
If the development proposal must be reviewed by the St. Clair Region Conservation Authority, they require that an additional fee of \$75.00 be paid.
Fees must accompany application. Please make cheques payable to the Corporation of the Township of St. Clair and a separate cheque to the St. Clair Region Conservation Authority if applicable.
- vi) Names, addresses and telephone numbers of any engineers, lawyers, architects, etc. associated with the proposed development.
- vii) **Written** comments describing what the developer proposes to do to respond to each of the following nine requirements from Section 41 (7) of the Planning Act and they are to be shown on the proposed site plan.
 - widening of highways (if necessary)
 - access and egress ramps, curbing and traffic directional signs
 - parking - number of spaces, loading zones and how they are to be surfaced
 - walkways and their surfacing - developer should consider handicapped access
 - lighting of buildings and lands
 - landscaping, including walls, fences, hedges, trees, shrubs, etc.
 - garbage collection areas (dumpster, etc.)
 - easements to the municipality for drainage purposes (if necessary)
 - grading of the lands and storm water drainage.

- viii) - all property lines, abutting roads and existing and proposed buildings on the site and on adjacent lots.
- existing and proposed reserves, easements or widenings
- outline of proposed building with all building entrances
- the location of existing and proposed sidewalks walkways, and walkway ramps, including the surfacing thereof, and all other means of pedestrian access
- underground buildings, including transformer vaults, access ramps, vents and stairs, underground tanks.

Landscape plan (may be separate or incorporated into Site Plan)

- Location, size, number, species of existing and proposed plantings on the site and on adjacent road allowance.
- Existing and proposed elevations at property lines, driveways and building entrances.
- Location, height and material of all fences, screen walls, retaining walls, play equipment, recreational facilities, benches, street furniture.
- Landscape Plan identifying all existing trees with trunks over 200 mm thick above the ground that will be affected by the proposed development. To the greatest extent possible, the species and condition of the tree should be noted, including all the existing natural features.
- Location of landscaped areas and other natural areas and concrete/asphalt surfaces.
- Location, species and diameter (at 1.4 m above grade for trees 200 mm and larger, 300 mm above grade for trees 100-200 mm) of all trees: indicate extent of tree canopy. Location of proposed hoarding to protect existing trees during construction.
- Larger groupings or zones of vegetation that are to be preserved or removed are to be identified by the predominant tree species, average diameter and general condition within the zone: the outside limit of the limit of canopy and base of trunk should clearly be shown.
- Photographs of existing trees would assist staff in determining species and condition. The applicant is also required to provide a plan for approval, indicating the species, size and location for all proposed new trees to replace those existing trees that will be affected by the contemplated development.

Grading and storm and surface water management plan

- Existing and finished grade levels (where existing grade of site is substantially higher/lower than base surface).
- Existing and proposed elevations at property lines, driveways and building entrances.
- Building Grades
- Proposed elevation at 6-metre intervals along all building and structure perimeters.
- Storm and surface water drainage directions and control facilities.
- Proposed roof control devices for flat roof portions. Grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon.
- Existing Grades (by Registered Surveyor)
 - a) At four corners of site
 - b) Around all corners and perimeter of proposed building.
 - c) Along both sides of property lines where the front yard setback line and rear yard setback line.



APPLICATION FOR A SITE PLAN CONTROL AGREEMENT

(Please note that this is NOT an application for a Building Permit)

Date: _____

1: MUNICIPAL ADDRESS OF SUBJECT LAND _____

2: APPLICANT'S NAME _____

ADDRESS _____ POSTAL CODE _____

TELEPHONE _____ FAX _____

SIGNATURE _____

3: REGISTERED OWNER(S) OF SUBJECT LANDS

OWNER'S NAME _____

ADDRESS _____ POSTAL CODE _____

TELEPHONE _____ FAX _____

I/WE HEREBY AUTHORIZE the Applicant to work with the Township of St. Clair to prepare a Site Plan Control Agreement for the above-noted property.

OWNER'S SIGNATURE _____

(If more space is required for additional owners, please attach separate sheet).

4. DETAILED DESCRIPTION OF PROPOSAL

ENCLOSE SITE PLAN INCLUDING:

Written comments describing what the developer proposes to do to respond to each of the following nine requirements from Section 41 (7) of the Planning Act and they are to be shown on the proposed site plan.

- widening of highways (if necessary)
- access and egress ramps, curbing and traffic directional signs
- parking – number of spaces, loading zones and how they are to be surfaced
- walkways and their surfacing – developer should consider handicapped access
- lighting of buildings and lands
- landscaping, including walls, fences, hedges, trees, shrubs, etc.
- garbage collection areas (dumpster, etc.)
- easements to the municipality for drainage purposes (if necessary)
- grading of the lands and storm water drainage

- all property lines, abutting roads and existing and proposed buildings on the site and on adjacent lots
- existing and proposed reserves, easements or widenings
- outline of proposed building with all building entrances
- the location of existing and proposed sidewalks walkways, and walkway ramps, including the surfacing thereof, and all other means of pedestrian access

5. SEPARATE LANDSCAPE PLAN ENCLOSED YES () NO ()

6. SEPARATE GRADING AND DRAINAGE PLAN ENCLOSED YES () NO ()

Applicant’s Signature

Date

The personal information collected on this form is collected under the authority of the Municipal Act, as amended, and the Planning Act, as amended and will be used for the purposes of processing this application. Questions about this collection should be addressed to the Deputy Clerk/Coordinator of Planning.