



# GUIDELINES – SITE PLAN APPLICATION

## DRAWINGS

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## **GENERAL PLAN REQUIREMENTS**

- All measurements must be in metric
- Plan scale is to be a standard scale and to suit project requirements. A scale of 1:200 to 1:400.
- Six (6) copies of all plans and drawings must be provided

## **EXISTING CONDITION PLAN REQUIREMENTS**

### 1. Existing Conditions

- Bearings and dimensions of all property lines.
- Area of property – in square metres and hectares
- Exact location and description of existing buildings and structures on subject property and abutting property
- All streets with centre line shown
- Type and extent of all easements, both on and adjacent to the property – dimensions are to be included
- All site features on the property and within the road right of way – signs, light standards, fencing, planting beds etc.
- Existing natural features
- All appurtenances associated with utilities (ie. overhead or underground power lines, water mains, storm and sanitary sewer)
- Clear identification of all features which will be demolished, relocated or removed
- All fire hydrants

### 2. Grades

- Spot elevations at 7.5 metre intervals on slopes greater than 2 %
- Spot elevations at 15 metre intervals on slopes less than 2% and contours at 0.5 metre intervals
- Location of discharge of roof water leaders
- Required grading information should extend 15 metres onto adjacent lands
- Elevation of adjacent roads

## **SITE PLAN REQUIREMENTS**

### 1. Statistics (to be provided in Table Form)

- a. Zoning
- b. Lot Area
- c. Total Number of Units
- d. Ground Floor Area
- e. Gross Floor Area
- f. Lot Coverage
- g. Number of Standard Parking Spaces
- h. Number of Barrier Free Parking Spaces

- i. Number of Loading Spaces
- j. Parking Stall Dimensions
- k. Loading Space Dimensions

## 2. Road Widening, Daylighting and Easements

- Indicate the location and extent of widening and daylighting required and all easements or rights of way required
- Reference Plan prepared by a registered Ontario Land Surveyor required

## 3. Buildings

- Location and dimension of all buildings and structures
- Identification of number of floors and building height
- Limits of overhangs
- Location of all building entrances

## 4. Sidewalks, Ramps and Parking Areas

- All on-site walkways and off-site sidewalks
- Barrier free path of travel
- All handicapped access ramps at entrances and any other locations on site
- All protective railings
- Location and dimensions of parking and loading areas, maneuvering lanes, curve radii, access-ways, truck loading bays
- Identify curbs, curb to be installed around perimeter of entire parking lot
- Indicate line painting for parking stalls
- Barrier free parking spaces, dimensions, sign and ramp locations
- Detail of signage for barrier free parking spaces
- Surface type (asphalt), including granular material depths
- Location of pole and wall mounted lighting fixtures and details of intensity, mounting and height
- Access to garbage enclosures with turning radii and back out distance

## 5. Driveways and Driveway Ramps

- Surface type, grades of ramps
- Vehicular circulation and one-way traffic denoted by directional arrows, signage and curbs
- Curve radii of curbs at all street access points and driveway intersections
- Indicate type of curbing used
- Show location, centre line radius and dimension of designated fire routes
- Indicate driveway width and materials
- Vehicular circulation for loading spaces

## 6. Signage

- Indicate the location of all proposed signage and provide elevations of monument or pylon signs
- Show dimensions, materials, illumination, etc.

## 7. Other Features

- All planting beds and retaining walls
- Exterior open stairways, patios
- Location and details of any proposed fencing
- Location, type and detail of garbage enclosure
- Location of air conditioning compressors, emergency generator equipment and proposed screening
- Location of on-site snow storage
- Location and dimension of septic bed features including tank, tile beds, mantle area and setbacks to other features
- Location and details of noise attenuation barriers

## 8. Building Elevation Requirements

- Architectural elevations of each façade with geographic orientation labeled
- Identification of proposed materials
- Dimensions of building height
- Show all proposed fascia signage, including area calculation
- Loading doors, drive-in doors and exits

## 9. Floor Plan Requirements

Generalized floor plans of each level of a building with accurate dimensions indicating building/area use, building classification, occupancy, exit corridors, etc.

# **SERVICING AND GRADING REQUIREMENTS**

## 1. General Information

- The lot, all proposed buildings and structures, including parking areas are to be dimensioned
- All existing culverts
- All existing swales, creeks, ditches etc.,
- Existing vegetation to be preserved
- A legend indicating proposed and existing elevations and all other symbols used on the plan, ie) swales, direction of flow etc.

## 2. Grading and Servicing Information

- Existing spot elevations using grid system at 7.5 metre intervals on slopes greater than 2% and 15 metres on slopes less than 2% including high points and low points along with top and bottom slopes

- Existing elevations, at least 15 metres beyond the property lines of the proposed lot to determine the existing drainage patterns of the adjacent land
- A description of the benchmark(s) used for the project
- All existing sewers, manholes, catch basins, water mains and other services. Sewers are to be labeled storm or sanitary and indicate sizes, length and % grades. All proposed services from municipal facilities to the building.
- Proposed elevations of manhole covers, top of catch basins, invert of storm sewers, catch basins, leads, culverts, etc.
- Proposed elevations at all corners of the proposed buildings(s)
- Centre line elevations or adjacent roads and sidewalks, streets to be named
- Dimensions, % grades, grade changes and proposed elevations of all proposed driveways and parking lots. Also show arrows indicating the direction of surface run-off throughout the parking lot.
- Existing and proposed spot elevations within ditches and swales
- Proposed elevations are to meet existing elevations at the lot lines
- Proposed utility trenching
- Location of all existing hydrants
- Location of siamese connection on the building, if required

### 3. Stormwater Management Report/Plan

- If required, pre and post stormwater management calculations –THESE REQUIREMENT TO BE OBTAINED FROM ENGINEER

### 4. Other Studies/Reports

- If required, Acoustical Studies and Noise Attenuation features are to be provided for development proposals adjacent to arterial roadways, highways, and railways. Noise attenuation may be required for developments adjacent to residential areas. A vibration study and alternative measures may be required for a development adjacent to a railway.
- Traffic Impact Study
- Geotechnical Report

## LANDSCAPE PLAN REQUIREMENTS

### 1. Distribution of Plantings

- Location and identification of all plant materials (using symbols or key)
- Outline of planting beds and proposed edging material
- Identification of existing trees to be preserved
- Extent of seeding and/or sodding or other surface treatment

### 2. General Information

- Indicate hard landscaping, including walkways, patios, gazebos
- Note landscape materials, sand, stone, rocks, concrete etc.

- Indicate type and colour.
- Proposed grading including high points and low points along with top and bottom of slopes, swales
- Indicate underground services and at grade structures such as manholes and catch basins (conflicts with tree planting)
- Areas reserved for snow storage. Landscape areas must be protected from vehicular damage by curbs or bumper blocks etc. and this must be shown on the plan