

## The Corporation of the Municipality of Northern Bruce Peninsula: Application for Site Plan Control Approval

Site Plan Control is applied pursuant to Section 41 of the Planning Act, RSO 1990. It ensures that development and redevelopment is undertaken in accordance with the planning, engineering, and building requirements of the Municipality. In doing so, it serves to protect both public and private sector interests and helps to ensure that development occurs in a feasible and cost-effective way. Site Plan Control is applied to both large- and small-scale projects across the Municipality and therefore, it also helps to ensure that all properties/investments are protected from adjacent development through consistent standards and requirements.

Approval of a Site Plan and Site Plan Control Agreement is required by the Municipality prior to obtaining a building permit for commercial, industrial, institutional, and certain forms of residential development (medium and high density residential, residential mobile home park, trailer park). Since Site Plan Control requirements are fairly detailed, it is important that you consult with the Municipality prior to submitting an application. In this way, the Municipality can review the Site Plan requirements relevant to your proposal to help eliminate any unnecessary costs and to help expedite the approval process.

A Site Plan Control Checklist is attached to assist in the preparation of the application. While the Checklist appears comprehensive, all listed requirements are standard. It is recommended that your Site Plan application be prepared by a professional (i.e., planner, engineer, architect, landscape architect). These professionals are familiar with municipal planning and engineering standards and will incorporate the right information from the beginning of the process. This will help to avoid costly revisions and will streamline the approval process. Further, professional expertise will assist in establishing a functional and cost-effective site design. Applicants/owners/developers are reminded that all exterior lighting technology must be dark sky compliant.

### Application Requirements

An application for Site Plan Control approval is filed with the Corporation of the Municipality of Northern Bruce Peninsula, 56 Lindsay Road 5, Lion's Head, Ontario N0H 1W0 (519-793-3522). You are encouraged to consult with the Clerk's Office (at X236) prior to filing your plans. This will assist the Municipality in processing your application in a timely manner, once submitted.

An application for Site Plan approval shall include the following:

1. One completed copy of the Municipality's application form, signed and dated by the applicant.
2. The proposed plans and associated information, including:

- a. Three full size copies of the Site Plan (to scale) folded, and one reduction (11x17) prepared by a professional. Please refer to the attached Site Plan Control Checklist for a detailed summary of plan requirements. If the landscape design requires a separate plan, four full size copies are required.
  - b. Three full size copies of the site servicing plan, prepared by a qualified professional, at the same scale as the Site Plan, plus one reduction (11x17). Please refer to the attached Site Plan Control Checklist for a detailed summary of plan requirements.
  - c. Three full size copies of the building elevations prepared by a qualified professional and drawn to scale. Please refer to the attached Site Plan Control Checklist for a detailed summary of plan requirements.
  - d. Three copies of a property boundary survey, to scale, prepared by an Ontario Land Surveyor.
  - e. The following information may be required to substantiate the sizing and scope of site servicing works: a Site Servicing Report (including sanitary sewer pipe sizing design and/or watermain maximum day and fire flow requirements), a Stormwater Management Report (complete with storm sewer design and site erosion control requirements), a Traffic Impact Report, a Geotechnical Report, an Environmental Impact Study and an Archaeological Assessment Report.
3. Copy of the Property Identifier Number (PIN) page (can be obtained online from [teranetexpress.ca](http://teranetexpress.ca) with applicable fees).
  4. The application fee is \$1000.00 dollars.

### Process Summary

The Site Plan Control approval process may take two to five months to complete depending on the size of the project and the documentation required. The process for reviewing and approving an application for Site Plan Control is summarized in the following:

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|--------|---|
| Step 1 | Consult with Clerk's Office, Building Department and County of Bruce Planning and Development Department prior to submitting an application.                                      |
| Step 2 | Submit a complete application for Site Plan Control Approval to the Municipality of Northern Bruce Peninsula's Clerk's Office together with supporting documentation and reports. |
| Step 3 | The application is circulated to relevant Municipal departments and other interested agencies/parties to obtain technical comments. Circulation may take up to four weeks.        |
| Step 4 | Technical comments are reviewed and forwarded to the applicant. If required, a meeting is scheduled with the applicant to address identified issues.                              |

- Step 5 The applicant amends the Site Plan in accordance with technical comments and submits revised plans and documents.
- Step 6 The Site Plan Control Agreement is prepared by the Municipality and reviewed by the applicant.
- Step 7 Prior to signing the Site Plan Control Agreement, the following is required:
- Written approval from the Municipality's Public Works Manager that all plans have been prepared and revised (if necessary) in accordance with the Municipality's approved engineering standards.
  - Four full size copies of the final approved plans stamped by the Municipality as "Accepted for Construction".
  - Information regarding satisfactory arrangements/agreements with other interested agencies/parties (i.e., Conservation Authority, Hydro One, Eastlink, MTO, etc.).
  - Payment of all financial requirements including but not limited to outstanding taxes, drainage/local improvement charges.
  - Cash securities required for on- and off-site improvements, where applicable.
- Step 8 Initiate the building permit application as the review process may take a few weeks.
- Step 9 A legal title search (Property Identifier Page).
- Step 10 The Site Plan Control Agreement signed by the owner(s) and any parties having a vested interest in the subject property and returned to the Municipality for registration on title.
- Step 11 Any changes to the registered Site Plan will require review and approval by the Municipality and an amendment to the registered Site Plan Control Agreement.

## Site Plan Control Checklist

### Municipal Information

1. Bruce County Planning and Development Department, Peninsula Hub Office, 268 Berford Street, Warton – Daniel Kingsbury, Senior Planner, (519) 534-2092.
  - County Official Plan, Local Official Plan and Zoning By-law
  - Design elements including landscaping, fencing, garbage enclosures and architectural themes for specific areas in the Municipality, where applicable
2. Clerk's Office – Cathy Addison, Clerk, (519) 793-3522, X236
  - Site Plan application process requirements
  - Provision of securities
  - Payment of Site Plan Application fee
3. Building Department – Wendy Elliott, Chief Building Official/Zoning Administrator, (519) 793-3522, X227
  - Ontario Building Code and Plumbing Code – Note: The Ontario Building Code requires that certain types of buildings be designed by an architect or engineer and must bear an architect's or engineer's stamp with signature. The applicant should also note the requirements of Part 7, Plumbing, of The Ontario Building Code and that a Certificate of Approval from the Ministry of the Environment and Climate Change and Municipality of Northern Bruce Peninsula (sewage systems) may be required before issuance of a building permit. Further, a building permit cannot be issued until such items as the Site Plan has been approved and all architectural, electrical, mechanical, and structural drawings have been reviewed in accordance with the Building Code and approved by the Chief Building Official.
4. Public Works Department – Troy Cameron, Public Works Manager, (519) 793-3522, X232
  - Municipal standards for water supply, sanitary sewage and surface drainage systems, roads, sidewalks, and pavement
  - Street access and traffic control (road occupancy permit)
5. Hydro One
  - Electrical supply system
6. Eastlink
  - Telephone and cable television servicing

## Circulation

The Clerk's Office will circulate the Site Plan application for review and comment to the Municipality's Chief Building Official, Public Works Manager, and Fire Chief. Depending on the nature of the application, it is the applicant's responsibility to obtain any approvals that may be required from such agencies as the Conservation Authority, Ministry of the Environment and Climate Change, Ministry of Natural Resources and Forestry, Ministry of Transportation, Saugeen Ojibway Nation (SON) and any other agency as deemed appropriate.

## Required Securities

The Municipality may require the owner to provide security for any on site works (i.e., asphalt, landscaping) or off-site works (i.e., road improvements, services, sidewalks, etc.) required pursuant to the approved Site Plan Control Agreement. The Performance Security is for 100% of the value of the works as estimated by the applicant and approved by the Municipality and may be provided in the form of a letter of credit, certified cheque, and/or cash.

The Performance Security will be held by the Municipality until it is satisfied that all the required work is complete, and all the conditions of the Agreement have been complied with as determined by the Municipality. A one-year maintenance period for works on public property will commence at that time. The owner may request that the security be reduced for the one-year maintenance period. The Municipality will normally hold 15% of the value of the Performance Security as a Maintenance Security at the end of the one-year maintenance period. Once the Municipality is satisfied that the work has no deficiencies, the Maintenance Security will be returned.

## Plan Requirements

The following items are standard planning and engineering requirements applied to the development or redevelopment of a site. While the list appears comprehensive, it simply reflects in a written format those items which are typically shown on a Site Plan.

As previously indicated, it is recommended that a qualified professional prepare the Site Plan. This expertise will help to ensure a functional site layout, designed to maximize building yield, and minimize servicing/construction costs. Further, it has been demonstrated that sites that are well designed, attractive, and functional are more financially viable.

## General

- All plans should be prepared by a qualified professional (planner, engineer, architect, landscape architect).
- All plans shall be drawn to scale (a metric scale of 1:200 or 1:250 is recommended) and shall include a key plan showing the property location (1:10,000).
- All plans shall be based on a plan of survey prepared by an Ontario Land Surveyor and should include a complete legal description, all property bearings

and dimensions, geodetic data, location of benchmarks, north arrow, and a detailed title block showing the owner's name, the person/firm that prepared the plan and the date (including a revision box).

### Site Plan

All existing site conditions should be shown on the Site Plan including:

- Boundary dimensions, property lines and area of the site
- Location of all buildings and structures indicating all building dimensions, setbacks, separations, projections, awnings, ground signs, retaining walls, etc.
- Location and width of existing walkways, driveway, parking and loading areas, width of all streets abutting the site, street widening(s), sidewalks
- One-foot reserves, rights-of-way, easements
- Existing natural features – vegetation, watercourses, wetlands, steep slopes, etc.
- Abutting land uses, structures, and features.

All proposed features should be shown on the Site Plan including:

- Location and dimensions of all proposed buildings and structures (Note: please refer to the Municipality's Zoning By-law for specific zone provisions)
- Location and dimensions of all proposed driveways/access points
- Location, dimension, and type of all parking and loading areas (i.e., surface, garage, deck, underground) indicating any areas to be assigned to visitors, tenants, employees, accessible parking (Note: please refer to the Municipality's Zoning By-law for specific parking/loading provisions)
- Location and nature of all landscaped areas including walkways, sidewalks, courts, walls, fences, entrance features, etc.
- Location and size of any signs (Note: all signs must be dark sky compliant)
- Location and direction of exterior lighting (Note: all lighting must be dark sky compliant)
- Location and type of garbage enclosure.

The following development statistics in chart form should be shown on the Site Plan:

- Zoning of the site – the standards required by the zone and those provided (i.e., site area, density, frontage, setbacks, parking/loading, etc.)
- Building type, number of floors, total number of units and height
- Total gross floor area of both the existing and the proposed buildings
- Area and percentage of the site (i) covered by buildings (lot coverage), (ii) paved, and (iii) landscaped

The following landscape information should be shown on the Site Plan or contained in a separate landscape plan:

- Existing trees/shrubs by type and size – identify which vegetation is to be preserved (vegetation to be removed should be indicated by a hatched line)

- Location, type, size, spacing and number of all new plantings – where substantial landscaping is proposed, include a plant materials list showing the name, size, and quantity of all new plantings
- Location, type, and size of all planters
- Location, dimensions, and construction materials for all sidewalks, walkways, fences, walls, ramps, stairs, patios, decks, and similar features
- Location and dimensions of all recreational facilities and amenity areas
- When planning the landscape features, the following considerations should be incorporated into the layout:
  - o Appropriate plant species for Zone 5b hardiness and for areas prone to salting and snow loading, sunny or shade areas, wet or dry soils, and acid or alkaline soils
  - o Landscape buffer strips, being a row of trees or a continuous hedgerow of evergreens or shrubs approximately five feet high, along the lot lines adjacent to existing residential uses, where applicable
  - o Decorative planting schemes along the street frontages
  - o Shade tree planting adjacent to parking areas
  - o Shrub massing to soften fence lines and to add relief to asphalt surfacing
  - o Sufficient area for snow storage

### Site Servicing Plan

The following information should be shown on the site servicing plan:

- Existing and proposed contours and/or spot elevations, benchmarks, geodetics, and elevations on site (at all grade changes and intervals no greater than 10 meters over the entire site) and on abutting roads and properties
- Existing and proposed grades and ground floor elevations including:
  - o The first-floor building elevations, together with underside footings, basement floor and top of foundation wall
  - o The proposed finished ground grades (use spot elevations) sufficient to show all surface drainage including elevations, gradients and cross sections of ditches and swales
- Existing and proposed utilities and services on and adjacent to the site, including:
  - o Sanitary sewers, storm sewers, catch basins, waterlines, ditches and swales, electrical system, driveway culverts, etc.
  - o Type, size, grades, class and C.S.A. standard for all pipes
  - o Location and size of any septic systems, tile beds, soak ways, holding tanks, wells
  - o Location and size of meter rooms, transformers, vault valves, Siamese connections, etc.
  - o Top of grate and invert elevations of all manholes and catch basins
- Show existing and proposed roads, driveways, and curbs, including:
  - o Type and thickness of the surfacing material
  - o Traffic circulation, traffic signs, curbing and line painting

- Proposed road widening(s), daylight triangles or any other related dedications or easements
- Proposed storm water management quantity and quality control structures together with construction and permanent erosion and siltation control structures.

### Building Elevations

The building plans should show the exterior walls of the proposed buildings in sufficient detail to indicate the following:

- Design concept of the building and exterior building materials
- Entrances, doors, arcades, any recesses, projections, or special features
- Finished grade, floor, and roof elevations
- Proposed fascia signs, lights, equipment, and equipment housings



Municipality of Northern Bruce Peninsula  
**Application for Site Plan Control Approval**

<b>Owner/Agent/Application Information</b>		
Name of registered owner:		
Mailing address:		
Telephone:	Email address:	
Name of Applicant/Agent/Solicitor (please specify):		
Mailing address:		
Telephone:	Email address:	
Name of any mortgages, charges, or encumbrances, in respect of the subject lands:		
Mailing address:		
Telephone:	Email address:	
Date the subject land was acquired by the current owner:		
<b>Location of the Subject Land</b>		
Municipal address (street and number):		
Assessment Roll Number:	Property ID # (PIN):	
Legal description (lot and concession or lot and plan):		
Property dimensions	Area (ha):	Area (acres):
Property dimensions	Frontage (m):	Frontage (feet):
Property dimensions	Average width (m):	Average width (feet):
Property dimensions	Average depth (m):	Average depth (feet):
The current designation of the subject land in the applicable Official Plan:		
The current zoning of the subject land:		
Has the subject land ever been the subject of a previous planning application? (OPA, Zoning Amendment, Minor Variance, Severance) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
If known, please specify the file number and status of the application:		
The date that the existing building/structures were constructed on the subject land:		
The length of time that the existing uses on the subject land have continued:		
The current use and zoning of abutting lands:		

<b>The Existing and Proposed Use of the Subject Land</b>		
	Existing	Proposed
Use of land		
Number of structures		
Structure dimensions/floor area		
Structure height		
Setback from front lot line		
Setback from rear lot line		
Setback from side lot line		
<b>Servicing for the Subject Land – Type of Access</b>		
Provincial Highway	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Municipal road, maintained year-round	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Municipal road, maintained seasonally	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Right-of-way (specify)	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Other means (specify)	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Water access	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed
Describe the location and number of parking and docking facilities		
<b>Type of Water Supply</b>		
	Existing	Proposed
Municipally owned and operated		
Privately owned/operated well		
Privately owned/operated communal well		
Lake or other water body		
Other means (specify)		
<b>Type of Sewage Disposal</b>		
	Existing	Proposed
Municipally owned and operated		
Privately owned/operated well		
Privately owned/operated communal septic		
Privy		
Other means (specify)		

Type of Storm Water Control		
	Existing	Proposed
Storm sewer		
Ditch		
Swale		
Other means (specify)		

**Declaration and Consent**

The undersigned hereby applies to the Municipality for Site Plan Control Approval.

Enclosed herewith by cash, cheque or money order is the applicable fee and deposit payable to the Corporation of the Municipality of Northern Bruce Peninsula. It is hereby agreed that the undersigned shall pay to the Municipality any further costs which may be determined to be related to this application.

I/We solemnly declare that all above statements and the information contained herein and, in all appendices, submitted herewith are true and I/we make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath by virtue of The Canada Evidence Act.

**Signature**

Signature of Applicant*/Owner	Date
Name (please print)	
Signature of Agent (if applicable)	Date
Name (please print)	

Note: \*The applicant, if not the registered owner, must attach a letter of authorization from the registered owner.

Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used in the preparation of the applicable Council/Committee agenda and posted on the Municipal website. The agenda is a public document and forms part of the permanent public record. Questions about said collection should be directed to the Clerk at (519) 793-3522, X236 or via email at clerk@northernbruce.ca.