



Site Plan Control Guide and Application

Site Plan Control Guidelines

Site Plan Control allows the Township to apply development controls over and above those set out by the Zoning By-Law 14-14. It helps to ensure that new developments meet certain standards of quality and appearance, and that the development is compatible with the surrounding built and natural environment.

Site Plan Approval is required for the development or redevelopment of land that will have the effect of increasing the size and usability of existing buildings or structures; or the laying out or establishment of a commercial parking lot; and, in those zone categories identified in the Township's Site Plan Control Area By-law(s).

Site Plan Control deals with the following matters as appropriate:

- Road widenings;
- Location of vehicular access points;
- Loading, parking and driveway locations and surfacing;
- Location and design of walkways and walkway ramps;
- Location, massing and conceptual design of any buildings and structures;
- Demonstration of compact, urban and pedestrian-oriented form and function, notably within the Port Perry Urban Area, that enhances pedestrian and transit accessibility
- Location and type of lighting and landscaping;
- Location and type of garbage storage;
- Location and nature of easements;
- Grade elevation of the land;
- Type and location of storm, surface and wastewater disposal facilities;
- Use of sustainable development objectives such as energy efficiency, minimizing light pollution and water consumption, tree planting etc.
- Location and type of snow removal facilities; and,
- Location of any natural heritage features and hazardous land.

Submission Requirements

The following supplementary and supporting documents and materials may be required to be submitted with the Site Plan Application as determined at the Pre-consultation stage. Please note that all drawings should be presented in **metric** units.

1. Plan of Survey

- Property dimensions
- Topographic contours and existing grading
- Existing buildings and setbacks
- Roads, driveways, utilities, watercourses, trees/vegetation and other natural or man-made features

2. Site Plan

- Parcel of land subject to the application including any easements
- Dimensions, size, and building setbacks of all existing and proposed buildings/structures
- Site statistics including percentage of building coverage, percentage of landscaped open space, height of buildings and gross floor area of buildings
- Ingress and egress
- Utilities, watercourses, natural or man-made features
- On-site parking spaces (including accessible spaces) and aisles including surface treatment
- On-site loading spaces including surface treatment
- Proposed walkways and ramps including surface treatment
- External lighting facilities including location and type
- Existing and proposed fencing
- Planting strips including landscaping features
- Location and dimensions of garbage enclosure
- Snow storage areas
- Outside storage areas and percentage of lot coverage
- Signage (location, type and dimensions, if ground or pylon sign)
- Proposed/required road widening
- Location of well and septic reserve area and setbacks

3. Elevations

- Building elevations showing the conceptual design of the building including proposed building materials, roof-top mechanical equipment and exterior lighting
- Building location on the lot relative to topography including existing and proposed vegetation/landscaping
- Entrances to the building and window placement
- Signage (location, type, dimensions and percentage of façade coverage)

4. Landscaping Plan

- Location of all existing landscape features
- Location of all proposed features including species type and size
- Other information relative to the proposed use of the property (benches, bicycle racks, courtyards, street furniture, planters, etc.)

5. Engineering Requirements

The detailed plan requirements can be found in the Township's Design Criteria and Standard Detail Drawings.

Lot Grading Plan

- Elevations (existing and proposed) to establish grading and drainage patterns for the development
- Details relating to manholes, catch basins, hydrants, curbs, sidewalks, walkways and other similar features
- Roadway dimensions and cross-sections

Stormwater Management Plan

- Illustrating the relationship of the subject land to the drainage of lands surrounding the site to determine external drainage areas
- Preparation of an internal drainage plan together with the methods of controlling storm water run-off

Site Services Plan

- All existing and proposed underground services relating to storm sewers, sanitary sewers and watermains including the method of construction and connection
- Location of primary and reserve sewage disposal system, tile beds and wells

Electrical Services Plan

- Details relating to all external lighting including street and parking lot lighting
- Details of any relocation/construction of electrical facilities

6. Other Agencies Having Jurisdiction

These agencies have jurisdiction over certain matters and may require additional information and additional fees may apply should a detailed review become necessary.

Region of Durham

- Municipal water and sewer services
- Entrance permits, road widenings and easements as they relate to Regional Roads

Ministry of Transportation

- Entrance permits, road widenings and easements as they relate to the corridor control areas for Provincial Highways

Conservation Authorities having Jurisdiction within the Township

- Central Lake Ontario Conservation Authority (CLOCA)
- Kawartha Conservation Authority (KCA)
- Lake Simcoe Region Conservation Authority (LSRCA)

SITE PLAN DESIGN GUIDELINES

The following provides excerpts from the Official Plan (OP), Zoning By-Law 14-14 (ZBL), Design Criteria & Standard Detail Drawings (DCSDD) and other reference documents.

Driveway Design/Ingress & Egress Provisions - Section B 8.02 of the DCSCDD and 5.1 of the ZBL

- The maximum permissible design grade for the driveway shall be 6%, and the maximum “As-Constructed” grade shall be 7%. (These maximum grades are not recommended and should be employed only in exceptional cases where physical conditions prohibit the use of lesser slopes)
- Minimum driveway grade shall be 1%
- The use of negative grade driveways is actively discouraged, however, if necessary, a positive slope of at least 2.5% must be maintained from the garage over a minimum distance of 10 m

Parking – Section 5.2 of the ZBL

- Parking spaces shall be 3 m wide and 6 m in length
- Accessible parking spaces shall be 2.5 m wide with an aisle width of no less than 1.6 m, and a minimum length of 6 m
- Minimum aisle width shall be 7 m
- Wherever possible, parking should be located behind buildings and/or screened by landscaping and low walls or decorative fencing
- Parking should be designed to minimize conflict on Arterial Roads
- Points of ingress/egress shall be limited in number and sharing of access points will be encouraged

Loading Spaces - Section 5.3 of the ZBL

- Each loading, or unloading space shall be 4 m wide and 9 m in length and have a vertical clearance of 5 m
- Adequate space must also be provided for the parking of vehicles awaiting access to the loading or unloading spaces
- Access to loading and unloading spaces shall be by means of a driveway at least 6 m in width contained on the lot on which the spaces are located and leading to an improved public street
- Loading spaces shall be surfaced with material which does not raise dust, and is wherever possible, constructed of permeable material

Pedestrian and Cycling Routes & Facilities - Section 8.4 of the OP and Section B 7.00 of the DCSDD

- Sidewalks shall be provided in all designations to create a complete and connected pedestrian realm and should be conveniently linked to all pedestrian facilities including trails and parks. Sidewalk widths may vary according to their adjacent land use
- All sidewalks shall have a minimum width of 1.5 m
- Bicycle stands may be required as a condition of approval of site plan applications

Design – Section 9.7(d) of the OP

- Any proposed development shall be designed to be compatible with the surrounding built and natural environment, and should adhere to the Port Perry Urban Design Guidelines and Downtown Port Perry Heritage Conservation District Plan where applicable

Lighting - Section 3.18 of the OP

- New lighting in all designations shall be dark sky compliant and shall be designed not to impose on adjacent lands by focusing light only where it is needed

Signs - Township Sign By-Law 123-04

- All signs must conform to the requirements of the Sign By-Law 123-04
- Common requirements include consistency of sign design and type within an area, and the use of external illumination sources within the Main Central Area (i.e. backlighting is not permitted).

Landscaping - Section L 9.02 and G 4.00 of the DCSD

- The landscaping plan should be prepared by a qualified Landscape Architect
- No trees, other than diseased or dead trees, shall be removed without the prior written approval of the Township
- All plant species in the landscaping plan shall be native and hardy to the Scugog area
- The following list of trees includes, but does not limit, those acceptable for this purpose.
 - Red Oak
 - English Oak
 - Pyramidal English Oak
 - Japanese Lilac
 - Little Leaf Linden
 - Red Maple
 - Deborah Maple
 - Emerald Green Maple
 - Columnar Maple
 - Sugar Maple

- All landscaping shall be designed for minimum maintenance
- All trees shall be nursery grown stock 2.25 m to 4 m in height with a minimum caliper of 70 mm and be planted according to the standards delineated in section G 4.00 of the Township's Design Criteria & Standard Detail Drawings guide
- 1 tree shall be planted for every 5 parking spaces as per Township practice

Grading - Section J 6.01 of the DCSDD

- All grassed embankments shall have a maximum slope of 3:1
- The grade of grassed or other landscaped areas shall have a maximum slope of 10% and a minimum slope of 1%
- Swales on grassed areas shall have a minimum slope of 1.5% and a maximum slope such that the velocity for the flow does not exceed 1.25 m per second
- The maximum length for any drainage swale shall be 75 m
- The minimum depth for any drainage swale shall be 300 mm
- The maximum depth for any drainage swale shall be 750 mm
- The maximum side slope on any drainage swale shall be 3:1
- All driveways shall have a positive drainage towards the roadway
- The front yards of all lots shall be graded to drain towards the street
- All topsoil removed from the lands shall be stockpiled during grading operations and shall be replaced to a minimum depth of 100 mm on all surfaces not covered by buildings, driveways, or pavement.
- Topsoil shall be removed off site only with the written approval of the Township

Drainage – Section 4.01 & 4.03 of the DCSDD

- The site must provide for all surface drainage including:
 - Roofs;
 - Parking lots, driveways, loading areas and outside storage areas;
 - Landscaped areas; and
 - Drainage that enters the land from other lands
- Valleys of existing watercourses should be maintained and preserved in their natural state insofar as this is feasible. For development in valleys, a conservation buffer strip 10 m wide from stable top of valley bank is required
- All eavestrough downpipes discharge onto proper splash pads and outfall to the side yard only

Stormwater Management – Sections 4.03 and 4.04 of the DCSDD

- Development proposals shall be supported by a Stormwater Management report unless deemed exempt through the pre-consultation process
- The site shall exercise control on the quantity of stormwater run-off from impervious surfaces through means such as temporary storage on parking lots, discharging rainwater leaders onto the ground and grassed areas, and downstream stormwater retention and detention ponds
- Developers and contractors shall execute their operations to minimize sediment and debris pick-up and transport to water bodies.

Garbage/Recycling Enclosures – Section 4.2.4.2 (c) (x) of the OP

- Garbage enclosures shall be located away from sensitive land uses and shall not be located in any front yards, and if possible, in any location which is visible from adjoining streets.
- Garbage enclosures shall be screened from view and entirely shielded with a solid wooden privacy fence and service gate allowing for access and removal
- Use of planting materials in addition to the fencing is strongly encouraged

Site Plan Agreement

The following outlines the steps in the Site Plan Control process concerning the agreement between the Township and the Applicant:

- Agreement is prepared by the Township after application has been circulated and reviewed by Township Staff and external agencies
- Formal execution of agreement by all parties and collection of financial securities
- Agreement registered on title
- Financial requirements at building permit stage (determined by scope of project)
 - Collection of development charges
 - Collection of cash-in-lieu of parkland and/or parking

Release Financial Security

Securities shall be partially reduced or fully released only upon the submission of a written request from the applicant. The request must directly address the completion of all special conditions contained within the Site Plan Agreement, and as-built drawings for the works subject to the request for reduction or return must be included with the submission. Staff must then perform a site visit, to determine that the works have been completed in substantial conformity with the requirements of the approved site plan and the provisions of the site plan agreement.

Should the securities to be reduced or released exceed \$5,000.00, Staff must prepare a report for council review and decision.

Site Plan Control Process

1. **Pre-Consultation:** Pre-consultation meeting is held with Township staff and external agency representatives as required. Supporting documents and studies for application are determined.
2. **Application Submission:** A 'complete' application is submitted with all supporting documents.
3. **Application Circulation & Review:** The application is circulated to Township staff and applicable external agencies for review and comment. A summary of all comments received will be provided to the applicant.
4. **Staff Delegated Approval:** Staff have delegated approval for Site Plan Applications once they are satisfied that all agency comments have been addressed.
 - a. Applicant can appeal decision to the Ontario Land Tribunal (OLT)
5. **Site Plan Agreement:** Owner(s) enters into Site Plan Agreement with the Township and any applicable mortgagees. Any applicable fees are provided, as well as the deposit of any required financial securities.
6. **Building Permit Process:** Applicant(s) proceed with their building permit application.



Application for Site Plan Approval

Office Use Only

Date Received
File No.
Roll No.
Receipt No.

Date Deemed Complete

Other Submission:

Regional Official Plan	No <input type="checkbox"/>	Yes <input type="checkbox"/>	File No.
Township Official Plan	No <input type="checkbox"/>	Yes <input type="checkbox"/>	File No.
Site Plan Approval	No <input type="checkbox"/>	Yes <input type="checkbox"/>	File No.
Land Division	No <input type="checkbox"/>	Yes <input type="checkbox"/>	File No.
Minor Variance	No <input type="checkbox"/>	Yes <input type="checkbox"/>	File No.

Pursuant to the provisions of the Planning Act, R.S.O. 1990, I/We hereby submit an application for an amendment (as hereinafter set out), to By-law No. 14-14 as otherwise amended, of the Corporation of the Township of Scugog, in respect of the lands hereinafter described.

1. Fee Schedule

The following application fee must be submitted with the application:

- | | |
|--|---------------------------------|
| <input type="checkbox"/> \$9,155.00 plus \$450/unit | Multi-Residential |
| <input type="checkbox"/> \$10,260.00 plus \$30/100m ² GFA | Commercial |
| <input type="checkbox"/> \$6,920.00 plus \$30/100m ² GFA (max \$5,000.00) | Other Than Above |
| <input type="checkbox"/> \$1,120.00 | Oak Ridges Moraine |
| <input type="checkbox"/> \$1,360.00 | Amendment to Existing Agreement |
| <input type="checkbox"/> \$525.00 | Resubmission/Recirculation |

In addition to the fee mentioned above the following fees are also required:

- \$287.00 payable to the Region of Durham Health Department

Check with Municipal Staff to determine which one of the following will apply:

- \$2,040 payable to the Central Lake Ontario Conservation Authority (CLOCA) Additional fees will apply if a technical review is required. Contact CLOCA or visit their web site at: www.cloca.com for the current fee schedule.
- \$500 (single-lot residential), \$3,300-\$6,600 (multi-residential), \$6,600 (commercial, industrial or institutional) or 50% of original fee (site plan amendment) payable to the Kawartha Conservation Authority (KCA). Contact KCA or visit their web site at: www.kawarthaconservation.com for the current fee schedule.
- \$2,196-4,700 (single-lot residential), \$14,000 (institutional/residential <15 units), \$20,949 (residential/institutional >15 units), \$24,249 (commercial/industrial) or \$26,604 (golf

courses/aggregate) payable to the Lake Simcoe Region Conservation Authority (LSRCA). Additional fees will apply if a technical review is required. Contact LSRCA or visit their web site at: www.lsrca.on.ca for the current fee schedule.

2. Summary of Proposal:

3. Contact Information

Applicant (Primary Correspondent): _____

Address: _____

Phone: _____

Email: _____

Authorized Agent: _____

Address: _____

Phone: _____

Email: _____

Registered Owner(s): _____

Address: _____

Phone: _____

Email: _____

All Communications to be Forwarded to: (Check one only)

Applicant

Agent

Owner

4. Details of Subject Property

Location/Description of Subject Property:

Municipal Address: _____

Legal Description: _____

Assessment Roll No.: _____

Dimensions of Entire Property

Lot Area: _____ Average Frontage: _____

Average Depth: _____

Dimensions of Lands Subject to this Application

Same as Above Yes No (*Specify Below*)

Lot Area: _____ Average Frontage: _____

Average Depth: _____

Services (Check one in each category)

Water Supply: Municipal Existing Proposed

Private Well Existing Proposed

Sewage Disposal: Municipal Existing Proposed

Private Existing Proposed

Storm Drainage: Open Ditch Existing Proposed

Curb/Gutter Existing Proposed

Other (specify) _____

Road Access: Municipal Street Name: _____

Regional Street Name: _____

Provincial Street Name: _____

Private Street Name: _____

5. Existing and Proposed Use of Subject Lands

	Existing	Proposed
Regional Official Plan		
Scugog Official Plan		
Zoning By-law 14-14		

6. Existing and Proposed Buildings/Structures

Existing Buildings/Structures

Number: _____

Type of Construction: _____

Height: _____ m

Lot Coverage of Existing Buildings/Structures: _____ %

Lot Coverage of All Buildings/Structures: _____ %

Ground Floor: _____ m² Second Floor: _____ m²

Third Floor: _____ m² Basement/Cellar: _____ m²

Proposed Buildings/Structures

Number: _____

Type of Construction: _____

Height: _____ m

Lot Coverage of Existing Buildings/Structures: _____ %

Lot Coverage of All Buildings/Structures: _____ %

Ground Floor: _____ m² Second Floor: _____ m²

Third Floor: _____ m² Basement/Cellar: _____ m²

7. Concurrent or Subsequent Application Submissions for the Subject Lands (Or Lands Within 120 Metres):

Regional Official Plan	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	File No. _____
Scugog Official Plan	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	File No. _____
Site Plan Approval	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	File No. _____
Consent	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	File No. _____
Plan of Subdivision	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	File No. _____
Plan of Condominium	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	File No. _____
Minor Variance	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	File No. _____
Rezoning	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	File No. _____

8. Details of Adjacent Properties

Adjacent Land Use

North: _____

South: _____

East: _____

West: _____

9. Details of Site Plan Requirements

Restrictions

Are there any existing restrictions affecting the subject land which could impact this proposal?
(Easements, Right-of-ways, Etc.)

Yes Details _____
No

Landscaping

Planting Strip(s) Yes N/A

Number: _____

Plant Species: _____

Number: _____

Landscaped Open Space: _____%

(Excluding driveways, curbs, retaining walls, parking and loading areas)

Fencing: Yes N/A

Type: _____ Height: _____ m

Proposed Parking Spaces

Residential: _____

Commercial: _____

Industrial: _____

Accessible: _____

Loading Space(s): _____

Multiple Residential Units

Bachelor: _____ GFA: _____ m²

1 Bedroom: _____ GFA: _____ m²

2 Bedroom: _____ GFA: _____ m²

3 Bedroom: _____ GFA: _____ m²

Signage

Existing Sign(s)

Number: _____

Type (Pylon, Ground, and/or Facia): _____

Size, Height and Area: _____

Proposed Sign(s)

Number: _____

Type (Pylon, Ground, and/or Facia): _____

Size, Height and Area: _____

Enclosed Garbage/Recycling Area Yes No

Snow Storage Area Yes No

Outside Storage Area Yes No

10. Oak Ridges Moraine

Is the Subject Land located on the Oak Ridges Moraine?

Yes No

If yes, please fill in the rest of the questions in Section 10. If no, proceed to Section 11.

Attach a Site Plan Showing:

- Existing buildings
- Major structures (swimming pools, decks, etc.)
- Driveway
- Sewage disposal system
- Well
- Watercourse(s)
- Proposed Addition(s)
- Proposed buildings or structures
- Grading
- Vegetation alteration
- Distances between the proposed development and environmental features
- Scale and north arrow

Existing Use of the Land as of November 15, 2001 _____

Identify the Following on an Air Photo, Map or Sketch of the Subject Lands and Within 120m of the Property Boundaries:

- ORM Conservation Plan designations
- All key natural features such as fish habitat, woodlands, valleys, rare and endangered species, areas of natural and scientific interest
- All hydrologically sensitive features such as permanent or intermittent streams, wetlands, kettle lakes, seepage areas or springs
- Landform Conservation

Category 1 Category 2

Area of High Aquifer Vulnerability

Intervening land uses (roads, buildings, farmland, etc.) between proposed development and environmental features

11. Authorization of Property Owner for Agent to Make the Application:

If the Applicant/Agent is Not the Owner(s) of the property that is the subject of this application, the written authorization of the Owner(s) that the Applicant/Agent is authorized to make the application, must be included with this application, or the Authorization set out below must be completed.

I/We _____ am/are the Owner(s) of the property that is the subject of this Site Plan Control Application and I/we authorize _____ to make this application on my/our behalf.

Signature

Date

Signature

Date

12. Authorization of Owner for Disclosure of Personal Information

I/We _____ am/are the Owner(s) of the property that is the subject of this Site Plan Application and I/we, for the purposes of the Freedom of Information and Protection of Privacy Act, consent to the disclosure of any personal information provided in the processing of this application, under the Planning Act, to any person or public body.

Signature

Date

Signature

Date

13. Affidavit to be Signed in the Presence of a Commissioner

I/We _____ of the _____ of _____
in the _____ of _____, do solemnly declare that:

I/We enclose herewith the non-refundable fees for this application and agree to pay any further costs which may be determined by the Council of the Township of Scugog (i.e. legal, planning engineering, etc.). In addition, depending on the nature of the application, a Financial Agreement with the municipality may be required to cover the cost of consulting services rendered to the Township in conjunction with the processing of this application. I/We also agree to reimburse the Township of Scugog for any costs which may be incurred before the Ontario Land Tribunal or awarded by that Tribunal arising as a result of this application; and

All above statements contained within and any information submitted with this application 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 and by virtue of "*The Canada Evidence Act*".

Declared before me at the

_____ of _____

in the _____ of _____

this _____ day of _____, 20____.

Signature of Applicant or Agent

Signature of Applicant or Agent

A Commissioner, etc.

Minimum Distance Separation (MDS) Data Sheet (Check if N/A)

To be completed when applying for a new non-farm use within 500 metres (1640 feet) of an existing livestock facility. Complete one sheet for each different set of buildings used for housing livestock.

Closest distance from livestock facility to the property boundary of the proposed change in land use: _____ metres.

Closest distance from manure storage to the property boundary of the proposed change in land use: _____ metres.

Tillable hectares where livestock facility located: _____ hectares.

Type of Livestock		Manure System (Place an "x" in one box only)					
		Maximum Housing Capacity #	Covered Tank	Open Solid Storage	Open	Default Font Face	Earthen Manure Storage
Dairy	<input type="checkbox"/> Milking Cows <input type="checkbox"/> Heifers						
Beef	<input type="checkbox"/> Cows (Barn confinement) <input type="checkbox"/> Cows (Barn with yard) <input type="checkbox"/> Feeders (Barn confinement) <input type="checkbox"/> Feeders (Barn with yard)						
Swine	<input type="checkbox"/> Sows <input type="checkbox"/> Weaners <input type="checkbox"/> Feeder Hogs						
Poultry	<input type="checkbox"/> Chicken Broiler/Roasters <input type="checkbox"/> Caged Layers <input type="checkbox"/> Chicken Breeder Layers <input type="checkbox"/> Pullets <input type="checkbox"/> Meat Turkeys (>10kg) <input type="checkbox"/> Meat Turkeys (5-10kg) <input type="checkbox"/> Meat Turkeys (<5kg) <input type="checkbox"/> Turkey Breeder Layers						
Horses	<input type="checkbox"/> Horses						
Sheep	<input type="checkbox"/> Adult Sheep <input type="checkbox"/> Feeder Lambs						
Mink	<input type="checkbox"/> Adults						
Veal	<input type="checkbox"/> White Veal Calves						
Goats	<input type="checkbox"/> Adult Goats <input type="checkbox"/> Feeder Goats						
Other	<input type="checkbox"/> (_____)						

Owner of Livestock Facility: _____ Telephone: (_____) _____

The above information was prepared by: _____
 Name (Please Print)

Signature: _____