



Site Plan Control Manual

Submission Package

Planning and Development Department

March, 2011

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To obtain a copy of the Site Plan Information Package, please visit our website at www.caledon.ca or the Planning & Development Department, Development Section

Appendix 1: Application Form

- Stream: Full Site Plan
- Site Plan Amendment
- Director's Approval Major
- Director's Approval Minor
- Exemption – No fee, 4 copies of site plan only

Project Name: _____

Legal Description: _____

Municipal Address: _____

Tax Roll #: _____

Property Identifier # (PIN) _____

Applicant's Information:

Name of Applicant: _____

Address: _____

Tel #: _____ Fax #: _____

Email: _____

Registered Owner's Information:

Name of Owner: _____

Address: _____

Tel #: _____ Fax #: _____

Email: _____

Previous Applications/Agreements	Date	File Number

Official Plan Designation: _____

Zoning: _____

Services:	Existing	Proposed
Municipal Water	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Sanitary	<input type="checkbox"/>	<input type="checkbox"/>
Well	<input type="checkbox"/>	<input type="checkbox"/>
Septic	<input type="checkbox"/>	<input type="checkbox"/>

Appendix 1: Application Form

Property Information:

1. What is the current use of the subject land? _____
2. Any previous industrial or commercial use on the subject land? YES NO
If yes, please specify _____
3. Any gas station or other fuel dispensing/storage facility on the subject land? YES NO
If yes, please specify _____
4. Any contamination by former uses on the site or adjacent lands? YES NO
If yes, please specify _____
5. Is the property affected by the regulations of:
Conservation Authority? YES NO
If yes, please specify _____
Niagara Escarpment Commission? YES NO
6. Is the property mortgaged? YES NO

Owner's Declaration

I hereby declare that the statements herein are to the best of my knowledge a true and complete representation of the purpose and intent of the application.

Owner's Signature: _____ Date _____
mm/dd/yyyy

Owner's Name _____
(please print)

Authorization of Applicant

I, _____, owner of the subject lands, hereby authorize _____
_____ to act as applicant(s) for the purpose of all
matters with respect to processing this application.

ATTACH COMPLETED APPENDICES
2 TO 7 TO THIS APPLICATION

Appendix 2: Site Plan Fees

Site Plan (all fees are non-refundable)

Application Fee – Site Plan Approval

- a) Full Site Plan
 - a. Major - \$10,000 + \$1.15 m² of gross floor area to a maximum fee of \$25,000.00
 - b. Major Site Plan requiring a Development Agreement for
Industrial/Commercial uses - \$15,000 + \$5,000 per gross ha
 - c. Minor - \$5,000 + \$1.15 m² of gross floor area to a maximum fee of \$15,000.00
- b) Site Plan Amendment - \$2,500
- c) Director's Approval Major - \$1,500
- d) Director's Approval Minor - \$500

Additional Fees, if applicable

- a) Appeal to Ontario Municipal Board - \$150
- b) Annual carrying fees for inactive files - \$1,000
- c) Conveyancing documents (payable at Conditional Approval) - \$500 + costs (+HST)

Agreement Fee (to be collected at Conditional Approval)

- a) Template (including an amendment to registered site plan agreement) - \$1,000 + costs
- b) Customized (including an amendment to registered site plan agreement) - \$2,000 + costs
- c) Region of Peel (collected by Region). For current fees, please contact the [Region of Peel](#).

Conservation Authority Comment Fee (if required)

- a) Credit Valley Conservation (collected by the Town)
For current fees, please consult the [CVC website](#)
- b) Toronto and Region Conservation Authority (collected by Conservation Authority)
For current fees, please consult the [TRCA website](#)

NOTE: HST is applicable to the fees regarding conveyancing documents and agreements prepared by the Town of Caledon.

Appendix 2: Site Plan Fees

Securities (letter of credit, certified cheque or cash deposit)

Full Site Plan and Site Plan Amendment Streams (to be collected before Final Approval)

- Securities – calculated either at:
 - a) 25% of estimated cost of construction (being \$200,000 per hectare) or \$20,000 whichever is greater; or,
 - b) Subject to the discretion of the Director of Public Works and Engineering, an actual construction cost estimate may be required to be submitted for review and approval in order to determine the amount of securities required.

Upon review of the second site plan submission, Public Works and Engineering staff (landscaping/engineering) will determine which method will be used.

Major and Minor Director's Approval Streams (to be collected with submission of application)

- a) Securities- \$5,000
- b) Subject to the discretion of the Director of Public Works and Engineering, an actual construction cost estimate may be required to be submitted for review and approval in order to determine the amount of securities required.

Appendix 3: Overall Application Package Checklist

Site Plan Application Packages shall, as a minimum, include the following information in order to be considered complete:

1. **Cover Letter**
 - Cover letter with a detailed description of the proposed development
2. **Application Form**
 - Complete Application Form (Appendix 1)
3. **Statement of Agreement**
 - Statement of Agreement from any person sharing rights-of-way, easements or mutual facilities (if applicable)
4. **Deeds & Mortgages**
 - Registered deeds and mortgages
5. **Legal Survey**
 - Current Legal Survey of subject property prepared by Ontario Land Surveyor
6. **Requirements for all Drawings and Plans**
 - Plans **folded** to approximately 8 ½ "x 11"
 - All drawings in metric scale of 1:250 or other standard scale
 - Plans signed and stamped by a qualified professional

All plans, drawings and other documents must contain:

 - Project details such as name, submission date, phasing outline, municipal address (where applicable) and legal description
 - Applicant and owner information such as name, address, telephone number, fax number and e-mail address
 - Drawing number and title
 - Revision box and dates
 - Key map shows location of property, provincial, regional and municipal roads, legend, north arrow, scale bar and statistics in vertical block on right side of drawing (if applicable on appropriate drawings)
 - Town file number, if known
7. **Site Plan Requirements**
 - a) *Site Plan Requirements Checklist* (Appendix 4) reviewed and all information provided
 - b) Site Plan(s)
 - i) Full Site Plan & Site Plan Amendment (14 copies)
Director's Approval
 - ii) Major (8 copies)

Appendix 3: Overall Application Package Checklist

- iii) Minor (5 copies)
- iv) Exemption (4 copies)
- c) Elevation Drawing(s) (5 copies)
- d) Floor Plans (5 copies)
- 8. Landscape Requirements**
 - a) *Landscape Drawing Requirements Checklist* (Appendix 5) reviewed and information provided
 - b) Landscape Plan(s) (12 copies)
 - c) *Consultant Landscape Architect Letter of Conformance* (Information Package, Template 4)
- 9. Grading & Drainage Requirements**
 - a) *Grading and Drainage Drawing Requirements Checklist* (Appendix 6) reviewed and all information provided
 - b) Grading and Drainage Plan(s) (14 copies)
 - c) Stormwater Management Report (7 copies)
 - d) *Consultant Engineer Letter of Conformance* (Information Package, Template 3)
- 10. Building Requirements**
 - a) *Building Drawing Requirements Checklist* (Appendix 7) reviewed and all information provided
- 11. Other Requirements**
 - a) Signed pre-consultation checklist form

NOTE:

Site plan applications for lots located within the Solmar Subdivision development area (Registered Plans 43M-1658, 1659 and 1660) shall require a letter from both Solmar's control architect and consulting engineer confirming that all applicable drawings and documents have been approved by them, prior to final site plan approval.

Appendix 4: Site Plan Drawings Checklist

A Site Plan Drawing(s) – Section 41.4 of the *Planning Act*

- Legal description and municipal address
- Owner of the subject property
- Massing and conceptual design of the proposed building
- Plan for each building to be erected
- Interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings
- Signed and stamped by a qualified design professional
- Adjacent land uses and existing structures
- Locations of easements, site triangles, 0.3m reserves, road widening and land dedications
- Abutting road right-of-way widths, including traffic islands
- Relationship of the proposed buildings to adjacent buildings, streets and exterior areas to which members of the public have access
- Streets, driveways, sidewalks and parking areas
- Watercourses and rock outcroppings
- Retaining walls, fences, stairs and berms
- Ground and pylon signs
- Interior and/or exterior waste storage and handling areas
- Utilities and services (eg. fire hydrants, streetlights, telephone poles and pedestals, transformer vaults, guy wires, hydro poles, manholes, catch basins & above ground service boxes)
- On-site exterior lighting
- Bearings and dimensions from a legal survey, prepared by an OLS
- Distance to building(s) from all property lines
- Dimensions of buildings, structures and building entrances
- Landscaped areas indicated
- Location and dimension of all outdoor hard surfaces and type of materials proposed
- Boulevard treatment (if applicable)
- Ontario Building Code Data Matrix (Appendix 7)
- Location of Fire Route
- Zoning By-law Matrix (Appendix 4)
- Rooftop mechanical units

NOTES – The proposed drawings shall have regard for:

- Character, scale, appearance and design features of buildings and their sustainable design, but only to the extent that it is a matter of exterior design;
- Sustainable design elements on adjoining highway under a municipality's jurisdiction (eg. trees, shrubs, hedges, plantings or other ground cover, permeable paving materials,

Appendix 4: Site Plan Drawings Checklist

street furniture, curb ramps, waste and recycling containers and bicycle parking facilities);

- Facilities designed to have regard for accessibility for persons with disabilities

The following Zoning By-law Matrix must be completed:

Zoning Standard	Requirements	Proposed
Min. Lot Area		
Max. Building Area		
Min. Front Yard		
Min. Rear Yard		
Min. Interior Side Yard		
Min. Exterior Side Yard		
Building Setback Exemption (if applicable)		
Min. Building Separation		
Max. Building Height		
Min. Landscaping Area		
Planting Strip Location		
Berm Location		
Berm Width		
Berm Height		
Open Storage Area Size		
Min. Driveway Setback		
Min. Parking Space Setback		
<u>Min. Parking Spaces</u>		
Use:		
Use:		
Use:		
Use:		
<u>Min. Delivery Spaces</u>		
Use:		
Use:		
Use:		
Use:		
<u>Min. Loading Spaces</u>		
Use:		
Use:		
Use:		
Use:		

See Section 4 of Zoning by-law 2006-50, as amended, to ensure proposal complies with General Provisions and Section 5 of Zoning By-law 2006-50, as amended, to ensure proposal complies with Parking, Loading and Delivery Space Standards.

The following are two of the most commonly used definitions in Site Plan Control:

Net Floor Area: the aggregate of the floor area of a building above or below established grade, but excluding car parking areas within the building, stairways, elevator shafts, service/mechanical rooms and penthouses, washrooms, garbage/recycling rooms, staff locker and lunch rooms, loading areas, any space with a floor to ceiling height of less than 1.8m and any part of a basement that is unfinished, is used solely for storage purposes and is not accessible to the public.

Planting Strip: an area which is used for no other purpose other than landscaping, including decorative rock treatments or other required structural features, a row of trees or a continuous unpierced hedgerow of evergreens or shrubs. The remainder of such planting strip shall be used for no purpose other than landscaping features, planting trees, shrubs, flowers, grass or similar vegetation.

There are other definitions in Section 3 of Zoning By-law 2006-50, as amended that may apply to your proposal. For further clarification of these definitions and/or uses please contact Town staff.

Appendix 4: Site Plan Drawings Checklist

Routes and Parking:

- Vehicle access and driveway locations are indicated with width, turning radii dimensions and type of curbing
- Items which may impact vehicle access (eg. traffic signals, turning lanes, centre medians, etc.)
- Fire routes have a minimum 12.0m radius measured at centreline

Utilities and Services:

- Location of septic tank systems and/or wells, utilities clearly indicated on the plan
- Location of utilities and services
- Spot elevations surrounding and on top of the planting bed
- Setbacks from existing and proposed utilities and services
- Location of interior and exterior garbage storage areas (Information Package Template 8)

Notes on plan indicate:

- "Lighting fixtures shall be installed in such a manner that all light emitted from the fixture, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the fixture is projected below the lamp and onto the lot the lighting is intended to serve."
- "The maximum height of all lighting fixtures is 9.0m"
- "Minimum distance of lighting fixtures from any lot line is 4.5m"

Barrier-Free Design:

- Location of amenities for persons with disabilities as per the Ontario Building Code (eg. signs, ramps, curb cuts, railings, etc.)
- Plan includes the minimum number of designated parking spaces under By-law 2006-138

B Elevation Drawing(s)

- Elevation drawings of all exterior walls showing all dimensions
- Details of public areas and special features
- Finishing materials and colours for all elements with colour chips
- Doors and windows
- Architectural details
- Exposed foundation
- Air conditioning and exhaust vents
- Signs, exterior lights, equipment and equipment housing
- Rooftop mechanical units and screening
- Elevations of adjacent buildings and streetscape

Appendix 4: Site Plan Drawings Checklist

C Floor Plan(s)

- Proposed use of spaces for each floor
- All access points
- Overall dimensions
- Finished floor elevations
- Roof plan indicating location and size of rooftop mechanical units and screening (not applicable if shown on site plan)

Appendix 5: Landscape Drawings Checklist

A Landscape Drawing(s)

- Signed and stamped for construction by a Professional Landscape Architect who is Certified and Licensed in the Province of Ontario
- Property lines, adjacent streets and land uses
- Locations of easements, site triangles, 0.3m reserves, road widenings and land dedications
- Buildings and structures on-site and on adjacent properties
- Streets, driveways, sidewalks and parking areas
- Watercourses and rock outcroppings
- Retaining walls, fences, stairs and berms
- Utilities and services (eg. fire hydrants, streetlights, telephone poles and pedestals, transformer vaults, guy wires, hydro poles and above-ground service boxes)
- On-site exterior lighting (including streetlight poles)
- On-site building entrances and overhangs
- Landscaped areas indicated
- Location of trees, shrubs and groundcovers
- Location of existing vegetation to be retained/preserved
- Location of areas that are accessible to the public, areas to be dedicated for park purposes and play/amenity space
- Design of entryway features
- Stormwater facilities and associated landscape features (eg. swales, ponds)
- Parking lot and garbage facility screening details (eg. fencing, plantings, berms, etc.) (Information Package, Template 8)
- Location and details of proposed landscape features including decorative paving, garbage containers, curbing, retaining walls, site furniture, signs and planters (with surface treatments indicated) (Information Package, Template 8)
- Town of Caledon Landscape Standard Notes to be included on plan (Information Package, Template 8)
- The standard landscaping details found in the Town of Caledon Development Standards, Policies & Guidelines (eg. Plant lists, planting details, tree preservation etc.) will be included on the drawings
- Retaining walls in excess of 1.0m are accompanied by an Engineer's stamp
- Irritation layout and details are indicated
- Design of street trees and streetscape elements are in conformance with the Town of Caledon Development Standards, Policies & Guidelines and any applicable planning design guidelines

Appendix 5: Landscape Drawings Checklist

B Consultant Landscape Architect Letter of Conformance

- Certifies Consultant Landscape Architect is a full member in good standing with the Ontario Association of Landscape Architects and that the submission utilizes sound landscape architectural design principles
- Consultant has reviewed the Site Plan Manual and visited project site (Information Package, Template 4)
- Consultant has reviewed the Town of Caledon Industrial/Commercial Design Guidelines

C Minimum Landscaping Requirements

- Planting meets the following standards:

	Non-Industrial/Commercial Sites	Industrial/Commercial Sites
Deciduous Trees	60 mm caliper	70 mm caliper
Coniferous Trees	180 cm in height	200 cm in height
Shrubs	60 cm in height	80 cm in height
Flowering Trees	50 mm caliper	50 mm caliper

- Landscaping takes into account adjacent development and provides an appropriate planting and enhancements within the buffer strips as outlined in the Town of Caledon Industrial/Commercial Design Guidelines
- Locations of landscaping features compatible with utilities, servicing and signage
- Landscaping features located to improve energy conservation (eg. cold and wind screening, shading)
- Berms, retaining walls and significant grade changes are provided and no earth slopes are greater than 4:1
- Low maintenance, hardy, native species considered
- Species selected for compatibility with site conditions and year-round appearance
- Deciduous trees spaced at a maximum of 10m on centre
- Landscaping meets zoning requirements
- If the site plan is within a Registered Plan of Subdivision, the landscape plans must comply with approved streetscape plan and/or tree preservation plan
- Lawn areas meet the requirements set out in the Town of Caledon Industrial/Commercial Design Guidelines

Crime Prevention Through Environmental Design (CPTED)

- Natural surveillance has been enhanced by maximizing visibility through the careful placement of physical features and/or activities
- Building access is clearly visible from the street to deter crime

Appendix 5: Landscape Drawings Checklist

- Public space has been clearly defined as separate from semi-private and private space so that users develop a sense of proprietorship over it
- Long term landscape maintenance measures will be performed to allow for the continuation of the intended use(s) of the space

Appendix 6: Grading & Drainage Drawings Checklist

A Grading and Drainage Drawing(s)

- Signed and stamped by a Professional Engineer who is Certified and Licensed in the Province of Ontario
- Property lines, adjacent streets and land uses
- Locations of easements, site triangles, 0.3 metre reserves, road widenings and land dedications
- Buildings and structures on-site and on adjacent properties
- Streets, driveways, sidewalks and parking areas
- Watercourses and rock outcroppings
- Retaining walls, fences, stairs and berms
- Utilities and underground services
- On-site exterior lighting (including streetlight poles)
- Town of Caledon Drainage and Grading Standard Notes to Industrial Commercial drawings included on plan (Submission Package, Template 8) (if applicable)
- Type of surfacing
- Location, size, length, grade, material and bedding of all proposed underground Services
- Locations of landscaped areas
- Details of all stormwater management control features:
 - Location, size and length of culverts and pipes
 - Catchbasins, roof top controls, on-site storage, curb cuts and pond outlet Controls
 - Proposed service connections to Town of Caledon infrastructure
 - Size and location of storm laterals and service lids
- Displays top of foundation wall and finished floor elevation of the ground floor and entrances of all buildings
- Existing and proposed spot elevations within the project site and on adjacent properties (includes percent grades, slope ratios, detention areas and directional arrows)
- Retaining walls in excess of 1.0m are accompanied by an Engineer's stamp
- Roof downspout locations

B Stormwater Management Report

- Prepared, signed and stamped by a Professional Engineer who is Certified and Licensed in the Province of Ontario
- If site plan is within a Registered Plan of Subdivision, the Stormwater Management Report must comply with approved Master Environmental Servicing Plan and overall Stormwater Management Report for the subdivision
- Meets the Town's stormwater management criteria in the Town of Caledon Public Works and Engineering Development Standards, Policies and Guidelines

Appendix 6: Grading & Drainage Drawings Checklist

C Consultant Engineer Letter of Conformance

- Certifies the Consultant Engineer is a full member in good standing and licensed in the Province of Ontario and that the submission utilizes sound engineering principles. Consultant has reviewed Town Standards and visited the project site (Information Package, Template 5)

D Minimum Grading and Drainage Requirements

- Site drainage and controls are self-contained within the lot (unless otherwise approved by the Town of Caledon)
- Drainage from adjacent sites has been considered and incorporated into the grading design
- Grade differences at property line are matched or minimized
- Swales do not exceed 30.0m in length (where overland swale exceeds 30.0m, a catchbasin system has been installed)
- Minimum grades of swales are 2.0 % (where this is impractical, the invert of the swale is of a hard surface)
- Berms, retaining walls and significant grade changes are provided and no earth slopes are greater than 4:1
- Front yards have been graded to drain towards the street
- Maximum driveway grade is 6.0%
- Erosion and sedimentation control measures have been used during and after construction (eg. silt control fencing located prior to site grading and stone mat installed at site entrance)
- Where a property drains to a stormwater management pond, release rate for roof tops is 42 litres/second/hectare and the overall site is restricted to 180 litres/second/hectare (including rooftop). For those areas not draining to a stormwater management pond, a release rate of 20 litres/second/hectare is required
- Meets the Town of Caledon, Public Works and Engineering Development Standards, Policies and Guidelines

Appendix 7: Building Drawings Checklist

A Signage Drawing(s)

- Drawing(s) of proposed ground and building face signage

B Ontario Building Code Data Matrix

- Ontario Building Code Data Matrix is completed, and if applicable, stamped by Professional Architect and/or Engineer
- Ontario Building Code Data Matrix appears on site plan as seen below

Project Description		Standpipe Required	
Change of Use	<input type="checkbox"/>	Yes	<input type="checkbox"/>
New	<input type="checkbox"/>	No	<input type="checkbox"/>
Alteration	<input type="checkbox"/>		
Addition	<input type="checkbox"/>		

Major Occupancy(s)	Water Service for Fire Fighting	
	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
	Method of Delivery (eg. hydrant, pond, etc.)	

	Building Area (sq. m)	Hazardous Substances	
Existing	_____	Yes	<input type="checkbox"/>
New	_____	No	<input type="checkbox"/>
Total	_____		

	Gross Floor Area	No. of Storeys	
Existing	_____	Above Grade	_____
New	_____	Below Grade	_____
Total	_____		

Sprinkler System Proposed

- Entire Building
- Basement Only
- In Lieu of Roof Rating
- Not Required

Height of Building (m) _____

No. of Streets/Access Routes _____

Building Classification _____

Appendix 7: Building Drawings Checklist

Spatial Separation (Construction of Exterior Walls)

Wall	Area of EBF (sq m)	LD (m)	L/H or H/L	Permitted Max. % of Openings	Proposed % of Openings	FRR (Hours)
North						
South						
East						
West						