

Schedule "A" to By-law No. 3513

# **SITE PLAN APPROVAL GUIDELINES**

TOWN OF TILLSONBURG

Prepared by the County of Oxford  
Community and Strategic Planning Office

September 26, 2011

## **TABLE OF CONTENTS**

<b>SECTION 1 – INTRODUCTION</b>	<b>1</b>
DESCRIPTION	1
DEFINITION OF “DEVELOPMENT”	1
SITE PLAN APPROVAL REQUIRED	2
GOALS OF SITE PLAN CONTROL	2
<b>SECTION 2 – SITE PLAN APPROVAL PROCESS</b>	<b>3</b>
APPROVAL PROCESS	3
<b>SECTION 3 – APPLICATION REQUIREMENTS</b>	<b>12</b>
APPLICATION	12
FEES, PERFORMANCE SECURITIES AND DEPOSITS	12
GENERAL REQUIREMENTS FOR DRAWINGS	13
DRAWINGS REQUIRED FOR STAMPING	13
SITE PLAN DRAWING REQUIREMENTS	13
BUILDING ELEVATION AND CROSS-SECTION DRAWINGS	14
DESIGN FOR ACCESSIBILITY	14
LANDSCAPE PLAN REQUIREMENTS	14
SITE SERVICING PLAN REQUIREMENTS	15
SANITARY SEWER SYSTEMS	15
STORM DRAINAGE SYSTEMS	15
WATER SYSTEMS	16
ELECTRICAL SYSTEMS	16
FIRE DEPARTMENT ACCESS	16
ROAD WIDENING(S) AND SIGHT TRIANGLE(S)	16
EASEMENTS	16
<b>SECTION 4 – SITE PLAN CONTROL OBJECTIVES AND GUIDELINES</b>	<b>17</b>
BUILDING LOCATION AND FACILITY DESIGN - ALL DEVELOPMENTS	17
LOCATION OF BUILDINGS AND FACILITIES	17
BUILDING ORIENTATION	17
BUILDING FORM	17

PARKING, DRIVEWAYS AND LOADING FACILITIES – ALL DEVELOPMENTS	18
PARKING AREAS	18
PARKING SPACE REQUIREMENTS	18
INTERNAL DRIVEWAYS	19
OFF-STREET LOADING FACILITIES	19
GARBAGE STORAGE HANDLING AREAS – ALL DEVELOPMENTS	19
DESIGN FEATURES	19
SNOW REMOVAL AND STORAGE AREAS – ALL DEVELOPMENTS	20
ACCESS – ALL DEVELOPMENTS	20
PEDESTRIAN FACILITIES – ALL DEVELOPMENTS	20
SITE LIGHTING GUIDELINES ALL DEVELOPMENTS	21
LANDSCAPING AND BUFFERING FEATURES – ALL DEVELOPMENTS	21
DEFINITIONS	21
SCREENING AND ORNAMENTAL PLANTINGS	21
PLANT SELECTION	21
PRESERVATION OF EXISTING LANDSCAPE ELEMENTS	22
TREE PROTECTION STANDARDS – ALL DEVELOPMENTS	22
GRADING OF STORM, SURFACE & WASTE WATER – ALL DEVELOPMENTS	22
STORM WATER RETENTION SYSTEMS	22
WASTE WATER SYSTEMS	23
ADDITIONAL GUIDELINES FOR COMMERCIAL DEVELOPMENT	23
GENERAL GUIDELINES	23
COMMERCIAL DEVELOPMENT IN THE DOWNTOWN CORE	23
ADDITIONAL GUIDELINES FOR RESIDENTIAL DEVELOPMENT	23
GENERAL BUILDING ORIENTATION	24
SEPARATION SPACES	24
PRIVATE OUTDOOR AMENITY AREAS	24
CHILDREN’S PLAY AREAS	25
PROXIMITY TO RAIL LINES AND OTHER SOURCES OF NOISE	25
COMMUNITY MAILBOXES	25
<b>APPENDIX “A” SITE PLAN APPROVAL FORMAL CONSULTATION APPLICATION</b>	
<b>APPENDIX “B” SITE PLAN APPROVAL APPLICATION</b>	
<b>APPENDIX “C” APPLICATION FEES</b>	
<b>APPENDIX “D” COST ESTIMATE OF SITE WORKS AND SERVICES</b>	
<b>APPENDIX “E” EXAMPLE OF LETTER OF CREDIT FORM</b>	

## SECTION 1 – INTRODUCTION

### Description

In the Province of Ontario, the Planning Act authorizes municipalities to employ Site Plan Control as a land use tool to ensure the appropriate location of a development on a site and to ensure the safety, attractiveness and compatibility with the surrounding land. This Guideline document has been prepared to inform potential developers and the public about the use of Site Plan Control, the requirements for Site Plan approval in the Town of Tillsonburg, and to provide guidelines for site plan preparation and review.

Section 2 of this Guide provides an overview of the Town's Site Plan Control process. Section 3 identifies the submission requirements for Site Plan application and approval. The more specific objectives for each matter which is subject to Site Plan Control, as well as the guidelines, criteria and standards to be used in order to achieve these goals, are in Section 4 of this guide.

### Definition of 'Development'

For the purposes of Site Plan Control, development is defined in the Planning Act as:

*...the construction, erection, or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the **size or usability** thereof, or the laying out and establishment of a commercial parking lot or of sites for the location of three or more travel trailers as defined in subsection 168(5) of the Municipal Act 2001, or of sites for the location of three or more mobile homes as defined in subsection 46 (1) of this Act, or of sites for the construction, erection or location of three or more land lease community homes as defined in subsection 46(1) of this Act. (S. 41(1) Planning Act, R.S.O. 1990)*

In addition to the provisions in the Planning Act, within Oxford County and its local area municipalities, the general policies for use of Site Plan Control are contained in the County of Oxford Official Plan. **The Official Plan defines the entire Town as a proposed Site Plan Control Area.** Development in the Town is further regulated through the Town of Tillsonburg Zoning Bylaw No. 3295, the Town Site Plan Control By-law and other applicable By-laws.

Pursuant to Section 41 of the Planning Act, the Council of the Town of Tillsonburg has enacted a comprehensive Site Plan Control (SPC) By-law. The Town's SPC By-law identifies the development situations and land use classes subject to SPC and exempts certain classes of land use from these controls. This By-law also outlines the requirements for the submission of plans and drawings, and where necessary appropriate studies, prior to permitting "development" on the lands which are subject to Site Plan Control.

**Site Plan Approval Required**

Site Plan approval is required for all commercial, industrial, institutional, private recreational and medium or high density residential types of development in the following situations:

- a) The construction, erection or placing of one or more buildings or structures on the land; or
- b) An interior or exterior alteration to a building or structure on a property that has the effect of increasing the usability of the property; or
- c) An addition or alteration to a building or structure on a property that has the effect of increasing the size of the building or structure in an industrial zone by more than 30% of the gross floor area or increasing the size of the building or structure in all other zones by more than 20% of the gross floor area, subject to the review of the Director of Development and Communication Services; or
- d) The making or construction of, or addition to, a commercial, institutional or industrial parking lot resulting in five or more parking spaces; or
- e) An amendment to an existing site plan, elevation plan, landscape plan, and/or servicing plan or an amendment to an existing site plan agreement with the Town on property which has been designated as a site plan control area in the Site Plan Control By-law which has been adopted by the Town.

It should be noted that all submissions must meet the requirements of the Town Zoning By-law No. 3295 and the County of Oxford Official Plan, otherwise planning approval will be required prior to the approval of a site plan application.

**The following classes of development are exempted from site plan approval:**

- a) Dwellings: single detached dwelling, semi-detached dwelling, duplex dwelling, triplex dwelling, freehold street-fronting townhouses on public streets and converted dwelling containing a maximum of two (2) dwelling units, as well as all residential accessory buildings.
- b) An addition or alteration to a building or structure mentioned in Section 2.1 of By-law 3513.
- c) Placement of a portable classroom on a school site of a district school board if the school site was in existence on January 1, 2007.
- d) Agricultural and farm-related buildings, building additions, building alterations or structures that are utilized in farming operations, but not including agricultural, commercial or industrial operations such as farm equipment sales and service, farm supply sales and agricultural storage, service or supply establishments.
- e) For more information please see the section titled Exempt from Site Plan Approval found on page 4.

**Goals of Site Plan Control:**

The principal goals of Site Plan Control are to:

- a) ensure the safety and convenience of vehicular and pedestrian traffic to, from, and on the site of a new development or redevelopment;
- b) reduce the cost to the municipality where development requires the widening of existing roads or the granting of easements for municipal purposes;
- c) ensure that off-street parking and loading facilities are properly located, constructed and maintained during all seasons;
- d) improve the quality and aesthetic appearance of developments for greater enjoyment by the users and tenants;
- e) improve the image of the Town through well designed individual developments; and
- f) ensure proper stormwater management, drainage, lot grading for individual developments.

## SECTION 2 – SITE PLAN CONTROL PROCESS

### Approval Process

In order to expedite Site Plan Approval applications, the Town has created three separate application types, Minor, Major and Amendment.

Minor Site Plan Approval applications will take approximately 7 business days from submission of a complete application if the application conforms to the provisions in the Town of Tillsonburg Zoning By-law No. 3295, the policies of the County of Oxford Official Plan, the Town's Site Plan Approval Guidelines, and other applicable policies and guidelines. Major applications will take approximately 20 business days from submission of a complete application. Site Plan Amendment applications will vary in the length of time to approve based on the complexity of the proposed development.

**Please note that the application process can be expedited by ensuring that all submitting drawings and reports meet the requirements of the Site Plan Approval Guidelines. In order to ensure a complete application, please contact Staff to arrange for a required Formal Consultation meeting (application attached as Appendix A). After the Formal Consultation meeting, applicant completes the Site Plan Approval application form (attached as Appendix B), and completes the attached Site Plan Approval application checklist (Appendix C), supplies Cost Estimates (attached as Appendix D, if necessary) along with all required drawings/reports/studies/etc.**

***Furthermore, timely resubmission of amended plans based on comments/concerns of commenting agencies can also greatly expedite the approval process.***

### Site Plan Approval Formal Consultation

The Town requires that the applicant and their agents (if applicable) meet with the County Development Planner and Town staff (if applicable) to discuss the development proposal before submitting any application for Site Plan Approval. The purpose of the meeting is to advise the applicant of the various Official Plan policies and Zoning By-law provisions which apply to the development. The review of these policies and provisions will assist the applicant in the design of the site such as the placement of the proposed buildings, structures and other built features before preparing the required site plan drawings.

If it is identified that additional planning approvals are required before the proposed site plan could be considered for approval, staff will discuss with the applicant in determining if an application for planning approval should be submitted and considered concurrently with the site plan application.

In order to determine if Site Plan Approval is applicable, and to assist the applicant in the preparation of a complete application package, Planning and Town staff will complete a checklist of what is required to constitute a complete application based on the proposed development on the subject lands. This Site Plan Approval Formal Consultation Application can be found attached as Appendix A.

After the completion and submission of the Site Plan Approval Formal Consultation Application staff will review the proposal and determine if the proposed development is:

- a) Exempt from Site Plan Approval;
- b) An Amendment to an Existing Site Plan Approval;
- c) A Minor Site Plan Approval application; or
- d) A Major Site Plan Approval application.

It is anticipated that any required drawings, reports, and or studies will be identified during the above noted review. The applicant will be expected to provide such studies in conjunction with the completed Site Plan Approval application.

Please be advised that the Site Plan Approval Formal Consultation Application is provided to assist the applicant in moving forward with the proposed development. The above should not be considered an exhaustive list, as additional requirements or information may be identified through a complete review of the formal submission of all required drawings, studies, and reports.

### **Exempt from Site Plan Approval**

Upon the completion and submission of the Site Plan Approval Formal Consultation Application, Planning staff will discuss the proposal with applicable Town staff and if necessary, additional applicable agencies. Staff will review the proposal against the policies of the Official Plan, Zoning By-law and Site Plan Control Guidelines and By-law.

### **The following shall be considered by staff when determining if the proposal should be exempt from Site Plan Control Approval:**

- Is the proposal for greenfield development? (Note that new development proposals will not be exempted from Site Plan Control Approval and will generally require either Minor or Major Site Plan Approval)
- Does the proposed development exceed have the effect of increasing the size of the building or structure in an industrial zone by more than 30% of the gross floor area or increasing the size of the building or structure in all other zones by more than 20% of the gross floor area? (subject to the review of the Director of Development and Communication Services)
- Interior renovations will generally be exempt from Site Plan Control approval, unless a change of use permit is required and the required amount of parking increases.
- Are there any environmental features or constraints as identified by the Official Plan located on the subject property or within the immediate area?
- Does the extent or scale of the development proposal suggest that a professional Engineer or other professional(s) be retained to review the development proposal?
- Do existing site conditions complicate the development (i.e. topography, slopes, previous hazardous uses)?
- Does the proposed development conform to the Zoning By-law, Official Plan or any agreements, or are there property standards complaints, open storage problems, outstanding stop work orders, or other matters of Municipal interest?
- Are there any obvious parking, loading or access problems?
- Are there any obvious drainage or storm water management problems/concerns?
- Are there requirements for internal/external servicing improvements, construction or road works?
- Is the proposed development compatible with the surrounding area in terms of conceptual massing/design?
- Would any traffic hazards and other safety issues result from the development?

- Would the proposed development result in land use conflict/compatibility concerns?
- Is the property subject to an existing Site Plan and/or Agreement?
- Has Council requested a full review of the site?

Within two to three business days of submission of the Site Plan Approval Formal Consultation Application, staff will determine if the proposed development is exempt from Site Plan Approval. If exempt, a building permit application may be submitted for approval.

If the Town has determined that the proposed development is not exempt from Site Plan Approval, then the landowner must submit either a Minor, Major or Site Plan Amendment Approval Application.

**Minor Site Plan Approval Application (Time 7 business days. Fee \$275.00<sup>1</sup>)**

Minor Site Plan Approval applications can be required for minor development proposals such as a change of use of an existing building, building additions, or by means of the provisions of the Zoning By-law. The Owner of the subject lands shall submit a detailed drawing of the subject lands which illustrates the proposed development including all necessary other drawings/reports/studies as identified through the Formal Consultation application. If during the site plan review stage it is determined that the proposed development requires changes to an approved grading plan, or may have off-site impacts than the application will be then considered a Major application and additional fees shall be required.

<sup>1</sup> A fee of \$375 will be charged if an application is required after the fact.

The drawing(s) must be prepared by a professional as indicated as per the Formal Consultation Application. It must also be prepared to **scale** and in **metric format**, and shall include the following information:

- Registered Property owner, signature and date,
- Legal Description and Roll Number,
- Brief statement explaining the proposed development,
- Scale, north arrow, and clearly legible labeling,
- Property limits and dimensions which coincide with a survey or assessment records,
- Location and footprint of all buildings and structures on the subject property,
- Identification of all surrounding uses, including distances and locations of all adjacent structures on all adjacent properties,
- Access locations,
- Delineation of asphalt, grassed, and graveled areas,
- Existing on-site drainage, including drainage swales or catch basins,
- Location of all signs and lighting,
- Location of any nearby hydrants, utility poles or other services for the property or surrounding area,
- Landscaping (trees, shrub beds, berms, swales),
- Site statistics including:
  - Property Area
  - Percentage of the property which is developed
  - Area of site covered by buildings
  - Gross floor area of all buildings
  - Number of parking spaces and loading spaces
  - Percentage of the site which is landscaped



Upon submission of the complete Minor Site Plan Approval application and all required drawings/reports/studies, the application will be circulated to various Town staff and other applicable agencies for comment. Comments will be forwarded to the applicant within 7 business days. The applicant will be required to address all concerns prior to approval being granted.

Under the Minor Site Plan Approval process, a Site Plan Agreement or Undertaking is required. The Agreement or Undertaking will be drafted by Town staff, signed by the Mayor and Clerk and forwarded to the owner of the lands for signature. The Agreement **must be** registered on title of the subject lands, and provide the Town with documentation of the registration prior the issuance of a building permit. The Undertaking must be signed by all parties and then returned to the Town prior to the issuance of a building permit.

### **Major Site Plan Approval Application (Time 20 business days, Fee \$575.00<sup>2</sup>)**

In circumstances where Major Site Plan Control Approval is required, the owner will retain the services of qualified professionals to prepare computer generated plans required by staff, as noted by the Formal Consultation application.

<sup>2</sup> A fee of \$925 will be charged if an application is required after the fact.

The process for Full Site Plan Control Approval shall generally be as follows (additional details can be found in the attached checklist):

- Submission of a complete set of plans and the requisite application and fee,
- Review of plans by the Municipality, Agencies and appropriate professionals (20 business days),
- Revisions of the plans to address concerns,
- Staff approval of the Plans and preparation of the Site Plan Agreement,
- Posting of Performance Securities based upon the Cost Estimate of all outside works,
- Execution of the Site Plan Agreement by the Town and the owner.
- Site Plan Agreement is registered on title of the subject lands,
- Clearance to the Building Department and commencement of the Building Permit process.

### **Site Plan Amendment Application (Time 10 business days, Fee \$150.00<sup>3</sup>)**

Development proposals for lands which are already subject to an existing Site Plan Agreement involving a major addition or alteration will be processed in accordance with the Town's Major Site Plan Application process unless otherwise noted by the Director of Development and Communication Services. Subsequent to Site Plan Approval Formal Consultation, the Town and County staff will utilize the following criteria to determine whether a development proposal is considered major and therefore requires an amendment to the existing Site Plan Agreement:

<sup>3</sup> A fee of \$250 will be charged if an application is required after the fact.

- **An addition or alteration to a building or structure on a property that has the effect of increasing the size of the building or structure in an industrial zone by more than 30% of the gross floor area or increasing the size of the building or structure in all other zones by more than 20% of the gross floor area, subject to the review of the Director of Development and Communication Services.**

### **Site Plan Approval Application Submission**

The Site Plan Approval process is initiated by submitting a completed Amendment, Minor or Major Site Plan Approval application, all required drawings, reports and studies, and the required fee to the Town of Tillsonburg Corporate Office or the County of Oxford Community and Strategic Planning Office. The Site Plan Approval application form can be found in Appendix 'B' of this document. Additional application forms are available at the local Town office, the Oxford County Community and Strategic Planning Office. The required application fee must accompany the completed application. **Please note that the fee is payable to the Town of Tillsonburg.**

For information regarding the application fee please contact the Town of Tillsonburg at 519-842-9200 or online on the County's Community and Strategic Planning Office website or the Town of Tillsonburg website. A checklist of complete application submission requirements are contained with the Site Plan Approval application form (Appendix 'B').

Please note that applications will not be circulated unless deemed to be complete by the County Development Planner.

### **County, Town and Agency Review**

The County Development Planner will review the initial submission and forward to Town staff. Town staff will circulate the application to the appropriate agencies for review and comment. The site plan application will be circulated to the following public agencies, as required:

- Town staff including, the Director of Development and Communication Services, Chief Building Official, Fire Chief, Director of Operations, Manager of Engineering and Parks & Facilities Manager;
- County of Oxford Community and Strategic Planning Office;
- County of Oxford Public Works Department;
- Applicable local utility companies;
- County of Oxford Public Health and Emergency Services Department, if required;
- County or Town Accessibility Advisory Committee, if required;
- Long Point Region Conservation Authority, if required.
- Ministry of Transportation (MTO), Ministry of Natural Resources (MNR), Ministry of Environment (MOE), Rail Company, etc, if required.

Other agencies, including Provincial Ministries, may be circulated depending on the location and scope of the application. The applicant will be notified, in writing, if the circulated agencies require revisions of the site plan drawings or if additional information is required.

### **Site Plan Meeting, Review and Resubmission of Plans**

The applicant will receive an acknowledgement letter, recognizing receipt of the application. If necessary, a site plan meeting will be scheduled with the applicant, the Development Coordinating Committee, and if necessary, circulated agencies to review the application and agency comments. This meeting shall generally be held once all of the comments from all applicable departments/agencies have been received.

Once all requested comments have been received, the County Development Planner will consolidate all comments and concerns into a formal response, and forward them to the applicant requesting required revisions prior to any scheduled meeting with the Development Coordinating Committee. Generally, the Development Coordinating Committee will meet with the applicant in order to discuss concerns regarding the proposed development and to clarify requirements.

***Any subsequent site plan resubmission shall include a letter from the applicant stating in bullet form how they have addressed each of the concerns/comments in the formal response from the County Development Planner.***

### **Public and Town Council Information/Consultation**

At the discretion of Town Staff, or where necessary as a requirement of the Town Zoning By-law, the applicant may be required to hold a public information/consultation session in order to advise the public of the proposed development.

The public information/consultation session is to be conducted at the expense of the applicant, at a time and location to the satisfaction of the Town of Tillsonburg. A public notice sign will be erected on the subject lands advising of the public meeting. Written notification will also be circulated to neighbouring property owners with 120 m.

Further, Town Council may require the proposed development to be brought forward to a Town Council meeting for information.

### **Final Approval**

For the purposes of Site Plan Approval, in accordance with Subsection 41(13)(b) of the Planning Act and stated by By-law 3513 of the Corporation of the Town of Tillsonburg, the authority to approve plans and drawings required for any site plan control area in the Town has been delegated to the County Development Planner and the Director of Development and Communication Services.

Upon receipt of the final plans, Town staff will prepare the Site Plan Agreement or Undertaking. The approved plans and documents will be noted in the Site Plan Agreement.

### **Agreement or Undertaking Execution**

Once the Site Plan Agreement or Undertaking has been prepared, the following steps will be taken:

- Town staff will have the Site Plan Agreement or Undertaking signed by Town Officials;
- Town staff will advise the applicant the Site Plan Agreement or Undertaking has been approved and signed by the Town.
- The Applicant will provide the required security amount, if applicable;
- Upon receipt of the security, the Town will release the signed Agreement to the applicant for signature;
- The Agreement **must** be registered on title prior to the issuance of a building permit, the applicant must have this completed and provide documentation to the Town;
- Once the Site Plan Agreement has been signed by all parties, the Town has received all performance securities, and the applicant has provided documentation that the site plan agreement has been registered on title of the subject lands, Town staff shall advise the Chief Building Official that a building permit can be issued.

### **Building Permit**

Construction of buildings or structures cannot commence until the Undertaking has been signed or the Site Plan Agreement has been signed by all parties, registered on title, and all performance securities have been received by the Town. Town staff will notify the Chief Building Official when the Undertaking has been signed or the executed Agreement has been registered on title, and the required performance securities have been received. The applicant may then be issued a building permit.

### **Post-construction**

All of the works required by the Agreement or Undertaking shall be completed **within three years** of the date of approval of the site plan, unless otherwise approved by the Development Coordinating Committee and specified in the Site Plan Agreement. In anticipation of construction taking longer than three years to complete, the applicant shall provide written correspondence to the attention of the County Development Planner advising:

- a) When the approved development will be completed;
- b) What is remaining to be constructed/installed;
- c) Why the approved development has not been constructed within the three year period.

Upon completion of all site works, the applicant may request the return of all performance securities. The applicant must provide the Town of Tillsonburg written confirmation from the consulting Engineer that all site works have been completed as per the Agreement and all approved stamped drawings. The applicant may be required to provide any professional reports or 'as-built' drawings to confirm the completion of works such as final grading and stormwater management facilities on the subject property, prior to the return of any applicable Performance Security.

The Manager of Engineering and the Chief Building Official will undertake a final site inspection of the development to ensure construction conforms to the approved stamped drawings, after which they will advise the Director of Finance in writing that all site works have been completed and that the Performance Security can be released;

### **Partial Release of Performance Securities**

Performance securities held by the Town may be released in stages as development progresses to the satisfaction of the Manager of Engineering, Chief Building Official, and Director of Development and Communication Services. Prior to the release of partial performance securities the applicant must provide the Town of Tillsonburg written confirmation from the consulting Engineer that certain site works have been completed as per the Agreement and all approved stamped drawings. These performance security reductions are dealt with on a request basis. The applicant will be required to complete the necessary Release of Performance Securities form. The applicant will be notified within ten (10) days of submission of the above if the Town is satisfied to release the held performance securities.

The applicant may be required (at their expense) to provide any professional reports (usually in the form of an Engineer's Certificate) or 'as-built' drawings to confirm the completion of works such as final grading and stormwater management facilities on the subject property, prior to the return of any requested partial Performance Security.

If the work required by the Agreement is not completed as required in the Agreement, the performance securities or portion thereof will be retained until the deficiencies are remedied. Upon failure of the Developer/Owner(s) to remedy the situation to the satisfaction of the Town, the Town may choose to cash and/or draw upon the Performance Security.

If any elements of the works have been constructed contrary to the Agreement, revised plans shall be submitted by the consulting Engineer detailing the changes which have been made and the reasons behind the changes. The Town will review the changes to determine if they are acceptable and whether or not an Amendment to the Site Plan is required. If the changes are acceptable and no Amendment is required, the Town will then inspect the site to determine whether or not a reduction in the Performance Security is justified.

If the changes are not acceptable, or if an Amendment is required to reflect the changes, no reduction in the Performance Security respecting the changes can occur until all relevant Departments/Agencies have approved the changes, or portion thereof, to have the deficiencies corrected.

The Manager of Engineering and the Chief Building Official will undertake a site inspection of the development to ensure construction conforms to the approved stamped drawings, after which they will advise the Director of Finance in writing that the noted site works have been completed and that an applicable portion of the Performance Security can be released. *In all instances, the municipality will retain a portion of the Performance Security (10%) until one year after all works have been completed. This is to ensure performance security against deficiencies, which may occur within that year.*

#### **Release of Performance Securities for Landscaping**

Performance securities held by the Town for landscaping purposes will be held until June following the end of the first growing season to ensure all installed landscaping has survived the winter and is healthy.

#### **Drawing Upon the Performance Security – Failure to Complete Works**

In the event of any failure by the Owner to carry out any provisions of the Agreement, the determination of which shall be at the sole discretion of the Chief Administrative Officer and/or the Director of Development and Communications, the Town may provide Notice to the Owner of the nature of the failure. Such Notice may provide that the Director of Finance will cash any Performance Security held by the Town.

If the Owner fails to remedy any failure of which it has been notified pursuant to this Agreement within twenty-one (21) business days after Notice by the Chief Administrative Officer, the Town shall have the full authority, power and right to enter upon the Lands to employ such workmen and to use such equipment and machinery as is deemed, in the sole discretion of the Town, to be necessary to complete and perform any work that is required to remedy the failure.

In the event of its failure to carry out any provisions of the Agreement and in the event such failure is deemed by the Chief Administrative Officer, in his or her sole discretion, to create an emergency in which the safety of the public may be affected, then in such case or cases the Town shall have the full authority, power and right to enter upon the Lands to employ such workmen and to use such equipment and machinery as is deemed in the sole discretion of the Town necessary to remedy the failure without any notice to the Owner.

In the event costs are incurred by the Town in performing the works or services required to be affected or deemed by the Town to be necessary pursuant to this Agreement, the Owner will forthwith pay such costs to the Town, upon demand therefore. In the event of failure by the Owner to pay such costs within thirty (30) business days of receiving Notice thereof from the Town, the Town shall have the right to recover such costs by drawing upon the Performance Security.

In the event the costs incurred exceed the amount of the Performance Security, the Town shall have the right to recover such incurred costs by legal action or in like manner and with the same priority as municipal taxes. The Performance Security may also be used to remedy deficiencies and/or damages within the road allowance relating to the completion of development of the subject lands.

Up to ninety percent (90%) of any Performance Security provided to the Town by the Owner may be returned by the Town to the Owner without interest when the Works required by the terms and provisions of this Agreement have been completed by, and at the expense of, the Owner to the satisfaction of the Town. Any reduction in Performance Security will not occur prior to a written request by the Owner and a recommendation by the Chief Building Official and Manager of Engineering to the Director of Finance that such reduction be permitted.

A maximum of ten percent (10%) of the initial Performance Security provided to the Town by the Owner shall be retained by the Town for a minimum period of one year (commencing on the day that ninety percent (90%) of a deposit has been returned to the Owner) as a guarantee against any defects that may occur with regard to any building, structure or work effected by the Owner or on the Lands pursuant to the terms of this Agreement and these funds may be used by the Town to pay the expense of rectifying or remedying any such defect. If, after the expiry of this one-year guarantee period, no outstanding defects are found that relate to the Lands or to any of the buildings, structures or works in or on the lands, the Performance Security remaining in the hands of the Town, shall be returned to the Owner.

### **Appeals**

Under Section 41(12) of the Planning Act, if the Town does not approve a complete application within 30 business days after it has been received or the applicant is not satisfied with the any of the requirements made by the Town, including any terms of the required Site Plan Agreement, the applicant may appeal to the Ontario Municipal Board (OMB).

Written notice of appeal, including the reasons for appeal and prescribed fees, must be lodged with both the OMB and the Chief Administrative Officer. After receipt of an appeal, the OMB will schedule a hearing and determine the matters of issue. Once the OMB has issued a decision/order, the applicant shall enter into a Site Plan Agreement with the Town to implement the OMB decision. The decision of the OMB is final and binding on all parties.

### **Red-line Amendments**

All approved site plan approval drawings may be subject to minor red line amendments in accordance with the Town of Tillsonburg Site Plan Approval Guidelines, to the satisfaction of the Town of Tillsonburg, and authorized by the delegated approval authorities. The Clerk of the Town of Tillsonburg and the County of Oxford shall keep a copy of any redline amendment on file with the original agreement.

### **Minor Corrective Amendments**

Minor grammatical, cross referencing or formatting amendments to the Site Plan Guidelines or the Site Plan Control By-law may be undertaken at the discretion of the delegated approval authorities, without amendment to the Site Plan Control By-law.

**SECTION 3 - APPLICATION REQUIREMENTS**

**Application**

The property owner or their authorized agent should complete the Site Plan Approval application found in Appendix 'B'. Where an agent is making the application, the written authorization of the owner must accompany the application. If the application is being made under an agreement of purchase and sale, a copy of the agreement must be attached and will remain confidential. Drawings which accompany a site plan application are required to be submitted in standard .pdf format to [planning@oxfordcounty.ca](mailto:planning@oxfordcounty.ca).

The application must be accompanied by the required fee payable in cash or cheque made to the "Town of Tillsonburg."

**Fees, Performance Securities and Deposits**

In accordance with the Town Site Plan Control By-law 3513, an applicant may be required to provide the Town with an irrevocable, renewable letter of credit or certified cheque to ensure satisfactory provision and maintenance of the building, structures, facilities and work approved under the site plan approval process.

**Fees**

The required application fee shall be submitted payable to the "Town of Tillsonburg." Please refer to Appendix 'C' for the application fee and deposit requirements.

**Performance Securities**

The applicant shall provide performance securities (in the form of an irrevocable, renewable letter of credit or certified cheque) and applicable deposits before the Town issues Site Plan Approval for the proposed development in the following manner:

<b><i>For all lands zoned Industrial, Commercial, Open Space or Institutional (excluding retirement homes, nursing homes, etc)</i></b>	
<b><u>On-Site Works</u></b>	
Grading and Drainage, Seeding, Maintenance, Erosion Control, Fencing	<b>50%</b>
Stormwater Management Facilities	<b>100%</b>

<b><i>For all lands zoned Residential or Institutional (pertaining to retirement homes, nursing homes, etc)</i></b>	
<b><u>On-Site Works</u></b>	
Grading and Drainage, Asphalt, Curbing, Servicing, etc	<b>100%</b>
Landscaping	<b>100%</b>
Stormwater Management Facilities	<b>100%</b>

***The performance security required for all work proposed within a municipal or County road allowance, or on Town/County owned land, shall be at 100% of the cost estimate provided by the applicant's consulting Engineer to the satisfaction of the Town of Tillsonburg.***

Further to the above, the Town will not require performance securities in the event that the applicant's submitted cost estimate (to the satisfaction of the Town Engineering Department), indicates the required performance security will not exceed \$5,000.00.

Also, the Town will not require performance securities relating to stormwater management in the instance where a municipally owned regional stormwater management facility has already been constructed.

The amount of the performance securities required by the Town shall be listed in the Site Plan Agreement. Any construction on Town property or the use of public right of ways during construction must be first approved by the Town through the Site Plan Approval process and outlined in the Site Plan Agreement. Any construction on Town or County properties or road allowances shall require an encroachment permit prior to the commencement of any approved construction.

In order to determine the amount of the performance securities required by the Town, the applicant's consulting Engineer must complete Appendix 'D' – Cost Estimate of the Site Works and Services and affix his/her professional stamp.

### **Deposits**

A deposit may be required for a third party peer review of site servicing, grading and storm water management, noise and vibration, and traffic impact, etc as determined by Town staff. If the collected deposit does not cover the cost of the third party review, the applicant will be required to pay for any additional/outstanding fees to the Town prior to Site Plan Approval. Alternatively, any monies from the deposit remaining after the third party review will be returned to the applicant upon Site Plan Approval.

### **General Requirements for Drawings**

The completed application form shall be accompanied by a site plan drawing(s). At a minimum, the drawings used to describe the proposed development will show the site details, landscaping, services and grading. Additional separate drawings showing the landscape plan, site servicing plan, building elevations and cross section plans shall also be submitted.

Ten (10) full size (maximum size of 24"x 36") folded copies of the site plan drawing(s) are required, including digital .pdf copies of the full size drawings. These drawings shall be prepared by a qualified professional in such a manner as to permit registration at the Oxford County Land Registry Office. Please refer to the Site Plan Approval Formal Consultation application (Appendix 'A') to verify the applicable professional required to prepare the Site Plan Approval drawings.

### **Drawings Required for Stamping**

Once Site Plan Approval has been granted, six (6) sets of large drawings, a digital .pdf of the final plans shall be submitted to be included in the Site Plan Agreement or Undertaking. Final plans for Site Plan Approval shall be certified by the appropriate professional. The drawings and plans submitted for review must meet the requirements set out in this document.

### **Site Plan Drawing Requirements**

The general site plan requirements are listed in checklist format in Site Plan Approval application (Appendix 'B') and are required as a minimum submission for site plan approval. Further details are listed below. All submitted drawings are required to be in black and white only unless otherwise specified in these Guidelines. Also, please see the completed Site Plan Approval Formal Consultation application for clear guidance regarding required drawings/reports/studies/etc.



**Building Elevation and Cross-Section Drawings**

Building elevation and cross section drawings are required for all commercial, industrial, institutional buildings and residential buildings containing more than four units. These drawings must include the following details:

- drawing scale;
- elevation and details of all facades of the building including type of surface material and paint colour schemes;
- all windows, doors, openings and any mechanical equipment attached to or on the roof of the building including the dimensions of these features;
- a longitudinal cross-section view through the building to the street line; and
- elevations and dimensions of any signs on the building. If a freestanding sign is proposed, an insert drawing is required with the details of the sign.

**Design for Accessibility**

In accordance with the Ontarians with Disabilities Act, 2005 the Town aims to make all buildings accessible to persons with disabilities. This new act will be progressively implemented to replace the existing ODA. The legislation will apply to all private and public sector organizations and businesses with the release of five standards relating to accessibility with respects to goods, services, facilities, employment, accommodation and buildings. All site plans shall be required to adhere to the standards released under the Act. As the standards are released, they will replace the existing County of Oxford Facility Accessibility Design Standards (FADS).

Site plans shall incorporate design features that will make all facilities accessible. Indoor and outdoor design of facilities shall be made safe and convenient by minimizing grade changes and providing such things as disabled parking spaces, suitable curb cuts, ramps and hand-rails.

Specific details for accessible design of sites and the interiors of buildings are set out in this guideline and the County of Oxford Facility Accessibility Design Standards, which are available on the County of Oxford website or at the County Office. The Design Standards are not mandatory, but are encouraged for all new or redeveloped buildings and facilities.

**Landscape Plan Requirements**

The landscape plan(s) encompasses the same area of the site plan and must include:

- the location of all existing and proposed trees and/or shrubs which are to be preserved or removed. The symbol of each tree/shrub must reflect the branch spread or canopy of existing trees/shrubs and the proposed trees/shrubs at maturity;
- a landscaping table listing all existing and proposed species, including common name, botanical name, quantity, size and condition at planting;
- planting specifications and any required instructional drawings; and
- all areas to be seeded or covered in grass sod and calculated area thereof, in addition to the percent coverage for the site.

Please refer to Page 21 which lists, in detail, the Landscape Plan Guidelines.

### **Site Servicing Plan Requirements**

The Town of Tillsonburg's Subdivision and Development Guidelines Design Criteria are to be adhered to when designing any new developments within the Town. The guidelines can be obtained by either visiting the Town's website or by contacting the Town of Tillsonburg Engineering Department for a copy of these guidelines. The site servicing plan must also include details of all water, sanitary sewer, storm drainage, and electricity systems.

### **Sanitary Sewer Systems**

The sanitary sewer features are to be designed in accordance with the Town of Tillsonburg's Subdivision and Development Guidelines Design Criteria as well as the Provincial standards (including the Ontario Building Code) which can be found at [www.ene.gov.on.ca](http://www.ene.gov.on.ca) and the County of Oxford standards and specifications. Please contact the County of Oxford Public Works Department at 519-539-9800 for information regarding the County standards and specifications. The following features must be illustrated on the servicing drawing.

- Drainage piping - location from building to private drain connections, size and grade.
- Private drain connections - existing and new, location, size and grade.
- Control manholes to be located at the street line on private property.
- All manholes must show invert and finish grade elevations.
- Ministry of Environment requirements - "private sewers" are to be designed generally in accordance with *Guidelines for the Design of Sanitary Sewage Works, Systems, Storm Sewers (interior), Water Distribution Systems and Waste Storage Facilities*.
- Location and capacity of existing and proposed septic tank(s) and tile bed(s) on the property, if municipal sanitary sewers are not available.

### **Storm Drainage Systems**

The storm drainage features are to be designed in accordance with the Town of Tillsonburg's Subdivision and Development Guidelines Design Criteria and Long Point Region Conservation Authority standards and specifications. For information regarding the Conservation Authorities' requirements, please visit the Long Point Region Conservation Authority websites at [www.lprca.on.ca](http://www.lprca.on.ca). For lands abutting County road allowances, storm drainage features are to be also designed in accordance with County standards. Please contact the County Public Works Department at 519-539-9800 for information on the County standards. The following features must be illustrated on the servicing drawing.

- Catch basins - locations, proposed elevations for grates and inverts.
- Drainage piping location and all access hole inverts and final grade elevations from building to private drain connections.
- Private drain connections - existing and new, location, size and grade, drainage swales (landscaped areas) - elevations along swale, cross sections % grade (slope).
- Overland flow - show flow arrows to permit ready identification of overland flow direction, show existing and proposed elevations along property lines, and key points on site and abutting properties.
- Flows from adjacent properties - in the event that adjacent private properties drain onto the site being developed, the storm drainage system is to be designed to prevent storm water from backing up and creating a flooding or ponding condition on the adjacent property.
- Weeping tiles - identify how flows will be handled should weeping tiles be installed.
- Dry well systems and retention systems - display such relevant detail contained in the consulting Engineer's design as will be necessary to ensure that these features are implemented by the contractor;
- Sediment and erosion control measures to be implemented before and during construction and post-construction; and
- Stormwater management systems and design.

Depending on the site and scale of the development, a stormwater management report may be required in addition to the above servicing drawing requirements.

### **Water Systems**

The water system features are to be designed in accordance with Provincial, County of Oxford and the Town of Tillsonburg's Subdivision and Development Guidelines Design Criteria standards and specifications. The following features must be illustrated on the servicing drawing.

- Location and size of all existing or proposed water pipes and mains, valves, shutoffs and blow-offs.
- Location of existing and proposed fire hydrants in the vicinity which will service the development.
- Location of existing and proposed private water wells on the subject property, if applicable.

### **Electrical Systems**

The electrical system features are to be designed in accordance with the electrical distribution authority (Tillsonburg Hydro Inc.) and the Town of Tillsonburg's Subdivision and Development Guidelines Design Criteria standards and specifications. The following features must be illustrated on the servicing drawing.

- Transformer and vault location.
- Primary, secondary and service wire and/or cable location.
- Service entrance and meter location on any buildings or structures.

### **Fire Department Access**

Access to buildings for emergency services as required by the Ontario Building Code, shall be shown on the site plan.

### **Road Widening(s) and Site Triangle(s)**

All road widening(s) and site triangles to be dedicated to the Town and/or County are to be shown on the site plan. These lands are to be free of buildings, structures and signs. All road widening(s) and site triangles will be deeded free and clear of all legal encumbrances to the municipality. Any costs associated with the dedication of road widening(s) and site triangles are to be incurred by the applicant.

### **Easements**

An easement provides the right to use private land for a specific purpose. A title search prior to developing plans will identify existing easements and their specific use, size and location.

In order that any municipal and utility installations traversing the site can be properly installed and maintained by the appropriate authority, municipal service easements and utility easements are required for any water mains, sanitary and storm sewers, drains telephone, electricity, gas and cable services that traverse the site.

The site plan shall show both existing easements and any easements to be granted to the Town, County or applicable utility provider. The easements shall be free of all buildings and structures. The treatment of the easement(s) including the placing of fill, vehicular access and landscaping, shall be with the approval of the Town, County or utility company to which the easement is conveyed.

## SECTION 4 – SITE PLAN CONTROL OBJECTIVES AND GUIDELINES

### Building Location and Facility Design – All Developments

#### Location of Buildings and Facilities

The objectives of site plan control for building and facility location are to demonstrate the extent to which the massing and conceptual design of new developments:

- minimize conflicts with adjacent land uses;
- provide a comfortable and pleasing environment for the intended uses in terms of building orientation, form and siting;
- are consistent with or complimentary to existing buildings that are to be retained;
- are consistent with or complimentary to existing streetscapes;
- comply with Zoning By-law provisions; and
- manage drainage and lot grading on the subject site and mitigate the effects of development on adjacent properties.

#### Building Orientation

Objectives for proper orientation of buildings on a development site include the following:

- Where possible, buildings should reinforce the prevailing street pattern by aligning with the established building line or street edge. Buildings may be set back from or placed at an angle to the existing street edge if they are of community importance.
- Where possible public views, into, through and out of a development site, should be maintained and improved. Community identity can be achieved by ensuring views of community features such as churches, heritage buildings, bodies of water, valleys, open space and bridges are preserved.
- New development next to parks, open space and streets should be designed to blend with the open area.
- Buildings should be oriented to maximize energy conservation.

#### Building Form

The scale and character of new development should reflect the existing neighbourhood pattern and/or adjacent heritage buildings. The following features of the surrounding neighbourhood should be reflected in the new development:

- building height;
- ground level treatments;
- ground level views;
- roof treatments;
- frontage widths;
- continuity of street face;
- facades;
- scale of doors, windows and other openings;
- canopies;
- lighting; and
- landscaping.

The form created by the building should produce a sense of physical security by controlling ingress and egress as well as providing visual surveillance of all public or common areas.

The applicant is encouraged to consider aesthetic characteristics of adjacent development and incorporate similar features into the design of new buildings and structures such as:

- the compatibility of materials, textures and colours; and
- the unique architectural details such as cornices, railings, lintels, arches, ironworks and chimneys.

### **Parking, Driveway and Loading Facilities Guidelines – All Developments**

The requirements for parking surface material, space size and number, aisle and driveway widths and loading facilities are provided in Sections 5.12, 5.20 and all other applicable provisions of the Town of Tillsonburg Zoning By-law No. 3295, as amended.

### **Parking Areas**

To ensure appropriate design for vehicle access and loading, all parking spaces are to be painted with lines to delineate the location and size of spaces. Consideration may be given to alternative surface materials such as cobblestone which allow precipitation to percolate into the soil, for any parking spaces provided over the minimum number required.

To ensure adequate parking areas are provided that have orderly circulation and an attractive community appearance:

- Delineate parking rows to confine traffic to designated parking aisles or driveways.
- Minimize access to and from parking aisles along main internal driveways.
- All accessible parking is to be clearly marked with signage in conformity with the County of Oxford's Accessibility Design Standards. The spaces should be designed to minimize the need for persons with disabilities to cross internal driveways. Accessible parking spaces should accommodate cars or vans which have lifts or ramps installed on either the side or rear of the vehicle. Parking spaces should be designed to provide space for the lift or ramp and maneuvering space for the person with a disability. Specific details are set out in the County of Oxford Facility Accessibility Design Standards, which are available at the County offices or on the County of Oxford website at <http://www.county.oxford.on.ca/site/1017/default.aspx>. The Design Standards are not mandatory, but are encouraged for all new or redeveloped buildings and facilities.
- Clearly identify the types of designated parking areas for employees, visitors and the public.
- Public parking should not conflict with shipping, loading, garbage removal or utility areas.
- To ensure that parking is not the dominant visual element in the streetscape, screen larger parking areas with buildings, landscaping or low walls, while still maintaining some visibility to provide public safety by means of public surveillance.

### **Parking Space Requirements**

As previously mentioned, requirements for the number of parking spaces for specific types of uses and the size of spaces are set out in the Town Zoning By-law, Section 5.20.

The number of parking spaces designated to accommodate persons with disabilities shall be in accordance with Section 5.20.2.2. of the Town of Tillsonburg's Zoning By-law No. 3295. Section 4.3.14 of the County of Oxford Facility Accessibility Design Standards sets out recommendations for the size and number of designated parking spaces that go beyond the minimum required in the Zoning By-law.

### **Internal Driveways**

To ensure proper flow of traffic:

- Delineate main internal driveways with raised curbs.
- Avoid lengthy straight sections and use traffic calming devices to discourage high speeds.
- Ensure adequate visibility of intersecting traffic movements in the design of driveways and parking aisle intersections.
- For large commercial or industrial developments, main internal driveways should be located away from building entrances in order to minimize pedestrian and vehicle conflicts.
- Aisles designed for one-way or two-way circulation should be clearly marked.
- Driving lanes should widen at drop-off areas near buildings.
- Turning radii shall be provided at the end of dead-end driveways.
- Show all required fire routes as per the Ontario Building Code and National Fire Code.

### **Off-Street Loading Facilities**

To ensure loading facilities are effective:

- Sufficient space should be provided on a property to permit delivery vehicles to make all maneuvers "off-street" away from fire routes which are to be designed to support emergency vehicles.
- Separate access or internal driveways should provide access to loading facilities which abut the building to be served.
- For commercial developments or other integrated development, the use of joint loading facilities to serve all or several individual businesses will be encouraged.

Site Plan designs should ensure that adequate waste storage facilities and enclosures are provided to permit:

- the storage of garbage and recyclable materials between collections thereby avoiding health, safety, and litter problems;
- for the efficient and safe collection of garbage by collection vehicles; and
- adequate separation from other land uses including residential uses.

### **Garbage Storage Handling Areas – All Developments**

#### **Design Features**

To ensure proper design and siting of waste storage facilities include the following:

- Location and accessibility – waste disposal areas should be located at the building service entrance or rear yard which can be easily accessed by the waste collection vehicle.
- Collection Platform Material – a concrete pad or other structurally adequate impervious material is required to mitigate any seepage of liquid waste.
- Enclosure Wall Material and Height – the enclosure should be constructed with low maintenance durable material.
- Street-fronting Townhouses should have an individual waste and recycling storage area within or immediately associated with each unit. Common exterior storage facilities are not recommended and will only be permitted where the applicant demonstrates that individual storage facilities are not feasible.
- Apartments – waste and recycling is to be centrally stored in specifically designed common storage facility.

**Snow Removal and Storage Areas – All Developments**

To ensure proper snow removal and storage areas, include the following:

- Location of snow storage – snow storage areas should be identified on the site plan outside of a parking area, garbage storage and pedestrian access to the building.
- Design – parking areas, outdoor amenity areas, pedestrian access ways should be designed to ensure accessibility of snow removal equipment.

**Access – All Developments**

To ensure the orderly and safe movement of traffic with minimum interference with pedestrian traffic:

- the number of access driveways shall be minimized;
- individual residential driveways on to arterial streets should be avoided;
- access for development on a corner lot should be as far from the intersection of the two streets as possible;
- where required, the site plan shall make provisions for the joint use of common driveways between abutting properties.

Please note that a Traffic Impact Study may be required to be submitted as part of the Site Plan Approval application. Further, a deposit may be required to have the study peer reviewed.

**Pedestrian Facilities Guidelines – All Developments**

To ensure the provision of safe and convenient pedestrian circulation:

- Install public sidewalks across the frontage of the site in accordance with the Town standards. Please review the Town of Tillsonburg's Subdivision and Development Guidelines Design Criteria or contact the Town of Tillsonburg at 519-842-9200 for the required public sidewalk standards.
- On-site walkways should join building(s), access points to parking areas, recreational areas and public sidewalks.
- Link building entrances to sidewalks and parking areas by means of a safe, convenient and well-lit walkway system.
- Clearly identify walkways that cross vehicular lanes.
- Provide continuous pedestrian walkways between entrances of units in buildings with multiple tenancies.
- Increase the width of the walkway where pedestrian activity is greater, such as at building entrances
- Protect pedestrian areas from vehicular intrusion with landscaping or curbs.
- Minimize grade changes between the public sidewalk and private pedestrian areas.
- Design pedestrian facilities for maximized accessibility from the public sidewalk to, at least, one main building entrance and one main parking area by incorporating sidewalk ramps of a proper gradient and surfacing material. Compliance with the Ontario Building Code will be required.
- Recommended standards are outlined in Sections 4.1.3 to 4.1.6, 4.1.9 to 4.1.10 and 4.4.14 of the County of Oxford Facility Accessibility Design Standards.

Notwithstanding the above, sidewalks shall not be required to be constructed in Restricted Industrial (MR) and General Industrial (MG) zones, unless existing sidewalk networks exist in the vicinity of the proposed development. If a sidewalk network is present within the vicinity of the proposed development, the applicant shall contact the Town Director of Operations in order to discuss required sidewalk construction and connection to the existing sidewalk network.

### **Site Lighting Guidelines - All Developments**

The type, location, height, intensity and direction of lighting shall be shown on the site plan. Lighting should be kept internal to the site and not adversely affect adjacent residential properties, or adjacent public streets, which could pose a vehicular safety hazard. Illumination patterns and levels must be designed to ensure that the site is not illuminated more than necessary.

Exterior lighting recommendations are contained in Section 4.4.13 of the County of Oxford Facility Accessibility Design Standards. All site lighting shall be consistent with the requirements and standards of the Institute of Electrical and Electronics Engineers (IEEE).

### **Landscaping and Buffering Features Guidelines – All Developments**

Landscaping requirements, in the form of planting strips, are outlined in Section 5.21 Planting Strips of the Town of Tillsonburg's Zoning By-law No. 3295 and must be shown on the Site Plan or if required, a separate Landscape Plan.

### **Definitions**

For the purposes of these guidelines, the following definitions are applicable:

"Landscaping" is comprised of deciduous and/or coniferous trees, shrubs, organic and herbaceous ground cover, berms, water courses, retaining walls, fences, outdoor furniture, and other materials or objects that may be used to enhance the function and/or aesthetics of the landscaped area.

"Landscaped Open Space" - means the open unobstructed space at grade on a lot and which is suitable for the growth and maintenance of grass, flowers, bushes, trees and other landscaping and includes any surfaced walk, patio or similar area but does not include any driveway or ramp, whether surfaced or not, any curb, retaining wall, parking area or any open space beneath or within any building or structure. (*Section 4.96 of the Zoning By-law 3295*)

The following landscaping design requirements may be required on the landscape plan at the discretion of Town staff.

### **Screening and Ornamental Plantings**

The two basic types of landscaping are "Screening" and "Ornamental Planting." The function of each type overlaps. Screening can also be Ornamental and vice versa. Screening and ornamental plantings can include items such as plants, hedges, walls, fences, berms and herbaceous or organic ground cover.

### **Plant Selection**

Native plant species are encouraged where feasible. The selection of landscaping and plant material shall be based on the following criteria:

- Year Round and Seasonal Interest
- colour,
- height and shape of planting through to maturity.
- Maintenance – fertilizing; pruning and watering; plants that drop large seed pods or shrubs with thorns or sharp edges shall be planted away from pedestrian walkways.
- Function - wind protection, seasonal shading and vandal resistance.
- Physical Conditions - proximity to buildings in terms of shadow and obstruction of sunlight; roads and vehicular access ensuring sight lines are not obstructed and salt spray and snow storage areas do not damage plantings; and municipal services and utilities ensuring root systems do not obstruct utilities above or below ground.



**Preservation of Existing Landscape Elements**

Consideration should be given to the preservation, retention and improvement of existing landscape elements such as major trees and watercourses.

**Tree Protection Standards - All Developments**

Tree preservation and protection is encouraged through careful site planning including the appropriate location of buildings, facilities and servicing. In general, when trees are to be saved in a construction area, the following recommendations have to be followed to ensure the longevity of those trees:

- Where deemed necessary, a tree preservation report will be required and prepared by a qualified professional. This report shall include detailed tree inventories, assessments, discussion of alternatives and recommendations.
- A snow fence or other barrier should be placed around the tree to at least the "drip line" of the tree. The "drip line" is the outer extent of branches, regardless of tree maturity.
- No excavation shall be carried out within the "drip line" of trees to be preserved. Root loss must be minimal.
- No heavy equipment shall be driven over the tree lawn area within the drip line, to alleviate soil compaction around the tree roots.
- No soil or construction materials shall be piled within the drip line area or around the trunks of trees to be preserved.

If comments or questions regarding trees to be saved should arise, the services of the Town's Parks office will be available at 519-688-3009 at any time before or during construction.

**Grading of Storm, Surface Water & Wastewater Systems – All Developments**

Proper grading and disposal of storm and surface should be constructed in order to optimize:

- safe, convenient and functional access for pedestrians and vehicles to all areas of the site;
- preservation of the natural features of the site where feasible;
- the prevention of storm water from entering the sanitary sewer system;
- proper site drainage such that storm water is contained within the site and directed to an internal storm drainage system, thereby preventing drainage onto adjacent properties.

All designs for the conveyance of storm and surface water are to be prepared by a qualified professional. When deemed necessary by the Town, these designs are to be certified and the drawings appropriately stamped.

**Storm Water Retention Systems**

- Flows - The flows from a development site are to be restricted to those flows that were allowed for the site in the design of the storm sewer.
- Retention Systems – The Town may determine that a storm water retention system is required as a method of temporary on-site storage of storm water. The applicant will be required to have a professional engineer, who is competent in storm water management practices, submit to and have approved by the Town, the design of a storm water retention system. The approved method is to be displayed on the site plan submitted for site plan approval. Additional supporting documentation may be required.
- Certification by Engineer - Upon completion of construction, the applicant will be required to have the professional engineer certify that the retention system was constructed in accordance with the approved design.

- Dry Well System - If no storm sewer is available or the storm sewer cannot be extended, the Town may consider the use of a dry well system provided that the applicant provides a report from a qualified geotechnical engineer that confirms that the soils are suitable for a dry well system and that an appropriate separation can be maintained from all buildings. The Chief Building Official may also require the installation of a drain extending from the dry well to the street line for a future connection to a storm sewer.

Please note that stormwater retention systems for industrial development proposals may require the approval of the Ministry of Environment. Please contact the Town Engineering Department for more information.

### **Waste Water Systems**

Sampling access holes may be required to permit monitoring by the Town and the County Public Works Department. These access holes shall be displayed specifically on the site plan and shall be located on the private drain connection(s) within the development site at the street line.

### **Additional Guidelines for Commercial Developments**

In general, commercial uses can have impacts on other more sensitive land uses. New commercial uses and expanding uses must have minimal impacts on nearby sensitive land uses

### **General Guidelines**

The design should meet the following objectives:

- Ensure new developments are sited such that adjacent properties maintain sunlight exposure, have visual privacy, protection from the new development's lighting, noise, odour and vibration. Screen certain site elements, such as loading areas, snow storage areas, transformers, meters, garbage enclosures and roof-top mechanical equipment from public view.
- Avoid building designs with large flat surfaces. Incorporate angles, differing setbacks, peaked rooflines, canopies, and coloured trim to provide interesting, attractive façade(s).
- Provide safe, convenient access for persons with disabilities to all major building entrances by means of minimal grade changes, curb cuts, ramps and railings.
- Provide screening and buffering between existing residential uses and new developments.

### **Commercial Development in the Downtown Core Area**

Within the Downtown Core Area, locate buildings at the minimum setback line from the street and to a width equal to the maximum frontage of the property to:

- Provide frequent and convenient pedestrian connections between buildings and the public sidewalk.
- Provide protection for pedestrians from inclement weather with shelters, canopies and windbreaks at building entrances and along storefront facades.
- Minimize the public view of off-street parking areas and servicing facilities.

### **Additional Guidelines for Residential Development**

The following guidelines address residential development proposals which require Site Plan Approval. As previously mentioned, Site plan Approval is required for multi-family (medium and high density) residential types of development.

### **General Building Orientation**

- Consideration should be given to locating residential buildings close to the north lot line to increase solar access to open spaces on the site.
- The proposed building(s) should not excessively shade adjacent private or public property. In the case of multiple storey apartment buildings, a shadow study may be required to ensure that adjacent properties are not negatively affected by the proposed development.
- The long axis of apartment buildings and multiple residential buildings should be to ensure that most of the dwelling units would receive sunlight during some part of the day.
- Residential buildings exceeding 4 storeys should be sited with one of the longest walls parallel to and not more than 6.0 m (20 feet) from a driveway that can accommodate fire equipment.
- Common areas and, in particular, children's play areas should be located centrally to provide visual surveillance.

### **Separation Spaces**

Separation spaces generally refer to the space between buildings on the same site. Setbacks refer to the space between a building and the street line or property line. Separation spaces are also required for fire protection under the Ontario Building Code. Separation spaces between buildings and property lines should address:

- Sunlight - Space should be provided around dwellings to ensure the provision of daylight. New housing should be located so not to deprive existing dwellings and private outdoor spaces in the surrounding areas of adequate sunlight or daylight.
- Ventilation - The space around the unit should be sufficient to permit natural ventilation of the dwelling.
- Noise and Privacy - Physical separation and/or screening should be provided between the dwelling unit and adjacent users and activities to permit the occupant to enjoy rest and privacy without undue interference from external noise. Windows and entrances of a dwelling unit should be separated and/or screened from adjacent buildings and activities to permit residents to make full use of their interior living spaces.
- Application of Separation Space - The minimum separation space in front of any window or opening should be applied along the full length and height of the exterior wall. Separation spaces should be free of buildings, roadways, communal parking areas and any communal amenity areas intended for active use.

### **Private Outdoor Amenity Areas**

Private Outdoor Amenity Areas are intended to provide private outdoor areas directly related to the dwelling unit that can effectively extend the living area of the unit and may include landscaped open areas, patios, balconies, communal lounges, swimming pools, recreation facilities and any other areas which may be used for recreational or aesthetic purposes. Outdoor amenity areas shall not include any driveway or parking area. Private outdoor amenity areas should address:

- Type of Occupancy - The amenity space should reflect the anticipated type of households that will occupy the dwelling units.
- Accessibility - For ease of maintenance, an on-grade private outdoor space should be accessible from the front of the unit without requiring access through a living or dining room. A private outdoor space above grade should be easily accessible from a principle habitable room such as a living room.

- Separation and Screening - Separation, in the form of distance or separation screening, between private outdoor spaces and adjacent uses should be provided. Where screening is used to provide separation between abutting privacy areas at the same grade, this screening should be at least 1.5 m (5.0 ft) high.
- Parking Separation - Common parking lots should not be closer than 3.0 m (9.8 ft) to a private outdoor space and should be oriented so that headlights and fumes are not directed towards the private outdoor space by using a parallel parking arrangement or by screening with planting or fencing.

### **Children's Play Areas**

All Multi-family residential development shall have an area set aside within the site for the exclusive use by children as a play area. This play area shall consider the following factors in the design:

- Size and Location - The area shall be located away from parking areas, driveways and garbage bins. If located adjacent to a property line, the area shall be fenced with a six-foot privacy fence.
- Surface - The areas shall be level and be landscaped with grass and perimeter trees.

### **Proximity to Railway Lines and Other Sources of Noise**

Applicants may be required to provide, in conjunction with site plans, an acoustical engineering study outlining on-site noise measurements, methods of evaluation, noise sources and abatement measures. New residential development which is proposed to locate in proximity to railway lines or other major sources of noise will be required to meet Provincial Noise Guidelines for residential development to ensure an acceptable acoustical environment is provided for future occupants. Where noise abatement measures are required, site plans and/or landscaping plans shall incorporate the necessary remedial measures.

The applicant will be responsible for any costs associated with having the study reviewed by an independent acoustical engineer on behalf of the Town of Tillsonburg.

### **Community Mailboxes**

Community mailboxes are to be located according to the following criteria:

- in areas which are satisfactory to Canada Post and the Town;
- in areas which reduce the potential for conflict with surrounding properties;
- in areas that provide a suitable location for the temporary parking of automobiles and on a portion of the municipal road allowance which has been widened slightly to recognize the location of the mailbox;
- in a visible and well lit area that provides a sense of security; and,
- for townhouse developments, within a common element area that is easily accessible to all dwelling units and, preferably, protected from the natural elements.

## Site Plan Approval Formal Consultation

**Office Use Only**

Date Received	Date Circulated	File No.
---------------	-----------------	----------

<b>PART I</b>	<b>CONTACT INFORMATION</b>
---------------	----------------------------

NAME	ADDRESS	TELEPHONE NO.
Registered Owner)		Home:
		Business:
		Email:
Applicant (if different from Owner)		Home:
		Business:
		Email:
All correspondence should be sent to (check one)	<input type="checkbox"/> Owner <input type="checkbox"/> Applicant	

<b>PART II</b>	<b>GENERAL PROPERTY DESCRIPTION</b>
----------------	-------------------------------------

**1. Address & Legal Description**

Municipal Address	Lot	Concession	Former Township
Registered Plan No.	Lot/Block	Reference Plan No.	Part

**2. Particulars of Subject Lands**

Frontage	Depth	Area
----------	-------	------

**3. What is the current use of the subject lands?**



Development & Communications Services  
 200 Broadway, 2nd Floor  
 Tillsonburg, Ontario N4G 5A5  
 Tel: (519) 842-9200 Fax: (519) 688-0759

# Site Plan Approval—Formal Consultation

CONTINUED

<b>PART III</b>	<b>PROPOSAL</b>
-----------------	-----------------

1. Provide a brief description of the proposal.

2. Sketch Provided?     Yes     No

<b>PART IV</b>	<b>ZONING &amp; OFFICIAL PLAN INFORMATION</b>
----------------	---

Current Zoning Category: \_\_\_\_\_

Current Official Plan Designation: \_\_\_\_\_

<b>PART V</b>	<b>OTHER USEFUL INFORMATION</b>
---------------	---------------------------------

1. Provide any other useful information for consideration



# Site Plan Approval—Formal Consultation

CONTINUED

Office Use Only

<b>PART VII</b>	<b>REQUIRED SUPPORTING DRAWINGS/REPORTS/STUDIES/ETC (continued)</b>
-----------------	---

**Engineering Department**

<input type="checkbox"/> <b>Grading and Drainage Plan (10 Copies)</b> To be stamped and endorsed by a professional P. Eng	Including all existing and proposed grades as well as direction arrows and percentages. See the Site Plan Approval Guidelines for more detailed information.
<input type="checkbox"/> <b>Servicing Plan (10 Copies)</b> To be stamped and endorsed by a professional P. Eng	Showing all existing and proposed private or municipal services, including sanitary sewer, storm sewer, water, hydro, gas, telephone, etc. See the Site Plan Approval Guidelines for more detailed information.
<input type="checkbox"/> <b>Illumination Study (6 Copies)</b> To be stamped and endorsed by a professional electrical Engineer or Architect.	
<input type="checkbox"/> <b>Stormwater Management Plan (6 Copies)</b> To be stamped and endorsed by a professional P. Eng	Includes a detailed description as to how stormwater is proposed to be directed and collected.
<input type="checkbox"/> <b>Traffic Impact Study (6 Copies)</b> To be stamped and endorsed by a professional P. Eng	This report will be required to be peer reviewed. Applicant may be required to provide a \$1,500.00 deposit for the peer review.
<input type="checkbox"/> <b>Slope Stability Study (6 Copies)</b> To be stamped and endorsed by a professional Geotechnical Engineer	May be required to be reviewed by the LPRCA.
<input type="checkbox"/> <b>Geotechnical Report (6 Copies)</b> To be stamped and endorsed by a professional P. Eng	May be required to be reviewed by the LPRCA.
<input type="checkbox"/> <b>Noise &amp; Vibration Feasibility Study (6 copies)</b> To be stamped and endorsed by a professional P. Eng	This report will be required to be peer reviewed. Applicant may be required to provide a \$1,500.00 deposit for this peer review.
<input type="checkbox"/> <b>Environmental Impact Study (6 Copies)</b> To be stamped and endorsed by a professional P. Eng	The requirement for an Environmental Impact Study shall be determined by staff from the LPRCA. Please contact Bonne Bravener at 842-4242 ext. 233 for more information.
<input type="checkbox"/> <b>Environmental Site Assessment (6 Copies)</b> To be stamped and endorsed by a professional P. Eng	May be required to be reviewed by the LPRCA.
<input type="checkbox"/> <b>Record of Site Condition (6 Copies)</b> To be stamped and endorsed by a professional P. Eng	May be required to be reviewed by the LPRCA.
<input type="checkbox"/> <b>Cost Estimates (6 copies)</b> To be stamped and endorsed by a professional P. Eng	Includes the estimation of costs for items in which a security will be held by the Town. See the Site Plan Approval Guidelines for detailed description of cost estimates.
<input type="checkbox"/> <b>Securities</b> To be provided in the form of Certified Cheque or Letter of Credit	See the Site Plan Approval Guidelines for detailed description of required Securities.

Please be advised that the above comments are provided to assist you moving forward with this proposed development. The above should not be considered an exhaustive list, as additional requirements or information may be identified through a complete review of the formal submission of all required drawings, studies, and reports.



# Site Plan Approval—Formal Consultation

**CONTINUED**

**Office Use Only**

<b>PART VIII</b>	<b>OTHER APPROVALS</b>
------------------	------------------------

***Prior to the Site Plan Application being approved by the County Development Planner and the Town Director of Development & Communication Services, the following additional approvals/clearances may be required:***

<input type="checkbox"/> Zone Change	<input type="checkbox"/> Official Plan Amendment
<input type="checkbox"/> Minor Variance	<input type="checkbox"/> Severance/Easement/Boundary Adjustment
<input type="checkbox"/> Long Point Region Conservation Authority Approval	<input type="checkbox"/> Removal of Holding Provision (Zone Change)
<input type="checkbox"/> Union Gas Limited	<input type="checkbox"/> Bell Canada
<input type="checkbox"/> Canada Post Corporation	<input type="checkbox"/> Railway Approval
<input type="checkbox"/> Ministry of Transportation (MTO)	<input type="checkbox"/> Ministry of Environment (MOE)
<input type="checkbox"/> Ministry of Culture (MOC)	<input type="checkbox"/> Ministry of Municipal Affairs & Housing (MMAH)
<input type="checkbox"/> Ministry of Natural Resources (MNR)	<input type="checkbox"/> Other Provincial Ministry _____
<input type="checkbox"/> Rogers Cable	<input type="checkbox"/> Tillsonburg Hydro Inc.
<input type="checkbox"/> Parkland Dedication/Cash-in-Lieu	<input type="checkbox"/> Cash-in-Lieu of Parking
<input type="checkbox"/> Road Widening (Town/County/MTO)	<input type="checkbox"/> Encroachment Agreement
<input type="checkbox"/> Lifting of Reserve	<input type="checkbox"/> Demolition Permit
<input type="checkbox"/> Public Notification and Consultation Meeting	<input type="checkbox"/> Town Council Review
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

<b>PART IX</b>	<b>TOWN/COUNTY STAFF &amp; APPLICANT SIGNATURES</b>
----------------	---

County Development Planner	Signature: _____	Date: _____
Chief Building Official	Signature: _____	Date: _____
Manager of Engineering	Signature: _____	Date: _____
Director of Development & Communication Services	Signature: _____	Date: _____
Owner/Applicant	Signature: _____	Date: _____

***Please provide any comments/concerns on the next page***

# Site Plan Approval—Formal Consultation

---

CONTINUED

Office Use Only

PART X	OTHER COMMENTS/CONCERNS
--------	-------------------------

*Please provide any additional comments or concerns in the space provided below:*

NOTE: All of the above noted required drawings/reports/studies/etc must also be submitted in an **electronic format** (Adobe Acrobat .pdf). The electronic files shall be suitably named for convenient access and circulation, and submitted via a compact disc (CD).



**APPENDIX "B"**

**TOWN OF TILLSONBURG SITE PLAN APPLICATION FORM**

FILE NO. \_\_\_\_\_

REC'D: \_\_\_\_\_

DATE APPLICATION CONSIDERED \_\_\_\_\_

COMPLETE: \_\_\_\_\_

**TOWN OF TILLSONBURG  
SITE PLAN APPROVAL APPLICATION FORM**

The undersigned hereby request the Town of Tillsonburg to consider a Site Plan Control application pursuant to Section 41 of the Planning Act on the lands hereinafter described.

Type of Site Plan Approval Application:	<input type="checkbox"/> Amendment to Existing Site Plan Approval (\$150.00)
	<input type="checkbox"/> Minor Site Plan Approval Application (\$275.00)
	<input type="checkbox"/> Major Site Plan Approval Application (\$575.00)

**1. BACKGROUND INFORMATION**

**a) Applicant/Agent:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Person E-mail: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**b) Registered Owner: (if other than applicant)**

Name \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Person E-mail: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**c) Solicitor:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Person E-mail: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**d) Location of Subject Land:**

Lot Number(s) \_\_\_\_\_ Plan No. or Concession \_\_\_\_\_

Part Number(s) \_\_\_\_\_ Reference Plan \_\_\_\_\_

Lot Number(s) \_\_\_\_\_ Registered Plan \_\_\_\_\_

Street Address (or 911 Number) \_\_\_\_\_

The subject land is located on the \_\_\_\_\_ side of the street between \_\_\_\_\_  
and \_\_\_\_\_.

Assessment Roll Number: \_\_\_\_\_

**e) Adjacent Lands:**

Does the Registered Owner own any adjacent lands or lands within 120 m of the subject  
lands? Yes (where) \_\_\_\_\_ No \_\_\_\_\_

**f) New Development \_\_\_\_\_ or Expansion of Existing Development \_\_\_\_\_**

If new, is any demolition of existing buildings on the site proposed? Yes \_\_\_ No \_\_\_

Are there previous site plan or development agreements registered against these lands?

Yes \_\_\_ (File no. \_\_\_\_\_) No \_\_\_

**g) Existing use of Subject property**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**h) Proposed uses of land and buildings**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**i) Official Plan Designation**

Schedule “\_\_-1” Land Use Plan \_\_\_\_\_

Schedule “\_\_-2” Residential Density Plan \_\_\_\_\_

Other Schedules and Appendices \_\_\_\_\_

If related to a recent or current Official Plan Amendment application, please indicate  
the: File No. \_\_\_\_\_ Status \_\_\_\_\_

**j) Zoning By-law**

Existing Zoning \_\_\_\_\_

Requested Zoning \_\_\_\_\_

If related to a recent or current Zone Change application, please indicate the

File No. \_\_\_\_\_ Status \_\_\_\_\_

**2. SITE INFORMATION**

**Note:** Under Parts 2(a) and 2(b) below, where the proposed dimension / feature does not meet the By-law regulation, a Minor Variance(s) or Zoning By-law Amendment will be required. A decision on the Site Plan application cannot be made without first securing approval of the required Minor Variance(s) or Zoning By-law Amendment.

**a) Zoning Provisions**

REGULATION  
 by Zoning By-law 3295

PROPOSED

Lot Frontage	_____	_____
Lot Depth	_____	_____
Lot Area	_____	_____
Lot Coverage	_____	_____
Front Yard	_____	_____
Rear Yard	_____	_____
Interior Side Yard	_____	_____
Exterior Side Yard (corner lot)	_____	_____
Landscaped Open Space (%)	_____	_____
No. of Parking Spaces	_____	_____
No. of Loading Spaces	_____	_____
Width of Planting Strip	_____	_____
Driveway Width	_____	_____
Handicap Spaces	_____	_____

**Off-Street Parking and Loading Facilities**

Total number of off-street parking spaces existing: \_\_\_\_\_

Number of off-street parking spaces proposed (include existing & proposed): \_\_\_\_\_

Number of off-street loading facilities existing: \_\_\_\_\_

Number of off-street loading facilities proposed (include existing & proposed): \_\_\_\_\_

**b) Proposed Building Size:**

Ground Floor Area of Existing Buildings(s) \_\_\_\_\_  
Ground Floor Area of Proposed Development \_\_\_\_\_  
Total Ground Floor Area (including existing & proposed) \_\_\_\_\_  
Number of Storeys proposed \_\_\_\_\_  
Building Height Proposed \_\_\_\_\_  
Total Gross Floor Area Proposed (including existing and proposed) \_\_\_\_\_

**3. COMPLETE AS APPLICABLE**

Note: If the application includes a combination of residential, commercial, industrial, institutional or open space development on the same site, the applicable sections must be completed.

**a) Multiple Family Residential**

Landscaped Area \_\_\_\_\_ m<sup>2</sup> (or ft<sup>2</sup>)  
Conversion or Addition to Existing Residential Buildings Yes \_\_\_\_\_ No \_\_\_\_\_  
Amenity and/or Children's Play Area Yes \_\_\_\_\_ No \_\_\_\_\_

*UNIT BREAKDOWN*

<i>Type</i>	<i>Number of Units</i>	<i>Floor area of Unit Type (m<sup>2</sup> or ft<sup>2</sup>)</i>
Bachelor	_____	_____
One-Bedroom	_____	_____
Two-Bedroom	_____	_____
Three-Bedroom	_____	_____

Other Facilities provided (e.g. play facilities, underground parking, games rooms, swimming pool, etc.)  
\_\_\_\_\_

**b) Commercial / Industrial Uses**

Describe Type of Business Proposed \_\_\_\_\_  
No. of Buildings Proposed \_\_\_\_\_  
Conversion or Addition to Existing Building \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, describe \_\_\_\_\_  
Gross Floor Area (breakdown by type of use - office area, retail, storage etc.) \_\_\_\_\_  
\_\_\_\_\_  
Seating Capacity (if applicable) \_\_\_\_\_  
Number of employees - Initially \_\_\_\_\_ In future (5 yrs) \_\_\_\_\_

Open Storage Required Yes \_\_\_ No \_\_\_\_\_

If yes, describe type, location, area m<sup>2</sup> (ft<sup>2</sup>) and buffering provided (if any) \_\_\_\_\_  
\_\_\_\_\_

Phasing of development/construction if any \_\_\_\_\_  
\_\_\_\_\_

If residential use proposed as part of, or accessory to commercial/industrial use, please complete Sec. 3 a).

**c) Institutional, Open Space or Other Uses**

Proposed Use \_\_\_\_\_

No. of Beds (if applicable) \_\_\_\_\_

Gross Floor Area by Type of Use (office, common rooms, storage, etc.) \_\_\_\_\_  
\_\_\_\_\_

Landscaped Area \_\_\_\_\_ m<sup>2</sup> (ft<sup>2</sup>).

#### 4. CHECKLIST TO ENSURE COMPLETE APPLICATION

In order to ensure applications for Site Plan Control are complete please complete the following checklist of the information to be provided on the site plan drawing.

- Site plan at a maximum scale of 1:200 and a minimum scale of 1:300.
- All measurements must be in metric.
- Location/key map at a 1:2000 scale with north arrow.
- Applicant's and owner's name, address and telephone number.
- Project name, municipal address and legal description (Lot and Plan number).
- Professional stamps.
- Property dimensions certified by an Ontario Land Surveyor.
- Site Plan and Building Statistics:
  - Zoning Category / Symbol
  - Lot Area
  - Lot Coverage – proposed and permitted
  - Gross Floor Area – proposed and required
  - Gross Leasable area (if applicable)
  - Landscaped Open Space Area – proposed and required
  - Paved Area
  - Parking spaces – proposed and required
  - Loading spaces
  - Accessible parking spaces provided
- All bearings and dimensions of the property.
- Adjacent land uses, zoning and existing structures.
- Adjacent street names.
- Above ground utilities.
- Existing and proposed services.
- Existing municipal sidewalks.
- Dimensions of all buildings and structures.
- Building setbacks to lot lines and rights-of-way (including overhead canopies).
- Centre line setback of buildings from Arterial roads.
- Existing and proposed easements, rights-of-way and site triangles.
- Location and dimensions of required parking spaces, aisles & loading spaces.
- All vehicular entrances (widths and radii).
- Dimensioned landscape amenity areas.
- Existing and proposed grades around the perimeter of the site and critical points within site, including the base of existing trees to be preserved.
- Finished floor elevations of existing and proposed buildings.
- Retaining walls (top and bottom of wall spot elevations, material).
- Building entrances, including spot elevations at entrances to indicate flush thresholds,.
- Principle building entrance including nearest fire hydrant.
- Existing natural features and vegetation.
- Type and location of all hard surface areas – walkways, stairs, ramps.
- Garbage storage and handling areas.
- Snow removal and storage areas.
- Sign locations and heights.
- The location and turning radii for Fire and Emergency Service access route.
- Completed Appendix 'D' – Cost Estimates for Site Works and Services, if applicable.

---

Signature of Owner/Applicant



**5. AUTHORIZATION**

NOTE: The property owner or the authorized agent must complete the application. Where an agent is making the application, the written authorization of the owner must be completed below. If the application is being made under an agreement of purchase and sale, a copy of the agreement must be attached and will remain confidential.

**Authorization of Owner(s) for Applicant/Agent to Make the Application**

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application for site plan and I/we authorize \_\_\_\_\_, to make this application on my/our behalf.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
DATED

**5. DECLARATION:**

I/We, \_\_\_\_\_ of the \_\_\_\_\_ of  
(Name) (Town/City)  
\_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_  
(Name of municipality) (County) (Name of County)

**DO SOLEMNLY DECLARE THAT:**

All of the statements contained in this application are true and I 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.

\_\_\_\_\_  
Signature of Owner/Applicant

DECLARED before me at the \_\_\_\_\_ of \_\_\_\_\_  
(Town/City) (Name of municipality)  
in the \_\_\_\_\_ of \_\_\_\_\_  
(County) (Name of County)  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
A Commissioner for Taking Affidavits, etc.

<b>APPENDIX "C" - APPLICATION FEE</b>
---------------------------------------

The application fee for Major Site Plan Approval in the Town of Tillsonburg is \$ \$575.00, which is payable to the "Town of Tillsonburg". A fee of \$925 will be charged if an application is required after the fact.

The application fee for Minor Site Plan Approval in the Town of Tillsonburg is \$ \$275.00, which is payable to the "Town of Tillsonburg". A fee of \$375 will be charged if an application is required after the fact.

The application fee for an Amendment to an existing Site Plan Approval is \$150.00, which is also payable to the "Town of Tillsonburg". A fee of \$250 will be charged if an application is required after the fact.

Additional deposits may be required for the peer review of certain reports/studies, as per this document and will be specified in the Site Plan Agreement, and will be payable prior to Final release of the Agreement for registration.

**APPENDIX "D" – COST ESTIMATE OF SITE WORKS AND SERVICES**

<b>COST ESTIMATE OF ON-SITE WORKS AND SERVICES</b>		
1.	Site grading and preparation	\$
2.	Paving – granular base and sub base	\$
3.	Paving – base and surface asphalt	\$
4.	Lighting (as applicable)	\$
5.	Fencing	\$
6.	Walkways	\$
7.	Curbing	\$
8.	Waterlines	\$
9.	Sanitary sewers	\$
10.	Storm sewers	\$
11.	Landscaping	\$
12.	Total of other works and services (Please list on a separate page)	\$
	<b>TOTAL ON-SITE WORKS AND SERVICES</b>	\$
<b>(A)</b>	<b>TOTAL ON-SITE WORKS AND SERVICES multiplied by 50% or 100% (see page 12 for more detail)</b>	\$
<b>(B)</b>	<b>ON-SITE STORMWATER MANAGEMENT FACILITY (AS APPLICABLE) X 100%</b>	\$
<b>COST ESTIMATE OF OFF-SITE WORKS AND SERVICES</b>		
1.	Water lines and hydrants	\$
2.	Sanitary sewers	\$
3.	Storm sewers	\$
4.	Other works and services (Please list on a separate page)	\$
<b>(C)</b>	<b>TOTAL OFF-SITE WORKS AND SERVICES X 100%</b>	\$
<b>LETTER OF CREDIT IN THE AMOUNT OF THE ABOVE TOTAL (A + B + C)</b>		\$

\_\_\_\_\_  
Signature and Stamp of Professional Engineer

**APPENDIX "E" – EXAMPLE OF LETTER OF CREDIT FORM**

Standard Form Letter of Credit to be supplied by the owner to the Town of Tillsonburg satisfying the requirements of a Site Plan.

BANK LETTERHEAD

Letter of Credit No: \_\_\_\_\_

Total Amount: \_\_\_\_\_

Date: \_\_\_\_\_

Branch: \_\_\_\_\_

**TO: THE CORPORATION OF THE TOWN OF TILLSONBURG IRREVOCABLE STANDBY LETTER OF CREDIT**

We hereby authorize you to draw on

\_\_\_\_\_  
(Financial Institution)

\_\_\_\_\_  
(Address)

for account of our customer, \_\_\_\_\_  
(Name)

up to an aggregate amount of \_\_\_\_\_ dollars (\$ \_\_\_\_\_ )

available by drafts at sight for 100% value as follows:

Pursuant to the request of our customer, the said \_\_\_\_\_  
(Name)

we, the \_\_\_\_\_ hereby establish and give to you this Irrevocable Standby Letter of Credit in your favour in the total amount of \_\_\_\_\_ dollars (\$ \_\_\_\_\_ ) which may be drawn on by you at any time, from time to time upon written demand for payment made upon us by you which demand we shall honour without enquiring whether you have a right as between yourself and our said customer to make such demand and without recognizing any claim of our said customer.

Provided, however, that you are to deliver to the \_\_\_\_\_  
(Financial Institution)

at such time as a written demand for payment is made upon us, a certificate signed by your Treasurer, or designate, confirming that monies drawn pursuant to this Letter of Credit are to be used to perform any outstanding obligations of our said customer to you or to ensure that any outstanding obligations of our said customer to you are performed.

It is understood and agreed that the obligation of the undersigned under this Letter of Credit is an obligation to pay money only and that in no circumstances shall the undersigned be obliged to perform or cause to perform any of our customer's obligations to you.

The amount of this Letter of Credit shall be reduced from time to time as advised by notice in writing given to us by you from time to time. This Letter of Credit will continue up to \_\_\_\_\_,  
(Date)

and will expire at the close of business on that date and you may call for payment of the full amount outstanding under this Letter of Credit at any time prior to the close of business on that date should this Letter of Credit not be renewed.

---

We agree to notify you, in writing, on or before \_\_\_\_\_ if  
(One month prior to expiry date set out above)

this Letter of Credit will not be renewed by us. If we fail to so notify you, then this Letter of Credit shall be deemed to be automatically renewed for a further year and so on from year to year thereafter.  
Partial drawings hereunder are permitted.

Drafts must be drawn and negotiated not later than close of business on the expiry date or renewal expiry date hereunder as the case may be. The Drafts drawn under this Letter of Credit are to be endorsed hereon and shall state on their face that they are drawn under the \_\_\_\_\_  
(Financial Institution)

---

(Address)

Letter of Credit No. \_\_\_\_\_, Dated:

For: