

**Schedule "A" to By-law No. 2008-13**

**SITE PLAN APPROVAL  
GUIDELINES**

**TOWNSHIP OF EAST ZORRA-  
TAVISTOCK**

Prepared by the County of Oxford  
Community and Strategic Planning Office

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## SECTION 1 - INTRODUCTION

### 1.1 DESCRIPTION

In the Province of Ontario, the Planning Act authorises 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 Township of East Zorra-Tavistock, and to provide guidelines for site plan preparation and review.

Section 2 of this Guide provides an overview of the Township's Site Plan Approval 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.

### 1.2 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 Township as a proposed Site Plan Control Area. Development in the Township is further regulated through the Township of East Zorra-Tavistock Zoning By-law, the Township Site Plan Control By-law and other applicable By-laws.

Pursuant to Section 41 of the Planning Act, the Council of the Township of East Zorra-Tavistock has enacted a comprehensive Site Plan Control (SPC) By-law. The Township'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.

### 1.3 SITE PLAN APPROVAL REQUIRED

Site Plan approval is required for all new commercial, industrial, institutional or medium density residential uses. In particular, recreational uses and agricultural-commercial and agricultural-industrial uses in the Agricultural Reserve designation of the Official Plan are subject to Site Plan Control.

Site Plan approval is required for all commercial, industrial, institutional, private recreational or multi-family (medium 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 all zones; or
- d) The making or construction of, or addition to, a commercial 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 Township 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 Township.

It should be noted that all submissions must meet the requirements of the Township Zoning By-law No. 2003-18 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:

- Dwellings: Single detached dwelling, semi-detached dwelling, duplex dwelling, and converted dwelling containing a maximum of two (2) dwelling units.
- Uses, buildings or structures accessory to the uses listed above, provided they do not generate a requirement for two (2) or more additional parking spaces.
- Buildings or structures used for an agricultural use, but not including agricultural-commercial or agricultural-industrial operations such as farm equipment sales and service establishments, farm supply outlets and other uses set out in the Agri-Business Zone of the Township of East Zorra-Tavistock Zoning By-law 2003-18.
- 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.

#### **1.4 GOALS OF SITE PLAN CONTROL:**

The principal goals of Site Plan Control are to:

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

## SECTION 2 – SITE PLAN CONTROL PROCESS

### 2.1 APPROVAL PROCESS

The Township's site plan control process is described below and Figure 1 is a flow chart illustrating the process which can be found on page 5. It can be expected that this process will take approximately 30 days from submission of a complete application to final approval by the Township if the application conforms to the provisions in the Township of East Zorra-Tavistock Zoning By-law 2003-18 and the policies of the County of Oxford Official Plan.

#### 1. Pre-application Meeting

The Township requires that the applicant and their agents meet with the Township staff and County Planner 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 approval is 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.

It is anticipated that any required or additional studies will be identified during the pre-consultation review. If so, the applicant will be expected to provide such studies in conjunction with the completed application.

#### 2. Submit Application

The site plan approval process is initiated by submitting a completed application and the required fee for site plan approval to the Township of East Zorra-Tavistock Municipal Office or the County of Oxford Community and Strategic Planning Office. The application form can be found in Appendix 'A' of this document. Additional application forms are available at the local Township office, the Oxford County Community and Strategic Planning Office or on-line at <http://www.county.oxford.on.ca/site/787/default.aspx>. The required application fee must accompany the completed application.

For information regarding the application fee please contact the Township of East Zorra-Tavistock at 519.462.2697 or online on the County's Community and Strategic Planning Office website at <http://www.county.oxford.on.ca/site/787/default.aspx>. A checklist of complete application submission requirements are listed in Appendix 'B'.

#### 3. County, Township and Agency Review

The County Planner will review the initial submission and forward to the Township Chief Administrative Officer. The Chief Administrative Officer 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:

- Township staff including the Chief Building Official, Fire Chief, Public Works Manager and Drainage Superintendent
- Oxford County Community and Strategic Planning Office
- Oxford Community Police Service
- Oxford County Public Works Department

- Applicable local utility companies
- Oxford County Public Health and Emergency Services Department, if required
- County or Township Accessibility Advisory Committee, if required
- The appropriate Conservation Authority, 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.

#### **4. Site Plan Meeting**

The applicant will receive an acknowledgement letter, recognizing receipt of the application as well as the notice of a site plan meeting. If required, a site plan meeting will be scheduled for staff, circulated agencies and the applicant to review the application and agency comments. If required, additional meetings with staff may be held before the requirements for Site Plan Approval have been met.

#### **5. Site Plan Review and Final Approval**

For the purposes of Site Plan Approval, in accordance with Subsection 41(13) of the Planning Act and stated by By-law 2008-13 of the Corporation of the Township of East Zorra-Tavistock, the authority to approve plans and drawings required for any site plan control area in the Township and to impose necessary conditions of approval have been delegated to the Township of East Zorra-Tavistock Chief Administrative Officer.

Upon receipt of the final plans, the Chief Administrative Officer will prepare the final Site Plan Agreement. The approved plans and documents will be incorporated into the Site Plan Agreement. A sample Site Plan Agreement is attached as Appendix "D" to these guidelines

#### **6. Agreement Execution**

Once the Final Site Plan Agreement is prepared, the following steps will be undertaken:

- The Chief Administrative Officer will have the Final Site Plan Agreement signed by Township Officials
- The Chief Administrative Officer will advise the applicant the Site Plan Agreement has been approved and signed by the Township. The Applicant will also be advised of any additional deposits that may be required as per the agreement.
- The applicant will provide the additional deposits to the Township of East Zorra-Tavistock
- Upon receipt of the deposits, the Township will release the signed agreements to the applicant, along with instructions to have the agreement registered on title
- The Applicant will have the agreement registered on title
- The Applicant will provide proof of registration to the Chief Administrative Officer, along with an original copy of the agreement (Proof of registration would be a Document General)
- The Chief Administrative Officer will advise the Chief Building Official when the signed agreement is returned with proof of registration.

#### **7. Building Permit**

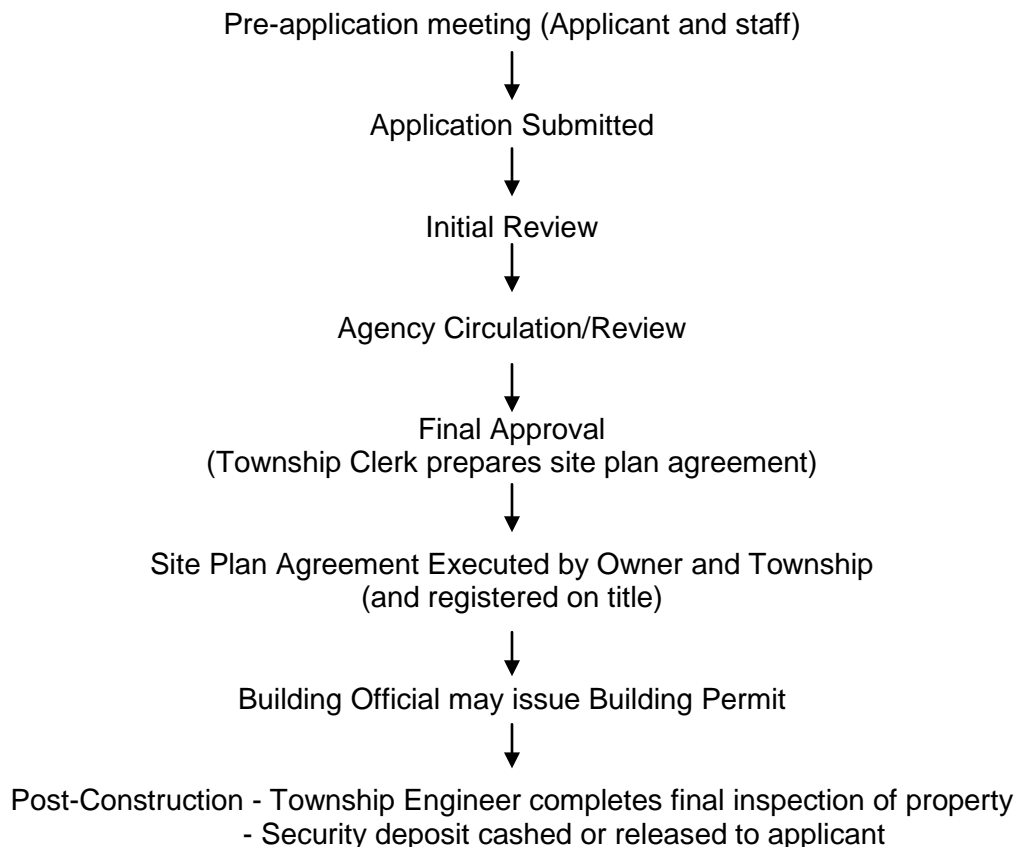
Construction of buildings or structures cannot commence until the Site Plan Agreement is registered and building permits are issued. The Chief Administrative Officer will notify the Township Chief Building Official when both the applicant and Township Officials have executed

the Agreement, and the required security deposit has been received. The applicant may then apply for a building permit.

### 8. Post-construction

The Township will return the balance of the applicant's security deposit when the Township's Chief Building Official or Engineer, as the case may be, has indicated to the Chief Administrative Officer, in writing, that all inspections of the property have been completed to ensure compliance with the terms of the Site Plan Agreement. The applicant will 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 security. Partial returns may be released depending on the terms of the agreement.

**Figure 1: General Site Plan Review Process**



### 9. Appeals

Under Section 41(12) of the Planning Act, if the Township does not approve a complete application within 30 days after it has been received or the applicant is not satisfied with any of the requirements made by the Township, 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 Township 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 Township to implement the OMB decision. The decision of the OMB is final and binding on all parties.

## SECTION 3 - APPLICATION REQUIREMENTS

### 3.1 APPLICATION

The property owner or his authorized agent should complete the application found in Appendix A. 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. Although hard copies of application forms and drawings must be submitted when applying for site plan approval, additional digital copies can also be accepted electronically. Drawings which accompany a site plan application which are larger than 11"x17" are required to be submitted in standard pdf to [planning@county.oxford.on.ca](mailto:planning@county.oxford.on.ca).

The application must be accompanied by the required fee payable in cash or cheque made to the "Township of East Zorra-Tavistock." The application form must be filed in duplicate and submitted at one of the following locations.

Township of East Zorra-Tavistock  
P.O. Box 100,  
90 Loveys Street  
Hickson, ON N0J 1L0  
Phone: (519) 462-2697  
Fax: (519) 462-2961  
Website: [www.twp.ezt.on.ca](http://www.twp.ezt.on.ca)

County of Oxford  
Community and Strategic Planning Office  
P.O. Box 1614  
Woodstock, Ontario N4S 7Y3  
Telephone: (519) 539-9800  
Fax: (519) 537-5513  
Website: [www.county.oxford.on.ca](http://www.county.oxford.on.ca)

### 3.2 FEES, SECURITIES AND DEPOSITS

In accordance with the Township Site Plan Control By-law, an applicant may be required to provide the Township with a deposit of cash, certified cheque or irrevocable letter of credit, or any combination thereof, to ensure satisfactory provision and maintenance of the building, structures, facilities and work approved under the site plan approval process. The fees and deposits shall be administered in accordance with the following provisions:

- a) The required application fee shall be submitted payable to the "Township of East Zorra-Tavistock." Please refer to Appendix C for the application fee and deposit requirements.
- b) The applicant shall provide securities and applicable deposits before the Township issues site plan approval and the Chief Building Official issues any building permits for the development.
- c) The amount of the security for the subject property shall be based on 20% of the estimated cost of the site works (i.e. asphalt, curbing, landscaping, servicing etc.) of the proposed development or \$1,500.00, whichever is greater. The amount of the security shall be listed in the agreement with the applicant.
- d) In addition, a security is required for any works on Township property in the amount of 100% of the estimated cost of the site works. Any construction on Township property or the use of public right of ways during construction must be first approved by the Township through the site plan approval process and outlined in the site plan

agreement.

- e) A deposit is required for the review of site servicing, grading and storm water management and as determined by the Township 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 Township 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.
- f) The release of the securities and deposits may be done in phases as each phase of the development is completed. The method by which the release is phased shall be outlined in the agreement with the applicant to the satisfaction of the Township Chief Building Official and/or the Township Chief Administrative Officer.

### **3.3 GENERAL REQUIREMENTS FOR DRAWINGS**

The completed application form shall be accompanied by a site plan drawing. 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.

Six (6) full size (maximum size of 24"x 36") folded copies of the site plan drawing(s) are required including a digital pdf copy of the full size drawings. Ten (10) additional copies of the plans reduced to 11"x17" are also required for circulation purposes. These drawings shall be prepared by a qualified professional in such a manner as to permit registration at the Oxford County Land Registry Office. A Professional Engineer is required to certify any grading, servicing or construction drawings as required. An Ontario Land Surveyor is required to certify any property boundary dimensions and measurements.

#### **3.3.1 Drawings Required for Stamping**

Once Site Plan Approval has been granted, three (3) sets of large drawings, a digital pdf of the final plans and three (3) sets of small drawings shall be submitted to be included in the Registered Agreement. 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 below in Sections 3.4 to 3.11 inclusive.

### **3.4 SITE PLAN DRAWING REQUIREMENTS**

The site plan requirements are listed in checklist format in "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.

### **3.5 BUILDING ELEVATION AND CROSS-SECTION DRAWINGS REQUIREMENTS**

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

- a) drawing scale;
- b) elevation and details of all facades of the building including type of surface material and

- paint colour schemes;
- c) all windows, doors, openings and any mechanical equipment attached to or on the roof of the building including the dimensions of these features;
- d) a longitudinal cross-section view through the building to the street line; and
- e) 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.

### **3.6 DESIGN FOR ACCESSIBILITY**

In accordance with the Ontarians with Disabilities Act, 2005 the Township 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 at <http://www.county.oxford.on.ca/site/1017/default.aspx> or at the County Office. The Design Standards are not mandatory, but are encouraged for all new or redeveloped buildings and facilities.

### **3.7 LANDSCAPE PLAN REQUIREMENTS**

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

- a) 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;
- b) a landscaping table listing all existing and proposed species, including common name, botanical name, quantity, size and condition at planting;
- c) planting specifications and any required instructional drawings; and
- d) 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 Section 4.8 which lists, in detail, the Landscape Plan Guidelines.

### **3.8 SITE SERVICING PLAN REQUIREMENTS**

The Township of East Zorra-Tavistock's Municipal Servicing Standards Urban and Rural Developments are to be adhered to when designing any new developments within the Township. The guidelines can be obtained by either visiting the Township's website at [http://www.twp.ezt.on.ca/council/consolidated\\_bylaws/servicing\\_standards\\_consolidated\\_current.pdf](http://www.twp.ezt.on.ca/council/consolidated_bylaws/servicing_standards_consolidated_current.pdf) or by contacting the Township of East Zorra-Tavistock Public Works Department for a copy of

these guidelines. The site servicing plan must also include details of all sanitary sewer, storm drainage, potable water and electricity systems as detailed below:

### 3.8.1 Sanitary Sewer Systems

The sanitary sewer features are to be designed in accordance with the Township of East Zorra-Tavistock's Municipal Servicing Standards for Urban and Rural Developments as well as the Provincial standards 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.

- a) Drainage piping - location from building to private drain connections, size and grade.
- b) Private drain connections - existing and new, location, size and grade.
- c) Control manholes to be located at the street line on private property.
- d) All manholes must show invert and finish grade elevations.
- e) 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*.
- f) Location and capacity of existing and proposed septic tank(s) and tile bed(s) on the property, if municipal sanitary sewers are not available.

### 3.8.2 Storm Drainage Systems

The storm drainage features are to be designed in accordance with the Township of East Zorra-Tavistock's Municipal Servicing Standards for Urban and Rural Developments and Upper Thames or Grand River Conservation Authority standards and specifications. For information regarding the Conservation Authorities' requirements, please visit the Upper Thames and Grand River Conservation Authority websites at <http://www.thamesriver.on.ca/> and [www.grandriver.ca](http://www.grandriver.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.

- a) Catch basins - locations, proposed elevations for grates and inverts.
- b) Drainage piping location and all access hole inverts and final grade elevations from building to private drain connections.
- c) Private drain connections - existing and new, location, size and grade, drainage swales (landscaped areas) - elevations along swale, cross sections % grade (slope).
- d) 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.
- e) 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.
- f) Weeping tiles - identify how flows will be handled should weeping tiles be installed.
- g) 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;

- h) Sediment and erosion control measures to be implemented before and during construction and post-construction; and
- i) 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.

### **3.8.3 Water System**

The water system features are to be designed in accordance with Provincial, County of Oxford and the Township of East Zorra-Tavistock's Municipal Servicing Standards for Urban and Rural Developments standards and specifications. The following features must be illustrated on the servicing drawing.

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

### **3.8.4 Electrical System**

The electrical system features are to be designed in accordance with the electrical distribution authority (Hydro One or Erie Thames Powerlines) and the Township of East Zorra-Tavistock's Municipal Servicing Standards for Urban and Rural Developments standards and specifications. The following features must be illustrated on the servicing drawing.

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

## **3.9 FIRE DEPARTMENT ACCESS**

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

## **3.10 ROAD WIDENING(S) AND SIGHT TRIANGLE(S)**

All road widening(s) and site triangles to be dedicated to the Township 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.

## **3.11 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 Township, 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 Township, County or utility company to which the easement is conveyed.

## **SECTION 4 – SITE PLAN CONTROL OBJECTIVES AND GUIDELINES**

### **4.1 BUILDING LOCATION AND FACILITY DESIGN - ALL DEVELOPMENTS**

#### **4.1.1 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:

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

#### **4.1.2 Building Orientation**

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

- a) 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.
- b) 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.
- c) New development next to parks, open space and streets should be designed to blend with the open area.
- d) Buildings should be oriented to maximize energy conservation.

#### **4.1.3 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.

## **4.2 PARKING, DRIVEWAY AND LOADING FACILITIES GUIDELINES – ALL DEVELOPMENTS**

**The requirements for parking surface material, space size and number, as well as aisle and driveway widths are provided in Sections 5.15 and 5.18 of the Township of East Zorra-Tavistock Zoning By-law 2003-18.**

### **4.2.1 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:

- a) Delineate parking rows to confine traffic to designated parking aisles or driveways.
- b) Minimize access to and from parking aisles along main internal driveways.
- c) 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 manoeuvring 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.

- d) Clearly identify the types of designated parking areas for employees, visitors and the public.
- e) Public parking should not conflict with shipping, loading, garbage removal or utility areas.
- f) 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.

#### **4.2.2 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 Township Zoning By-law, Section 5.18.

The number of parking spaces designated to accommodate persons with disabilities shall be in accordance with Section 5.18.2.2. of the Township of East Zorra-Tavistock's Zoning By-law 2003-18 which states, "Where more than 10 parking spaces are required, 1 space out of the first 10 spaces and 1 space out of each additional 100 spaces, or portion thereof, shall be for disabled parking and shall have a minimum width of 3.7 m (12.1 ft.) and a minimum length of 6.0 m (19.7 ft)." 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.

#### **4.2.3 Internal Driveways**

To ensure proper flow of traffic:

- a) Delineate main internal driveways with raised curbs.
- b) Avoid lengthy straight sections and use speed bumps to discourage high speeds.
- c) Ensure adequate visibility of intersecting traffic movements in the design of driveways and parking aisle intersections.
- d) For large commercial or industrial developments, main internal driveways should be located away from building entrances in order to minimize pedestrian and vehicle conflicts.
- e) Aisles designed for one-way or two-way circulation should be clearly marked.
- f) Driving lanes should widen at drop-off areas near buildings.
- g) Turning radii shall be provided at the end of dead-end driveways.

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

To ensure loading facilities are effective:

- a) Sufficient space should be provided on a property to permit delivery vehicles to make all manoeuvres "off-street" away from fire routes which are to be designed to support emergency vehicles.
- b) Separate access or internal driveways should provide access to loading facilities which abut the building to be served.
- c) 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:



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

#### **4.3 GARBAGE STORAGE HANDLING AREAS – ALL DEVELOPMENTS**

##### **4.3.1 Design Features**

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

- a) 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.
- b) Collection Platform Material – a concrete pad or other structurally adequate impervious material is required to mitigate any seepage of liquid waste
- c) Enclosure Wall Material and Height – the enclosure should be constructed with low maintenance durable material.
- d) 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.
- e) Apartments – waste and recycling is to be centrally stored in specifically designed common storage facility.

#### **4.4 SNOW REMOVAL AND STORAGE AREAS – ALL DEVELOPMENTS**

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

- a) 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.
- b) Design – parking areas, outdoor amenity areas, pedestrian access ways should be designed to ensure accessibility of snow removal equipment.

#### **4.5 ACCESS – ALL DEVELOPMENTS**

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

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

#### **4.6 PEDESTRIAN FACILITIES GUIDELINES – ALL DEVELOPMENTS**

To ensure the provision of safe and convenient pedestrian circulation:

- a) Install public sidewalks across the frontage of the site in accordance with the Township standards. Please contact the Township of East Zorra-Tavistock at 519.462.2697 for the required public sidewalk standards.
- b) On-site walkways should join building(s), access points to parking areas, recreational areas and public sidewalks.
- c) Link building entrances to sidewalks and parking areas by means of a safe, convenient and well-lit walkway system.
- d) Clearly identify walkways that cross vehicular lanes.
- e) Provide continuous pedestrian walkways between entrances of units in buildings with multiple tenancies.
- f) Increase the width of the walkway where pedestrian activity is greater, such as at building entrances
- g) Protect pedestrian areas from vehicular intrusion with landscaping or curbs.
- h) Minimize grade changes between the public sidewalk and private pedestrian areas.
- i) 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.
- j) 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.

#### **4.7 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.

#### **4.8 LANDSCAPING AND BUFFERING FEATURES GUIDELINES – ALL DEVELOPMENTS**

Landscaping requirements, in the form of planting strips, are outlined in Section 5.19 Planting Strips of the Township of East Zorra-Tavistock's Zoning By-law 2003-18 and must be shown on the Site Plan or if required, a separate Landscape Plan.

##### **4.8.1 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 4.68 of the Zoning By-law.*)

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

#### **4.8.2 Screening and Ornamental Planting**

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.

#### **4.8.3 Plant Selection**

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

- a) Year Round and Seasonal Interest
  - i) colour,
  - ii) height and shape of planting through to maturity
- b) 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.
- c) Function - wind protection, seasonal shading and vandal resistance
- d) 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.

#### **4.8.4 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.

### **4.9 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:

- a) 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.
- b) 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.

- c) No excavation shall be carried out within the "drip line" of trees to be preserved. Root loss must be minimal.
- d) No heavy equipment shall be driven over the tree lawn area within the drip line, to alleviate soil compaction around the tree roots.
- e) No soil or construction materials shall be piled within the drip line area or around the trunks of trees to be preserved.

#### **4.10 GRADING OF STORM AND SURFACE WATER AND WATER WASTEWATER SYSTEM REQUIREMENTS – ALL DEVELOPMENTS**

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

- a) safe, convenient and functional access for pedestrians and vehicles to all areas of the site;
- b) preservation of the natural features of the site where feasible;
- c) the prevention of storm water from entering the sanitary sewer system;
- d) 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 Township, these designs are to be certified and the drawings appropriately stamped.

##### **4.10.1 Storm Water Retention Systems**

- a) 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.
- b) Retention Systems – The Township 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 Township, 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.
- c) 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.
- d) Dry Well System - If no storm sewer is available or the storm sewer cannot be extended, the Township 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.

##### **4.10.2 Waste Water Systems**

Sampling access holes may be required to permit monitoring by the Township and the County Water and Wastewater 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.

#### **4.11 ADDITIONAL GUIDELINES FOR COMMERCIAL DEVELOPMENT**

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

##### **4.11.1 General Guidelines**

The design should meet the following objectives:

- a) 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.
- b) Screen certain site elements, such as loading areas, snow storage areas, transformers, meters, garbage enclosures and roof-top mechanical equipment from public view.
- c) Avoid building designs with large flat surfaces. Incorporate angles, differing setbacks, peaked rooflines, canopies, and coloured trim to provide interesting, attractive façade(s).
- d) Provide safe, convenient access for persons with disabilities to all major building entrances by means of minimal grade changes, curb cuts, ramps and railings.
- e) Provide screening and buffering between existing residential uses and new developments.

##### **4.11.2 Commercial Development in the Village Core Areas**

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

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

#### **4.12 ADDITIONAL GUIDELINES FOR RESIDENTIAL DEVELOPMENTS**

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

##### **4.12.1 General Building Orientation**

- a) Consideration should be given to locating residential buildings close to the north lot line to increase solar access to open spaces on the site.
- b) 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.
- c) 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.

- d) 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.
- e) Common areas and, in particular, children's play areas should be located centrally to provide visual surveillance.

#### **4.12.2 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:

- a) 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.
- b) Ventilation - The space around the unit should be sufficient to permit natural ventilation of the dwelling.
- c) 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.
- d) 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.

#### **4.12.3 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:

- a) Type of Occupancy - The amenity space should reflect the anticipated type of households that will occupy the dwelling units.
- b) 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.
- c) 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.
- d) 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.

#### **4.12.4 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:

- a) 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.
- b) Surface - The areas shall be level and be landscaped with grass and perimeter trees.

#### **4.12.5 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 Township of East Zorra-Tavistock.

#### **4.12.6 Community Mailboxes**

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

- a) in areas which are satisfactory to Canada Post and the Township;
- b) in areas which reduce the potential for conflict with surrounding properties;
- c) 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;
- d) in a visible and well lit area that provides a sense of security; and,
- e) for townhouse developments, within a common element area that is easily accessible to all dwelling units and, preferably, protected from the natural elements

**APPENDIX "A"**  
**TOWNSHIP SITE PLAN APPLICATION FORM**

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

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

DATE APPLICATION CONSIDERED

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

**TOWNSHIP OF EAST ZORRA-TAVISTOCK**  
**SITE PLAN APPROVAL APPLICATION FORM**

The undersigned hereby request the Township of East Zorra-Tavistock to consider a Site Plan Control application pursuant to Section 41 of the Planning Act on the lands hereinafter described.

**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) 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: \_\_\_\_\_

d) 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 \_\_\_

e) Existing use of Subject property

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

f) Proposed uses of land and buildings

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

g) Official Plan Designation

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

Schedule “\_\_-2” Village of \_\_\_\_\_ Land Use Plan \_\_\_\_\_

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

h) 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.

<b>a) Zoning Provisions</b>	<u>REGULATION</u> by Zoning By-law 2003-18	<u>PROPOSED</u>
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	_____	_____
Other (Specify)	_____	_____
Minimum Distance Separation (MDS) if applicable.		
To Barn	_____	_____
To Manure Storage Facility	_____	_____

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): \_\_\_\_\_

**2 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. 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) (Township/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 \_\_\_\_\_  
(Township/City) (Name of municipality)

in the \_\_\_\_\_ of \_\_\_\_\_  
(County) (Name of County)

this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

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

**Municipal Freedom of Information and Protection of Privacy Act – Notice of Collection & Disclosure**

The collection of personal information on this form is legally authorized under Sec.34 of the *Planning Act* and O.Reg.545/06 for the purpose of processing your planning application. Questions about this collection should be directed to the Corporate Manager of Community and Strategic Planning at the County of Oxford, 21 Reeve St., P.O. Box 1614, Woodstock, ON N4S 7Y3 or at 519-539-9800 (ext.3207).

Pursuant to Sec.1.0.1 of the *Planning Act*, and in accordance with Sec.32(e) of the *Municipal Freedom of Information and Protection of Privacy Act*, it is the policy of the County of Oxford to make all planning applications and supporting material available to the public

## APPENDIX "B" - CHECKLIST FOR SITE PLAN DRAWING REQUIREMENTS

The following is a 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)
- 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 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 major roads
- Existing and proposed easements, rights-of-way and site triangles
- Location and dimensions of parking spaces (including accessible parking), aisles and 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.
- 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.
- The location and turning radii for Fire and Emergency Service access route.
- Professional stamp (engineer or architect).
- Property dimensions certified by an Ontario Land Surveyor

## APPENDIX “C” - APPLICATION FEE

The application fee and deposit amounts for Site Plan Approval in the Township of East Zorra-Tavistock is set out in the current [User Fee Schedule](#).

The deposit shall be drawn upon by the Township for Engineering and Legal expenses related to development of the Site Plan Agreement.

Additional deposits may be required under Section 3.2 and will be specified in the Site Plan Agreement and will be payable prior to Final release of the agreement for registration.

A minimum deposit of \$1,000 must be maintained with the Township until such time as Section 2.8 in the Guidelines is satisfied, which is in addition to any other deposits that may be required under the Site Plan Agreement.

## APPENDIX "D" – SAMPLE SITE PLAN AGREEMENT

### TOWNSHIP OF EAST ZORRA-TAVISTOCK SITE PLAN CONTROL AGREEMENT

**AGREEMENT** made in Triplicate this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**BETWEEN:**

**"Owner/Applicant"**

hereinafter called the "Owners"  
**OF THE FIRST PART**

- and -

**THE CORPORATION OF THE TOWNSHIP OF EAST ZORRA-TAVISTOCK**  
hereinafter called the "Township"  
**OF THE SECOND PART**

**WHEREAS** The Owners represent that they are the Owners of the lands described in Schedule "A" to this agreement and have applied to the Township of East Zorra-Tavistock for site plan approval under the Planning Act, R.S.O. 1990, and amendments thereto;

**AND WHEREAS** the Council of the Township of East Zorra-Tavistock enacted By-law No. 2008-13 on the 19<sup>th</sup> March, 2008, to designate the lands described in Schedule "A" as a Site Plan Control Area for the property, pursuant to Section 41 of the Planning Act;

**AND WHEREAS** the Council of the Township of East Zorra-Tavistock is of the opinion that such land development is not proper and in the public interest unless the Owners agree to perform the covenants herein set forth;

**WITNESSETH** that, in consideration for the approval of the said plans and as a condition of such approval, the parties hereto covenant and agree one with other as follows:

1. The lands affected by this Agreement are described in Schedule "A" attached hereto and are hereinafter referred to as the "subject lands".
2. The Owners have obtained an approved Site Plan indicating the locations of the structure(s) to be built, the access ways, the parking areas and appropriate on-



**Site Plan Control Agreement**

**Page 2**

site drainage, planting scheme, among other details. Details of the approved Site Plan are attached hereto as Schedules "B" and "C".

3. Deposits required under this agreement shall be as set out in Schedule "D" attached hereto.
4. The following provisions apply with respect to Deposits:
  - a. Deposits shall be in the form of Cash or Certified Cheque, or any combination thereof.
  - b. The Owner agrees to pay, on or before registration of the agreement, all expenses, including engineering, planning, administration and legal fees incurred by the Township as a result of the Site Plan Control Agreement and to further pay all costs of the Township subsequently incurred as a result of the Site Plan Control Agreement.
  - c. The Site Plan Agreement deposit shall be maintained at an amount not less than \$1,000 and shall not be returned until the Township's Chief Building Official or Engineer, as the case may be, has indicated to the Chief Administrative Officer, in writing, that all inspections of the property have been completed to ensure compliance with the terms of the Site Plan Agreement. The applicant will be required to provide any professional reports or "as-built" drawings to confirm completion of works such as final grading and stormwater management facilities on the property.
  - d. Deposits shall be used to ensure satisfactory development, execution and completion of the Site Plan Agreement. Should the Owner fail to complete the requirements of the Site Plan Agreement, the Township may, at its discretion, draw on the Deposits as set out in this agreement to complete and/or remedy any outstanding items.
  - e. The Deposits shall be returned to the owner, less any Township costs paid out of them, to the owner as set out in Schedule "D". The Township will return the balance when the Township's Chief Building Official or Engineer, as the case may be, has indicated to the Chief Administrative Officer, in writing, that all inspections of the property have been completed to ensure compliance with the terms of the Site Plan Agreement. The applicant will 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 security. Partial returns may be released depending on the terms of the agreement.
  - f. The Township will not pay interest on Deposits.



be recovered as taxes under Section 442 of the Municipal Act, 2001, as amended.

9. The Owner agrees that all the facilities and matters required by this Agreement shall be provided and maintained at its sole risk and expense and to the satisfaction of the Township and that in default thereof and in the sole discretion of the Township, the Township may perform such requirements at the expense of the Owner and such expense may be recovered by the Township in like manner as municipal taxes within the meaning of Section 446 of the Municipal Act, 2001, as amended.
10. This agreement will be registered on the land and the Owners shall be solely responsible for the expenses associated with the preparation and registration of this Agreement and compliance with all of the provisions hereof. The Owners shall be required to provide the Township with a registered copy of the agreement prior to the issuance of a building permit.
11. It is understood and agreed that, after this Agreement has been registered or deposited on title, it shall not be released by the Township. After all terms and conditions of this Agreement have been complied with to the satisfaction of the Township, the Township, upon request and at the Owner's expense, shall issue a Certificate of Compliance certifying compliance with this Agreement to the date of the Certificate.
12. The covenants, agreements, conditions and understandings herein contained on the part of the Owner shall run with the land and shall enure to the benefit of and be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, as the case may be.
13. Nothing in this Agreement constitutes a waiver of the Owner's duty to comply with any By-law of the Township or any other law.
14. The Owners agree on behalf of themselves, their heirs, executors, administrators and assigns to save harmless and indemnify the Corporation of the Township of East Zorra-Tavistock from all losses, damages, costs, changes and expenses which may be claimed or recovered against the Corporation by any person or persons arising either directly or indirectly as a result of any action taken by the owners pursuant to this agreement.
15. All words importing the singular only shall include the plural; words importing the masculine only shall include the female, and words importing a person shall include corporation.

**Site Plan Control Agreement**

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IN WITNESS WHEREOF the respective parties have executed this Agreement.

**SIGNED, SEALED and DELIVERED**  
in the presence of

**OWNERS**

\_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_

**THE CORPORATION OF THE  
TOWNSHIP OF EAST ZORRA-  
TAVISTOCK**

\_\_\_\_\_  
Mayor  
Donald E. McKay

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Chief Administrative Officer/Clerk  
Jeff Carswell

**SCHEDULE "A"**

"Insert Legal Description"

SAMPLE

**SCHEDULE "B"**

"Insert Site Plan"

SAMPLE

**SCHEDULE "C"**

"Insert Site Specific Conditions"

SAMPLE

**SCHEDULE "D"**

"Insert Deposit Details"

Site Plan Agreement Deposit ..... \$2,000

- Paid at the same time as the Application Fee, required to commence work on developing the Site Plan Agreement
- Township expenses related to development of the agreement will be paid out of this deposit.

20% of Site Works Deposits

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100% of Works on Township/County Property Deposits

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Other Deposits

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