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# Site Plan Approval Procedures A Guide for Applicants



THE CORPORATION OF THE  
TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

May, 2009

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## 1.0 INTRODUCTION

The Official Plan of the Township of Havelock–Belmont–Methuen provides that certain areas of the Township be designated as areas of Site Plan Control in accordance with the provisions of Section 41(2) of The Planning Act, R.S.O. 1990, cP 13. Policies within the Township’s Official Plan indicate that Council may require, as a condition of development, that an agreement be entered into between the municipality and an owner of land within the site plan control area.

On May 5, 2009, Council of the Township of Havelock–Belmont–Methuen adopted By-law No. 2009–44, being a by-law to establish site plan control in the Township of Havelock–Belmont–Methuen.

The purpose of this document is to provide the applicant with information on the Site Plan approval process in the Township of Havelock–Belmont–Methuen and to outline the requirements for the preparation and submission of site plans and other related drawings and documents.

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## 2.0 THE APPLICATION

The Township of Havelock–Belmont–Methuen will receive the application and evaluate the application to ensure completeness. If the application is deemed to be incomplete, the application will be returned to the applicant for completion, correction or clarification prior to processing. The rationale for this requirement is to ensure that commenting agencies have adequate information on which to base their comments and to avoid undue delays in the approval process.

Please note that it is the responsibility of the applicant to research and evaluate the development proposal to ensure the development will conform to the relevant planning documents (ie. the Official Plans of the County of Peterborough and Havelock–Belmont–Methuen) and zoning by-law requirements. The proper studies should be conducted prior to submission of a formal application and should be submitted with the application. If further studies, calculations or reports are required to properly review the application, the applicant will be promptly notified by the Township to have this work completed and submitted.

### 2.1 REQUIRED INFORMATION

Two (2) copies of the site plan application are required for submission. The application must be completed by the property owner or an authorized agent.

The following information must be included with the application (2 copies of each):

- a) copy of the owner’s title deed;
- b) copy of all encumbrances;
- c) copy of current certified property/site survey illustrating the description of the land;
- d) Key Map that is north orientated and at a sufficient scale to illustrate existing uses of surrounding lands within 120 metres of the subject property and to illustrate the nearest landmark such as County and Township roads, bridge, rail crossings etc.

## 2.2 APPLICATION FEES

The application must be accompanied by the requisite application fees of \$2,000.00 as prescribed by the Council of the Township of Havelock–Belmont–Methuen.

In addition, any further costs incurred by the Township for the review of the application/plans, together with preparation and registration of the site plan agreement is the responsibility of the applicant.

## 2.3 APPLICATION DRAWINGS

The following plans and drawings in sufficient detail to fully explain the proposal are required. All plans and drawings must be prepared in metric and display existing/proposed contours and spot elevations.

- i) four (4) copies of each of the Site Plan, Grading/Drainage Plan, Landscape Plan and Architectural Plan
- ii) one (1) photo reduced copy of each plan suitable for further reproduction
- iii) one (1) copy of a current certified/site survey.

The applicant will be advised if additional copies of plans are required.

Note: Landscaping may be shown on Site Plan if landscape detail is minimal.

### 2.3.1 Information Required on the Plans

The following information is required on all plans and is to be depicted in a “Title Block”:

1. Name of project;
2. North arrow orientated to the top of the page;
3. Date of preparation of plans;
4. Scale of drawings, not smaller than 1:400. A metric bar scale is required in the title block;
5. A ‘Revision Block’ with area for the sequence number, date of revisions, description of revisions and initials of who completed the revisions;
6. A Key Map depicting the location of the subject property;
7. Legal Description (ie. Lot, Concession) of the property in detail sufficient for registration purposes.

### 2.3.2 Information Required on Site Plan

The following is to be depicted on the site plan drawing for the proposed development:

### 2.3.2.1. Site Plan

#### i) Dimensions

Dimensions and area of property being developed; property and division lines; exact location and description of existing and proposed buildings.

#### ii) Phasing

Proposed staging of the development of the property and of the construction of the building(s).

#### iii) Building

Location and Building Code classification of all buildings and structures, both existing and proposed, indicating all building dimensions, setbacks, separations, building entrances (both pedestrian and vehicular), projections, canopies, equipment housings, dust collectors, masts, ground signs, building height etc..

#### iv) Right-of-Ways

All streets with both sides and centreline shown; street widenings with curblines (existing and proposed); 0.3 metre reserves; type and extent of all easements, etc., both on and adjacent to the property.

#### v) Utilities

Location and size of water services, sewage disposal services and hydro services to be constructed on site.

Location of street hydrants, hydro poles/lines, drainage ditches, catch basins, etc., either on or adjacent to the property.

#### vi) Natural Features

Such as trees, springs, watercourses, rock outcroppings, etc. with their exact locations.

#### vii) Parking/Loading Areas

Vehicular parking areas and stalls, dimensioned and numbered and indicating any areas to be assigned to visitors, tenants, employees, etc..

Barrier Free spaces are to be clearly labeled and demarcated.

Vehicular loading docks and door indicating fully dimensioned truck parking spaces, maneuvering areas and clearances.

viii) Driveways and Ramps

Access ramps, driveways etc., indicating widths, curve radii, medians, curbs, steps, etc., and the proposed direction of traffic flow where applicable.

ix) Fire Access

All fire access routes, as required by 3.2.5.4, 3.2.5.5 and 3.2.5.6 of the Ontario Building Code (OBC) must be shown.

x) Other Features/Structures

Location and dimensions of vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste materials.

xi) Signs

Location, description, dimensions, orientation of all signs and any lighting thereof.

xii) Lighting

Location, description and direction of any exterior lighting.

xiii) Adjacent Features

Buildings on adjacent lots and generally the existing or proposed improvements in the adjacent yards and mutual features, such as driveways, parking, etc..

xiv) Site Statistics (in chart form)

Statistical summary of development parameters in accordance with zoning regulations inclusive of the following (to be expressed in square meters and as a percentage of the total lot area);

4. lot area
5. main building(s)
6. accessory building(s)
7. parking
8. other paved areas (drives, bays, loading areas, etc.)
9. landscaped area
10. total number of parking spaces (number of spaces for physically disabled, visitors, tenants, employees etc.).

### 2.3.3 Information Required on Grading/Drainage Plan

i) Grades

Existing and proposed contours and spot elevations, bench marks, and elevations on roads and adjacent properties (7.5 metres beyond site), shown in geodetic levels.

ii) Finished Ground Grades

First floor elevations of all buildings, proposed finished floor grades; and elevations of all relevant topographic features (roads, curbs, ditches, drainage outfalls, etc.) shown in geodetic levels.

iii) Drainage

Direction of drainage flow and location of all drainage discharge points including roof drainage and parking lot drains.

iv) Stormwater Management

Supporting data and calculations with respect to storm drainage flow volumes and capacity of existing outfalls.

v) Other Information

Any other information required to fully describe the project grading and drainage.

2.3.4 Information Required on Landscape Plan

Note: For smaller projects, municipal staff may be requested to permit landscaping information to be illustrated on the Site Plan Drawing.

i) Main Features of the Landscape Plan

All buildings, parking areas and driveways, together with physical features of the site for the purpose of establishing the location and spatial relationship of plantings and construction.

ii) Distribution of Plantings

Location of existing plant material.

iii) Plant Materials List

Location, species and size of existing plant materials to be preserved (botanical names preferred).

Location, species and size of new plant material to be added (botanical names preferred).

iv) Other Items

Berming, fencing and screening details, where applicable.

This should also include; any patios, walks, steps, benches, all paved areas, location and type of light standards, garbage collection stations, signs, etc..

Note: It is recommended that for larger projects, especially those within which extensive landscaping is being contemplated/proposed, that a professionally qualified Ontario Landscape Architect (OLA) be engaged to design and supervise the landscaping.

### 2.3.5 Information Required on the Elevation Plan

i) Elevations

Elevation drawings illustrating all sides of all main and accessory buildings, showing all roof structures and finished grade.

ii) Exterior

Type and colour of exterior building materials.

iii) Signs

Drawings of all signs in their proposed locations, facial, ground or roof, showing dimensions.

iv) Scale

The scale should not be smaller than 1:100.

Note: Required for all exterior walls in multiple – unit residential, commercial, industrial, and institutional.

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## 4.0 SITE PLAN AGREEMENT

As a condition of the approval of the site plan drawings, the Township will require the applicant to enter into a Site Plan Agreement. The Agreement defines the conditions of approval, the works and actions required, and the required guarantees of performance. The approved plans and drawings form part of the Agreement. This Agreement will be in a form suitable for registration.

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## 5.0 LETTER OF CREDIT

The Site Plan Agreement also provides for the continued maintenance of the development. To ensure compliance with the Agreement, a cash deposit or Letter of Credit is required to be deposited with the Township. In order to obtain a reduction or return of the Letter of Credit, the designer shall provide certification that all work has been completed in accordance with approved plans and specifications or any changes to them as authorized by the Township. Once the Township is in receipt of the certificate of completion, the deposit shall be returned in accordance with the provisions of the site plan agreement.

The purpose of the cash deposit or Letter of Credit is, first, to ensure that all site works (ie. landscaping, lighting) are completed as shown on the approved plans and to the prescribed standards. The second purpose of this cash deposit or Letter of Credit is to ensure the satisfactory performance of all work to be done on public lands and rights-of-way.



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## 6.0 SITE PLAN APPROVAL PROCESS/PROCEDURES

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The Site Plan approval process will normally consist of the following steps:

### 6.1 PRE-CONSULTATION

Pre-consultation with Township Staff, relevant agencies and neighbouring property owners is recommended in order to identify any potential issues at the early stages of the process and to highlight any information, studies or calculations that will be required for a complete application. Pre-consultation will also be helpful in familiarizing the applicant with the review process.

### 6.2 SITE PLAN APPLICATION PROCESSING

- i) The application form, all drawings and supporting documents and fees are to be submitted to:

The Township of Havelock–Belmont–Methuen  
P.O. Box 10, Ottawa Street  
Havelock, Ontario K0L 1Z0
- ii) Township Staff will receive the completed site plan application form, any supporting documents and applicable fees.
- iii) Township Staff will conduct a preliminary review of the application and corresponding site plans to determine completeness of the application.
- iv) If applications are deemed complete a notice of the application and a copy of the site plans will be provided to Council for information and direction.
- v) A copy of the site plans may be circulated to the Township Planner and/or Engineer for detailed review, if deemed appropriate by Council.
- vi) The Clerk, at the direction of Council, may provide notice of application to any relevant agency or utility deemed to have an interest in the development proposal and abutting property owners for comment.
- vii) The Planner and/or Engineer, if involved, will submit a report to Council based on a detailed review of the Site Plans.
- viii) At Council's discretion, the Township Solicitor may be requested to review and comment on the proposed site plan agreement prior to execution.
- ix) If satisfied with the Site Plans, Council may pass a by-law to authorize the signing of a site plan agreement.
- x) Building permits may be issued following the execution and registration of the site plan agreement and fulfilment of any conditions (including, the provision of a letter of credit by the applicant).
- x) Regular work inspections will be completed by Staff to ensure development is proceeding in full compliance with the approved site plans. A clearance letter will be issued at such time as the work is completed to the satisfaction of the Township.