

**THE CORPORATION OF THE
TOWNSHIP OF ORO-MEDONTE**



SITE PLAN APPLICATION GUIDELINES

July, 2019

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**Site Plan Application Guidelines
(July 2019)**

Applicants should keep in mind that the following is a general procedure and depending on the nature of the proposal and information provided, requests for further information and subsequent review by staff, agencies, and/or Council may be necessary during the process. Specific information regarding the plans required to be submitted are attached. A checklist is attached at the end of this guideline which indicates all the information required to be provided with the initial application, if this information is not provided initially, the processing of the application will be delayed until the information is provided to the Township. It is recommended that you consult with Planning Division Staff prior to submitting your application.

The Council for the Corporation of the Township of Oro-Medonte has passed By-law 2015-086, as amended, authorized by Section 41 of the Planning Act, R.S.O. 1990 c. P. 13, designating certain lands as Site Plan Control Areas.

Exemptions from site plan control include, but are not limited to:

- (a) Any residential development containing two (2) dwelling units or less (including buildings and structures accessory to such residential development) except where such residential development:
 - (i) includes an existing or proposed Home Industry;
 - (ii) includes an existing or proposed Bed and Breakfast operation;
 - (iii) is subject to site plan control as imposed as a condition or requirement, of consent, plan of subdivision or zoning by-law amendment by Council, or as a condition of approval by the Development Services Committee;
- (b) Any development occurring in or upon lands zoned in the Airport (AP) Zone;
- (c) Agricultural structures and accessory structures thereto;
- (d) Any development, buildings or structures erected by the Township of Oro-Medonte;
- (e) Any land, building or structure undergoing interior alterations or renovations that do not change the location, height, volume gross floor area of the building or structure; and any land, building or structure undergoing alterations, renovations, or addition that does not increase the gross floor area of the building or structure by more than 10%. Only one exemption per building or structure shall be permitted pursuant to this section. Section e) does not apply to development or uses prescribed under subsections 3(a)(i) and 3(a)(ii) above.

Change in use may be required to undergo Site Plan Control. Change in use is defined in the Ontario Building Code, as amended.

All development which is proposed on lands that are designated as a Site Plan Control Area are subject to site plan review and approval prior to the issuance of the appropriate zoning certificate or building permit.

Site Plan Control and the application review process is required to uphold the following objectives:

1. To protect existing adjacent uses from new development where it is likely that the new use, due to its nature, would have a detrimental impact, either visually or physically, on the existing use or uses;
2. To ensure adherence to proper development standards and to encourage aesthetic design and proper landscaping;
3. To ensure the safe and efficient movement of both vehicular and pedestrian traffic as it relates to the development and surrounding area;
4. To ensure the conveyance of any required easements to the municipality for maintenance or improvement of drainage works, water courses, public utilities, roadways and similar undertakings;
5. To ensure proper grading, storm drainage and maintenance in regard to surface water and public utilities; and
6. To control the placement and massing of buildings and related site facilities, including signage.

! The Application

The following information must be submitted as part of the initial application for Site Plan Approval to be considered a complete application:

1. Legal description of the subject lands in registerable form and names of registered owner(s) of the property. (Copy of Ownership/Deed Required)
2. Application form, fully completed, with the applicable application fee and refundable deposit as per Township's Fees and Charges By-law 2015-115, as amended;
3. Letter of authorization from registered owner identifying an agent (if applicable).

4. All drawings with sizes as noted in Appendix “B” forming part of the site plan application should be clearly legible and to scale, and bear the seal and signature of a qualified Planner, Architect, Engineer, or a qualified Landscape Architect in order to ensure their accuracy; and
5. Written form indicating there are (are not) mortgages on the subject lands and with whom.
6. Three (3) copies of any supporting reports (e.g. functional servicing, storm water management) bearing the seal and signature of a qualified professional.

Note: The plans, once approved and registered on title through a site plan agreement, will constitute a commitment on the part of the owner and the Township. Any changes to those plans may require a subsequent application to the Township and an amendment to the registered site plan agreement.

The following information must be submitted to the Township for review:

1. Storm water Management facilities, such as catch basins, storm sewers, roof top detention and parking lot detention. On some sites, a detailed Storm water Management Report must also be submitted, illustrating how the drainage system has been designed, in accordance with the Township’s Storm Drainage Policy and approved by the appropriate Conservation Authority (if applicable).
2. Written authorization from the Township of Oro-Medonte or the Ministry of Environment, Conservation and Parks or, for a sewage disposal system (whichever is the approval authority) for the proposed use. All sewage disposal system approvals are the responsibility of the applicant.
3. If the subject property abuts a County Road, the applicant shall contact the County of Simcoe Transportation Department to determine whether additional setbacks, road widening or permits etc., will be necessary and the Township shall be informed in writing by the County of Simcoe that any such requirements have been satisfied.
4. If the subject property abuts Ministry of Transportation property, the applicant shall contact the Ministry of Transportation to determine whether additional setbacks, road widening or permits etc., will be necessary and the Township shall be informed in writing by the Ministry of Transportation any such requirements have been satisfied.

5. If the subject property abuts a Township Road, the applicant shall contact the Township's Transportation and Engineering Services Department for any driveway permits that may be required.
6. Confirmation that all municipal taxes and charges related to obtaining the approval of these lands for the intended use have been paid.
7. Any other permits or authorization that may pertain to this agreement.

II Site Plan Process

1. In most cases, the proponent will be required to submit a Pre-Consultation request along with the required fee, and attend a Pre-Consultation meeting prior to submitting an Application for Site Plan Approval.
2. Upon receipt of a complete application (as indicated above) a Township Department and Consultant/Agency circulation is completed to review the proposal and matters affecting the proposed development (i.e. servicing, traffic, drainage etc).

The applicant is required to provide a cost estimate for all the required works including:

Landscaping, Drainage, Culvert, Driveway Access/Roadway Internal Roadways and Parking Areas, Fencing, Lighting and Municipal Services (Street Lighting, Road Construction, Sewer, Water, Sidewalk, Traffic Signage). This would not include costs for an individual septic system.

Cost estimates are to be reviewed by all Township Departments prior to the finalization of the amount of the Letter of Credit. The Township requires 50% of the value of all on-site works and 100% of the value of all off-site works to be provided as securities for a Site Plan. These securities are required to be provided to the Township in one of the following forms: a Letter of Credit or a Certified Cheque.

3. The applicant will be responsible for the costs associated with all traffic signs required on their property. The signs will be ordered by the Township and posted on the property by the applicant.
4. The applicant is required to make revisions to the Site Plan drawings and provide revised drawings to the Planning Division staff.
5. An additional technical review meeting may be held to review the revisions and to discuss the Site Plan Agreement requirements.

6. The applicant shall review the Site Plan Agreement, obtain all applicable signatures, and provide three (3) original signed agreements, the final Letter of Credit (as approved by the Treasurer or designate), and the final Site Plan drawings (full size) to the Township for execution of the Agreement.
7. For major commercial, industrial developments, the Planning Staff are responsible for preparing the necessary staff report and drafting the By-law for the execution of the Site Plan Agreement for Council consideration (including a report to Council, Site Plan By-law, Site Plan Agreement, and Site Plan drawings).
8. Once executed by Council or the Director, Development Services, the Site Plan Agreement is registered on title by the Township. Costs associated with registration process are the responsibility of the applicant.

Upon written notification by the applicant or its authorized agent, certifying that all required works have been completed the Director, Development Services and/or Township Engineering Consultant will attend the site to confirm the works have been completed in accordance with the Township approved Site Plan. If complete, Planning Division Staff will request comments or concerns from Senior Management Team, if no concerns are received a memo is provided to the Finance Department for the reduction or release of the Letter of Credit. All Engineer and Township staff costs are the responsibility of the applicant and will be deducted from the refundable deposit, in accordance with the Tariff of Fees By-law or deducted from the Letter of Credit.

Prior to the securities being released, the Planning Division staff will circulate to any consultants to ensure all bills and advertising costs are received and the sufficient refundable deposit is available to cover these costs.

9. If the site inspection is not satisfactory or concerns are raised through the circulation process, a letter will be sent to the applicant indicating the concerns. The securities will not be released until these concerns are addressed by the applicant, to the satisfaction of the Township. **Reductions to the Letter of Credit prior to the completion of a one year period from the date of execution will only be considered for the construction works not for the landscaping component.**
10. If the agreement is not in compliance with the Site Plan Agreement as determined by Township staff, the Township upon twenty-one (21) days notice by registered mail, will draw down on the Letter of Credit the appropriate amount in order for the works to be completed as directed.

III Prior to Issuance of a Zoning Certificate or Building Permit

The following must be completed before ISSUANCE of a Zoning Certificate or submission of a Building Permit:

1. The plans discussed in this guideline must have final approval of the Township.
2. The By-law authorizing the execution of the Site Plan Agreement must be passed by Council for major commercial or industrial developments.
3. All necessary documents, agreements, deeds and easements must be executed, transferred etc. and where necessary registered on title.
4. All securities, insurance, etc. must be deposited with the Township.

Additional Notes:

1. Inadequate plans/drawings or application information may result in the delay of the procession of the application;
2. Zoning Certificate and Building Permit applications will NOT be accepted until any required site plan agreement has been executed by all parties and registered on title. The costs are to be the responsibility of the applicant;
3. Three (3) full size, to scale (1:250 or 1:500) copies and a digital copy of all drawings of the site plan with metric or imperial scale are to be submitted;
4. If the information requested in Appendix "B" (attached) can be included in one schedule and if that schedule is clearly legible only one schedule will be necessary (3 copies and digital, USB);
5. Three (3) copies of all supporting reports;
6. The owner shall deal directly with the HYDRO ONE, BELL CANADA and all other utility commissions and companies. The owner or his Engineer shall obtain all approvals and permits and pay all fees and charges directly to the Utilities.
7. If the applicants land(s) are within the boundaries of a Conservation Authority, additional fees may apply through the applicable authority. The following are contacts for the Lake Simcoe Region and Nottawasaga Valley Conservation Authority:

- **Lake Simcoe Region Conservation Authority**

120 Bayview Parkway, Box 282
Newmarket, ON. L3Y 4X1

Bus: (905) 895-1281

Fax: (905) 853-5881

www.lsrca.on.ca

- **Nottawasaga Valley Conservation Authority**

8195 8th Line
Utopia, ON. L0M 1T0

Bus: (705) 424-1479

Fax: (705) 424-2115

www.nvca.on.ca

APPENDIX "A"

Standard for Township of Oro-Medonte Site Plan Control Agreement

"STANDBY" LETTER OF CREDIT - IRREVOCABLE LETTER OF CREDIT

Date of Issue: _____

Name of Bank: Bank of Canada _____

Address of _____

Bank: _____

Letter of Credit No: _____ Amount: \$1,000,000.00

Except as otherwise expressly stated, this Letter of Credit is issued subject to the Uniform Customs and Practices for Documentary Credits (1993 Revision), being ICC Publication No.UCP500.

To: The Corporation of the Township of Oro-Medonte
148 Line 7 South, Oro-Medonte, Ontario, L0L 2X0

We hereby authorize you to draw on the Bank of Canada, _____,
_____, for the account of Planning Applicant Limited,
_____, up to an aggregate amount of One Million Canadian Dollars
(\$1,000,000.00), which is available on demand.

Pursuant to the request of our said customer, Planning Applicant Limited, we the Bank of Canada, _____, hereby establish and give to you an Irrevocable Letter of Credit in your favour in the above amount which may be drawn on by you at any time and from time to time, upon written demand for payment made upon us by you which demand we shall honour without inquiring whether you have the right as between yourself and our said customer to make such demand and without recognizing any claim of our said customer or objection by them to payment by us.

Demand shall be by way of a letter signed by an authorized signing officer of the Corporation of the Township of Oro-Medonte. The original Letter of Credit must be presented to us at: Bank of Canada, _____.

The Letter of Credit, we understand, relates to a Site Plan Control Agreement between our said customer and the Corporation of the Township of Oro-Medonte, with Mortgage Company as third party, regarding _____ (property description).

The amount of this Letter of Credit may be reduced from time to time as advised by notice in writing given to use by an authorized signing officer of the Corporation of the Township of Oro-Medonte.

Partial drawings shall be permitted. We hereby agree that partial drawings under this Letter of Credit will be duly honoured upon demand.

This Letter of Credit will continue in force for a period of one year, but shall be subject to the condition hereinafter set forth. It is a condition of this Letter of Credit that it shall be deemed

to be automatically extended without amendment from year to year from the present or any further expiration date hereof, unless at least thirty (30) days prior to the present or any future expiration date, we notify you in writing by registered mail that we elect not to consider this Letter of Credit to be renewable for any additional period.

DATED at _____, Ontario, this ____ day of _____.

Bank of Canada

Authorized Signature

Authorized Signature

APPENDIX "B"

SITE PLAN SCHEDULES/DRAWINGS

The following plans are required as part of the application for Site Plan Approval. Three (3) full size, to scale (1:250 or 1:500) copies of all drawings must be submitted for approval together with a fee as set out in the Fees and Charges By-law. A digital copy (USB) of all drawings are also required to be submitted on Adobe Acrobat.pdf format.

Schedule 1: Legal Description

A copy of the registered plan/reference plan plus a Registered Deed containing a legal description of the subject lands.

Schedule 2: Site Plan

The Township may require an approved Site Plan in AutoCAD 14 drawing format or DXF and be delivered on CD or DVD Each CD Rom or DVD must be labeled identifying the legal property description, applicant's name, site plan file number, and date delivered. PKZIP Release 2.04G or higher may be used to perform file compression if required.

The Site Plan drawing of the subject property must show the following;

1. Key Map on the same drawing as the site plan, showing the location of the property in relation to major roads, natural and man made barriers and features, immediately adjacent lots and properties and showing other adjacent lands. Scale +- 1:100,000 and a north arrow are required.
2. The dimensions and area of the property being developed (Metric) indicating any road widenings, easements, etc.
3. Proposed location, height, dimensions and uses of all buildings, structures including massing, conceptual design and general type of building materials and the use of all remaining lands on the site.
4. All setbacks and location and distance of all structures from septic systems and/or wells on the site.
5. Vehicle and pedestrian access ramps, driveways, lay-bys, walkways, etc., and the proposed direction of traffic flow where applicable.
6. Off-street vehicular loading and parking facilities, either covered or uncovered, dimensioned and numbered, and the surfacing of such areas.

7. Facilities for the lighting, including flood-lighting, of the land or of any buildings or structures thereon.
8. Existing and proposed walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of the adjoining lands.
9. Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste.
10. Grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon.
11. Locations of any free standing signs.
12. Locations of street hydrants, hydro poles, etc., within 90 metres of the subject property.
13. A zoning information chart providing information as to how requirements of the zoning by-law are to be satisfied e.g. Parking, building floor area, parking area, landscaped area (including percentage of total land area), number of units.
14. Location of sanitary and storm sewars and service connections and hydrants, including existing services or abutting streets, information on sanitary and storm sewars must include invert elevations, slopes, materials and strength of pipes (if applicable).
15. Location of watermains, service connections and hydrants, including existing services or abutting streets (if applicable).
16. Existing and proposed elevations including elevations on adjacent lands and abutting streets.

Schedule 3: Landscape Plan

The Landscape Plan must show the following, as determined by the Site Plan Committee:

1. North arrow and bar scale;
2. Location of all material including trees, shrubs, planting beds and sodded/seeded areas;
3. Chart listing name, size and quantity of the planted materials;
4. Berms and swales (type and height/depth);
5. Buildings/structures, pathways, parking spaces, roadways, refuse storage area (required if site plan and landscape plan not incorporated).

Schedule 4: Elevation Plans

Drawings illustrating the building elevations and cross sections together with an indication of materials must accompany the application.

Schedule 5: Site Servicing, Grading, and Drainage Plans

As part of this Site Plan review, site servicing, grading and drainage plans require approval of the Township's Site Plan Committee. Requirements for this approval may include provision of a Stormwater Management Report and/or the appropriate stormwater attenuation measures.

Schedule 6: Photometrics/Lighting Plan (if required)

Checklist for Submission of Site Plan Application

- Application form completed in full and signed
- Signed authorization from the Owner(s) if you are acting as Agent
- Application Fee
- Site Plan drawings (in metric) in accordance with the requirements of the application form. Digital copies of drawings shall also be submitted to the Township in Adobe Acrobat.pdf formats (USB)
- Copy of any correspondence, approvals or permits from outside agencies
- Copies of all studies and reports required to be submitted with your application
- Copy of Deed of Transfer showing legal description of the subject lands and name(s) of registered owner of the property and any/all Mortgages
- Copy of Survey