



THE VILLAGE OF POINT EDWARD

**SITE PLAN REVIEW POLICY,
GUIDELINES AND STANDARDS**

Date: March 8, 2005

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SITE PLAN REVIEW POLICY GUIDELINES AND STANDARDS

1. SITE PLAN REVIEW PROCESS

The CAO is responsible for administration of the site plan approval process, including the co-ordination of requirements by other municipal departments and outside agencies and the preparation of site plan control agreements. Final approval is required from Council.

A. Pre-Application

Applicants are encouraged to present preliminary site layout plans to the CAO for review and discussion prior to submitting an application.

B. The Application

- a) An application form is completed by the owner or agent for the owner.
- b) Plans are prepared by the owner.
- c) The application form and required plans (5 copies) are submitted to the CAO and discussed with an appropriate staff person.
- d) A date, time and location for a meeting between the owner and the Site Plan Review Committee is established at the time the application is submitted.

A MINIMUM OF TWO (2) WEEKS IS REQUIRED FOR STAFF TO REVIEW THE PLANS PRIOR TO THE MEETING.

C. Site Plan Review Committee

- a) Plans are circulated to staff members of the Site Plan Review Committee for individual comments.
- b) Meetings are normally held at the Village of Point Edward Municipal Office, unless a site meeting is needed.
- c) Following the meeting the minutes are prepared and made available to the applicant.
- d) The plans together with the minutes of the Site Plan meeting are referred to Council for their review and approval.
- e) If the plans are approved by Council subject to conditions, the plans are required to be modified to incorporate the conditions. Revised plans are to be resubmitted to the Village CAO, who ensures conditions have been addressed.

D. The Site Plan Control Agreement

Five [5] sets of approved plans are required for inclusion into the agreement.

- a) The Site Plan Agreement is prepared and provided to the applicant for review and execution.
- b) Upon final approval, one signed copy of the Agreement is returned to the applicant

2. THE SUBMISSION

The Site Plan should include the items listed below. If there are questions or concerns regarding the requirements, please contact the CAO.

Applicants should refer to the appropriate Official Plan and Zoning By-law to ensure the proposed development complies with these documents.

A. Site Plan Review Checklist

A site plan should include:

- a) Key map
- b) Municipal street address
- c) North arrow
- d) Drawing scale (metric preferred)
- e) All driveways, sidewalks, curbing and ground cover to be labeled (e.g. sod, asphalt, paving stones)
- f) All proposed building setbacks
- g) Existing site features including trees, rocks, watercourses, utilities, buildings
- h) Existing and proposed walls, fences and berms with details
- i) The location and screening of outdoor garbage and recycling facilities or utility facilities (e.g. air conditioning unit, hydro vaults, etc.)
- j) The location and proposed use of all buildings on site
- k) Uses of adjacent lands
- l) Parking layout including parking for the handicapped
- m) Location of access ramps for the handicapped
- n) Retaining walls, fences and screens with details
- o) Patios and recreational facilities
- p) All trees on municipal property (boulevards) abutting site
- q) Location of exterior lighting fixtures and standards (shown to be directed onto the site and not onto adjacent properties or streets)

- r) Existing vegetation with instructions for removal, preservation or treatment
- s) Proposed locations of trees, shrubs and ground cover clearly labeled
- t) A site data chart which includes:
 - i) total site area
 - ii) building coverage as a percentage of site area
 - iii) gross building floor area
 - iv) number of floors in building
 - v) total number of units (if a multiple unit development)
 - vi) building height
 - vii) total landscaped area as a percentage of site area
 - viii) required parking calculations
 - ix) parking provided
 - x) any other figures to show compliance with the Zoning By-law
- u) Property dimensions
- v) Benchmark location(s) and elevation
- w) Adjoining street(s) labeled
- x) All site details including service connections to Village mains, curb and road cuts and restorations
- y) Existing grades including those on adjoining properties and streets
- z) Proposed grades in the form of spot elevations and drainage patterns at critical locations
- aa) Key elevations
- bb) Building dimensions including grade elevations at all corners
- cc) First floor elevations of all buildings on site
- dd) Location of hydro and utility poles and hydrants on or adjacent to the site
- ee) Existing and proposed curbs, sidewalks and walkways with dimensions and details
- ff) Existing and proposed underground services and connections showing pipe sizes, invert elevations, materials and grades. All parking lot catchbasins (1 per each 5,000 S.F. – 465m³) including flow restrictor details and calculations, where applicable. Storm water management including quality and quantity control is required. Calculations should be based on a predevelopment storm of 1 in 2 years and a post development storm of 1 in 100 years.
- gg) Engineer's, Architect's or Landscape Architect's stamp and signature certifying the plan
- hh) All buffer strips required by the Zoning By-law
- ii) Location and size of any free-standing signs
- jj) Type of building construction (e.g. combustible, non-combustible, sprinklered)
- kk) Appropriate general notes
- ll) Acknowledgment of any survey information relied upon
- mm) A double backflow preventer is required on all sprinkler systems and a backflow preventer is required on domestic water systems

- nn) A clearly defined fire access route containing radius curves, directional arrows, access lane widths and total length dimension from the Village ROW to the furthest edge of the route

B. Building Elevations

These drawings should illustrate the elevations and cross-section views for each building to be erected, except this requirement does not apply to a building to be used for residential purposes containing fewer than 25 dwelling units.

These drawings should be sufficient to display:

- i) the massing and conceptual design of the proposed building;
- ii) the relationship of the proposed building to adjacent buildings, streets and exterior areas to which members of the public have access.

C. Landscape Plan

The landscape plan should illustrate the following details if applicable:

- (a) Location of all existing and proposed planting beds, trees, play areas, etc.
- (b) Extent of proposed sod or other ground cover
- (c) Plant material schedule, in tabular form, containing plant size, quantity, spacing and species name (common and botanical names) for proposed plant materials

D. Site Servicing Plans

These plans shall be submitted and shall show all servicing works to be done on the site and adjacent public streets. Utilities to be included; water, sewer, sanitary sewer, natural gas, hydro, telephone and anything else deemed appropriate by the committee. A grade and drainage plan must be included in this submission. The Village follows the practice of designing for a 100 year storm.

E. Other

Any other requirements deemed necessary by the Approval Committee