



**Schedule "A" to By-law No. 4151**

# **SITE PLAN APPROVAL GUIDELINES**

## **TOWN OF TILLSONBURG**

~~Prepared by the County of Oxford  
Community Planning Office~~

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## SECTION 1 - INTRODUCTION

### 1.1 Description

In the Province of Ontario, [Section 41 of](#) the Planning Act authorizes municipalities to employ Site Plan Control as a land use tool to ensure the appropriate location of a development on a site and to ensure the safety, attractiveness and compatibility with the surrounding land. This Guideline document has been prepared to inform potential developers and the public about the use of Site Plan Control, the requirements for Site Plan approval in the Town of Tillsonburg, and to provide guidelines for site plan preparation and review.

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

### 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 trailers as defined in subsection 164 (4) of the Municipal Act, 2001 or subsection 3 (1) of the City of Toronto Act, 2006, as the case may be, 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. R.S.O. 1990, c. P.13, s. 41 (1); 1994, c. 4, s. 14; 2002, c. 17, Sched. B, s. 14 (1); 2006, c. 32, Sched. C, s. 47 (8). (S. 41(1) Planning Act, R.S.O. 1990, c. P.13)*

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

In addition to the provisions in the Planning Act, within Oxford County and its local area municipalities, the general policies for use of Site Plan Control are contained in the County of Oxford Official Plan. **The Official Plan defines the entire Town as a proposed Site Plan Control Area.** Development in the Town is further regulated through the Town of Tillsonburg Zoning Bylaw No. 3295 [as amended](#), the Town Site Plan Control By-law [No. 4151 as amended](#) and other applicable By-laws.

Pursuant to Section 41 of the Planning Act, the Council of the Town of Tillsonburg has enacted a comprehensive Site Plan Control (SPC) By-law. The Town's SPC By-law [No. 4151 as amended](#) 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 (SPA) is required for all commercial, industrial, institutional, private recreational and medium or high-density residential types of development in the following situations:

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

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

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

- a) Dwellings: single detached dwelling, semi-detached dwelling, duplex dwelling, triplex dwelling, freehold street-fronting townhouses on public streets and converted dwelling containing a maximum of two (2) dwelling units, as well as all residential accessory buildings.
- b) An addition or alteration to a building or structure mentioned in Section 2.1 of By-law 4151.
- c) Placement of a portable classroom on a school site of a district school board if the school site was in existence on January 1, 2007.
- d) Agricultural and farm-related buildings, building additions, building alterations or structures that are utilized in farming operations, but not including agricultural, commercial or industrial operations such as farm equipment sales and service, farm supply sales and agricultural storage, service or supply establishments.

For more information please see the section titled Exempt from Site Plan Approval found on page 4.

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

The following classes of development are exempted from site plan approval as per the Planning Act, R.S.O. 1990, c.P.13:

- A building which is constructed, erected or placed for the purpose of a single detached, semi-detached, duplex, triplex, or freehold street-fronting townhouse dwelling units on public streets and converted dwelling containing a maximum of two (2) dwelling units, as well as all residential accessory buildings.
- An addition or alteration to a building or structure mentioned above.
- 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.
- Agricultural and farm-related buildings, building additions, building alterations or structures that are utilized in farming operations, but not including agricultural, commercial or industrial operations such as farm equipment sales and service, farm supply sales and agricultural storage, service or supply establishments.
- The construction, erection or placing of a building or structure for residential purposes that contain no more than 10 residential units

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

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

Within 5 to 7 business days of submission of the Site Plan Approval Pre-Consultation Application, staff will determine if the proposed development is exempt from Site Plan Approval. If exempt, a building permit application may be submitted for approval.

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

e) \_\_\_\_\_

### **1.5 Goals of Site Plan Control:**

The principal goals of Site Plan Control are to:

- ensure the safety and convenience of vehicle and pedestrian traffic to, from, and on the site of a new development or redevelopment;redevelopment.
- reduce the cost to the municipality where development requires the widening of existing roads or the granting of easements for Municipal purposes;purposes.
- ensure that off-street parking and loading facilities are properly located, constructed and maintained during all seasons;seasons.
- improve the quality and aesthetic appearance of developments for greater enjoyment by \_\_\_\_\_

- the users and ~~tenants~~tenants.
- e) improve the image of the Town through ~~well-designed~~well-designed individual developments; and
- ensure proper stormwater management, drainage, lot grading for individual developments; and.
- f) ensure proper and adequate Town and County services and utilities are provided.

## SECTION 2 - SITE PLAN CONTROL PROCESS

### Approval Process2.1 Site Plan Approval Pre-Consultation

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

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

To determine if a Site Plan Application is applicable, and to assist the applicant in the preparation of a complete application package, The County Development Planner and Town staff will complete a checklist of what is required to constitute a complete application based on the proposed development on the subject lands.

After the Site Plan Application Pre-Consultation the Development Coordinating Committee will review the proposal and determine if the proposed development is:

- Exempt from Site Plan Approval;
- An Amendment to an Existing Site Plan Approval;
- A Minor Site Plan Approval application; or
- A Major Site Plan Approval application

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

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

### 2.2 Application Types and Circulation Periods

In order to expedite Site Plan Approval applications, the Town has ~~established~~created three separate application types: Minor, Major and Amendment. Once the application is deemed complete, it Minor Site Plan Approval applications will take be circulated to relevant Town staff and applicable agencies for comment. The circulation periods will vary depending on the application type. Table 1, outlines the circulation periods for each application type. approximately 7 business days Consolidated comments will be provided to the applicant at the end of the circulation period. Subsequent submissions will follow the same circulation period, and will continue until all comments are addressed to the satisfaction of all reviewing agencies, prior to approval being granted. from submission of a complete application if the application conforms to the provisions in the Town of Tillsonburg Zoning By-law No. 3295, the policies of the County of Oxford Official Plan, the Town's Site Plan Approval Guidelines, and other applicable policies and guidelines.

Major applications will take approximately 20 business days from submission of a complete application. Site Plan Amendment applications will vary in the length of time to approve based on the complexity of the proposed development.

**Table 1 - Circulation Periods**

<u>Application Type</u>	<u>Approximate Circulation Period Per Submission in Days</u>
<u>Amendment to an Existing Site Plan</u>	<u>15-30</u>
<u>Major Site Plan Approval</u>	<u>30</u>
<u>Minor Site Plan Approval</u>	<u>15</u>

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

*It should also be noted that the Town cannot guarantee that external agencies will follow the Towns prescribed circulation periods.*

*All application forms can be found on the Town and County websites or picked up at the Tillsonburg Customer Service Center.*

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

#### **Site Plan Approval Pre-Consultation**

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

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

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

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

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

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

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

#### Exempt from Site Plan Approval

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

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

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

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

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

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

### **2.3 Minor Site Plan Approval Application (Time 7 business days)**

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

Circulation periods will be in accordance with Table 1.

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

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

Site statistics including: Property Area  
Percentage of the property which is developed Area of site covered by buildings  
Gross floor area of all buildings  
Number of parking spaces and loading spaces Percentage of the site which is landscaped

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

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

#### **2.4 Major Site Plan Approval Application (Time 20 business days)**

Major Site Plan Approval Applications will be required for any new commercial, industrial or institutional builds. Other factors that the Town may consider when determining whether the Application is to be classified as a Major Site Plan Application include, but are not limited to:

- Apartment buildings with more than 10 units
- Does the site need to be serviced?
- Is upgrading or re-routing of the existing servicing on the subject property or in the Towns or County's Right of Way?
- Stormwater Management concerns?
- Are there any reports or studies required?
- Is the site in an environmentally sensitive area?
- Is the property in the watershed of a Municipal Drain?
- Will the site require changes to an existing grading plan?

Circulation periods will be in accordance with Table 1.

#### **2.5 Site Plan Amendment Application**

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

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

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

#### **Site Plan Amendment Application (Time 10 business days)**

Development proposals for lands which are already subject to an existing Site Plan Agreement or approved site plan that proposes a major addition, or alteration will be processed in accordance with the Town's Major Site Plan Application process unless otherwise noted by the County Development Planner, in consultation with the Manager of Engineering and Chief Building Official. Subsequent to Site Plan Approval Pre-Consultation, the Town and County staff will utilize the following criteria to determine whether a development proposal is considered

major and therefore requires an amendment to the existing Site Plan Agreement:

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

Circulation periods will be in accordance with Table 1.

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

The Site Plan Approval process is initiated by submitting a completed ~~Amendment, Minor or Major~~ Site Plan Approval application, all required drawings, reports and studies, and the required fee(s) to the Town of Tillsonburg Customer Service Centre or the County of Oxford Community Planning Office. ~~The Site Plan Approval application form can be found in Appendix 'B' of this document. Additional~~ application forms are available at the ~~local Town office~~Tillsonburg Customer Service Center, the Oxford County Community Planning Office, and online on the Town and County websites. The required application fee must accompany the completed application. The applicable application fee ~~is contained~~ is within the Town's Rates and Fees By-Law, as amended. **Please note that the fee is payable to the Town of Tillsonburg.**

For information regarding the application fee please contact the Town of Tillsonburg ~~at 519-842-9200 ext. 2222 at 519-688-3009 ext. 4600, or 4600 or visit the online on the~~ County's Community Planning Office website or the Town of Tillsonburg website. A checklist of ~~complete application~~minimum drawing submission requirements ~~are~~ is contained within the Site Plan Approval application form ~~(Appendix 'B')~~.

~~Please note that applications will not be circulated unless deemed to be complete by the County Development Planner and the Town's Development Engineering Technologist. The applicant will be notified within 30 days of submission if the application has been deemed complete~~

Applicants acknowledge that the submission and circulation of incomplete applications will result in additional submissions and extended approval times.

## **2.7 Minimum Requirements for a Complete Application**

- A completed Site Plan Application signed and sealed by a Commissioner for Taking Affidavits
- Site Plan Application fee paid in full
- The submission must conform to the Town of Tillsonburg zoning by-law No. 3295 as amended
- The submission must conform to the policies of the County of Oxford Official Plan
- The submission must conform to the Town of Tillsonburg Site Plan Control By-Law No. 4151 as amended
- The proposal must conform to The Corporation of the Town of Tillsonburg Development Guidelines and Design Criteria
- Site Plan Drawing
- Servicing Drawing
- Grading Plan Drawing
- OBG Matrix
- Zoning Compliance Table
- Any other drawings identified during the pre-consultation meeting
- Any reports or studies identified during the pre-consultation meeting
- External agency approvals

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

The County Development Planner ~~and the Town's Development Engineering Technologist~~ will review the initial submission ~~and notify the applicant regarding the completeness of the application. If additional information is required, the applicant will be informed. Once the application is deemed complete, the applicant will be notified, and the submission will be circulated and forward to Town staff. Town staff will circulate the application with the relevant appropriate agencies for review and comment, including but not limited~~ The site plan application will be circulated to the following public agencies, ~~as required~~:

- ~~Town staff including, , Chief Building Official, Deputy Chief Building Official, Fire Chief, Director of Operations, Manager of Engineering, Director of Recreation, Culture and Parks, Town Water Foreman, Town Development Commissioner, Town Utility Manager & Tillsonburg Hydro staff;~~

- Town staff including the Chief Building Official, Deputy Chief Building Official, Fire Chief, Director of Operations and Development, Manager of Engineering, Director of Recreation, Culture and Parks, Town Water Foreman, Town Development Commissioner, and Tillsonburg Hydro staff;
- County of Oxford Community Planning Office;
- County of Oxford Public Works Department;
- Applicable local utility companies;
- County of Oxford Public Health and Emergency Services Department, if required;
- County or Town Accessibility Advisory Committee, if required;
- Long Point Region Conservation AuthorityAuthority (LPRCA), if required;
- Ministry of Transportation (MTO);
- Ministry of Natural Resources (MNR);
- Ministry of Environment, Conservation and Parks (MECPOE);
- Department of Fisheries and Oceans (DFO);
- Ministry of Tourism, Culture and Sport (MTC);
- Rail Company, etc, if required.
- Any other agency determined to be relevant to the development of the lands

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.

The timing of comments from outside agencies is outside of the control of the Town of Tillsonburg. However, approval of Site Plan submissions will **NOT** occur until all agency concerns have been addressed.

It is the responsibility of the applicant to provide the town with suitable written documentation of the approvals from the regulatory agencies.

The development will be subject to the requirements of all by-laws within the Town.

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

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

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

Once all requested comments have been received, the County Development PlannerDevelopment Engineering willTechnologist will consolidate all comments and concerns into a formal e mail response, and forward themaddressed to the \_\_\_\_\_

applicant ~~requesting required revisions to site specific design information and additional information or studies may be requested after the first submission has been reviewed.~~

If requested, the Development Coordinating Committee will meet with the applicant ~~in order to~~ discuss concerns regarding the proposed development and to clarify ~~resubmission~~ requirements.

***Any subsequent site plan resubmission shall include a letter from the applicant stating in bullet form how they have addressed each of the concerns/comments in the formal response from the County Development Planner/Development Engineering Technologist. This will be in a format provided by the Town of Tillsonburg.***

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

At the discretion of ~~the Development Coordinating Committee~~ ~~Town Staff~~, or where necessary as a requirement of the Town Zoning By-Law No. 3295, the applicant may be required to hold a public information/consultation session ~~in order to~~ advise the public of the proposed development.

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

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

## **2.10 Final Approval**

For the purposes of Site Plan Approval, in accordance with Subsection 41(13)(b) of the Planning Act and stated by By-law 4151 of the Corporation of the Town of Tillsonburg, ~~the authority to approve plans and drawings required for any site plan control area in the Town has been delegated to the County Development Planner and the authorized person, as per the Towns Delegation By-law, Town's Chief Administrative Officer.~~

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

## **2.11 Agreement or Undertaking Execution**

~~All Site Plan Application types will require the applicant to enter into a Site Plan Agreement or Undertaking with the Town of Tillsonburg. The Agreement or Undertaking will be drafted by Town staff and forwarded to the owner of the lands for signature. Once returned the Director of Operations and Development and the Town Clerk will sign the Agreement or Undertaking on behalf of the Town. The Agreement must be registered on title of the subject lands, which the Town's solicitor will execute at the expense of the Owner~~

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

- ~~• The Applicant will be sent the Site Plan Agreement or Undertaking, a minimum of three copies are to be printed and signed by the Owner~~
- ~~• The Applicant must return the three copies of the Agreement or Undertaking to the Town for signing by the Director of Operations and Development as well as the Town Clerk. At the same time the applicant is required to submit two full-size hardcopies of the approved drawings and the necessary securities as outlined in the cost estimate, which will be included as a schedule in the Agreement or Undertaking.~~
- ~~• Town staff will have the Site Plan Agreement or Undertaking signed by Town Officials;~~
- ~~• Town staff will advise the applicant the Site Plan Agreement or Undertaking has been~~

~~approved and signed by the Town.~~

- ~~The Applicant will provide the required security amount, if applicable;~~
- ~~Upon receipt of the signed Agreements, approved drawings and required securities security, Town staff will sign the agreement and the Chief Building Official will be advised of the approval of the site plan as it relates to the required building permit applications. the Town will release the signed Agreement to the applicant for signature;~~
- ~~Town staff will advise the applicant that the fully executed agreements are available for pick up.~~
- ~~The Town will have their solicitor register the Agreement or Undertaking on title of the subject lands, a copy or the registration will be provided to the applicant.~~
- ~~The Agreement must be registered on title prior to the issuance of a building permit, the applicant must have this completed and provide documentation to the Town;~~
- ~~Once the Site Plan Agreement has been signed by all parties, the Town has received all performance securities, and the applicant has provided documentation that the site plan agreement has been registered on title of the subject lands, Town staff shall advise the Chief Building Official that a building permit can be issued.~~

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## 2.12 Building Permit

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

### Post-construction

All of the works required by the Agreement or Undertaking shall be completed within three years of the date of building permit issuance, or one year of the date of approval of the site plan if no building permit is required, unless otherwise approved by the Development Coordinating Committee and specified in the Site Plan Agreement. In anticipation of construction taking longer than three years to complete, the applicant shall provide written correspondence to the attention of the County Development Planner advising:

- a) When the approved development will be completed;
- b) What is remaining to be constructed/installed;

Why the approved development has not been constructed within the three year period.

## 2.13 Partial Release of Performance Securities

Performance securities held by the Town may be released in stages as development progresses to the satisfaction of the Manager of Engineering or Development Engineering Technologist, and Chief Building Official. Prior to the release of partial performance securities, the applicant must provide the Town of Tillsonburg written confirmation from the consulting Engineer that certain site works have been completed as per the Agreement and all approved stamped drawings. These performance security reductions are dealt with on a request basis. The applicant will be required to complete the necessary Site Plan Security Release Application.

Performance securities held for landscaping purposes will be held until June following the end of the first growing season to ensure all installed landscaping has survived the winter and is healthy. At no time, prior to the first (1<sup>st</sup>) anniversary of the completion of all buildings, structures, works, services, and facilities, shall securities be reduced to an amount less than ten percent (10%) of the total cost thereof, which amount shall be held as maintenance security. If, after the expiry of the first (1<sup>st</sup>) anniversary of the completion of all buildings, structures, works, services, and facilities, no outstanding defects exist therein, the balance of the Security then held by the Town shall be returned to the Owner.

## 2.14 Post-construction

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

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

### Partial Release of Performance Securities

Performance securities held by the Town may be released in stages as development progresses to the satisfaction of the Manager of Engineering, and Chief Building Official. Prior to the release of partial performance securities the applicant must provide the Town of Tillsonburg written confirmation from the consulting Engineer that certain site works have been completed

as per the Agreement and all approved stamped drawings. These performance security reductions are dealt with on a request basis. The applicant will be required to complete the necessary Release of Performance Securities form. The applicant will be notified within fifteen (15) days of submission of the above if the Town is satisfied to release the held performance securities.

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

If the work required by the Agreement is not completed as required in the Agreement, the

~~performance securities or portion thereof will be retained until the deficiencies are remedied. Upon failure of the Developer/Owner(s) to remedy the situation to the satisfaction of the Town, the Town may choose to cash and/or draw upon the Performance Security.~~

~~If any elements of the works have been constructed contrary to the Agreement, revised plans shall be submitted by the consulting Engineer detailing the changes which have been made and the reasons behind the changes. The Town will review the changes to determine if they are acceptable and whether or not an Amendment to the Site Plan is required. If the changes are acceptable and no Amendment is required, the Town will then inspect the site to determine whether or not a reduction in the Performance Security is justified. If the changes are not acceptable, or if an Amendment is required to reflect the changes, no reduction in the Performance Security respecting the changes can occur until all relevant Departments/Agencies have approved the changes, or portion thereof, to have the deficiencies corrected.~~

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

#### Release of Performance Securities for Landscaping

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

#### Drawing Upon the Performance Security - Failure to Complete Works

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

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

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

~~In the event costs are incurred by the Town in performing the works or services required to be affected or deemed by the Town to be necessary pursuant to this Agreement, the Owner will forthwith pay such costs to the Town, upon demand therefore. In the event of failure by the~~

~~Owner to pay such costs within thirty (30) business days of receiving Notice thereof from the Town, the Town shall have the right to recover such costs by drawing upon the Performance Security.~~

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

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

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

## **2.15 Appeals**

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

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

## **2.16 Red-line Amendments**

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

## **2.17 Minor Corrective Amendments**

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

## **2.18 Site Plan Extensions**

~~In anticipation of construction taking longer than three years to complete, the applicant shall provide written correspondence to the attention of the County Development Planner advising:~~

- ~~• When the approved development will be completed~~
- ~~• What is remaining to be constructed/installed~~
- ~~• Why the approved development has not been constructed within the three-year period~~

After review and decision of the committee the Town will inform the applicant if a revision to the approved drawings or cost estimate will be required and the need for additional securities.

## **2.19 Lapsing of Approval**

Where a building permit is required for the development Site Plan Approval will lapse at the expiration of one year from the date of Site Plan Approval if no building permit has been issued for the development. The Site Plan will also lapse if a building permit has been issued and construction has not been started within one year of issuance, completed within three years of issuance, or the building permit has been revoked.

Where no building permit is required for the development Site Plan Approval will lapse if the owner has not started construction within one year of the date of Site Plan Approval or construction has not been completed within three years of the date of Site Plan Approval.

The laps of approval is effective upon written notice revoking the approval to the owner or, where an agreement has been registered, upon the registration of a notice that the approval is revoked and the agreement is terminated.

# **SECTION 3 -APPLICATION REQUIREMENTS**

## Application

### **3.1 Application**

The property owner or their authorized agent should complete the Site Plan Approval application, found in Appendix 'B' The application can be found on the Town and County websites or can be picked up at the Customer Service Center. Where an agent is making the application, the written authorization of the owner must accompany the application. If the application is being made under an agreement of purchase and sale, a copy of the agreement must be attached and will remain confidential. Drawings, reports and studies -which accompany a site plan application are required to be submitted in standard .pdf format to planning@oxfordcounty.ca, planning@oxfordcounty.ca and planning@tillsonburg.ca, and 2 full size hardcopies of the documents must be delivered to the customer service center at 10 Lisgar Avenue.

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

### **3.2 Fees, Performance Securities and Deposits**

In accordance with the Town Site Plan Control By-law No. 4151, an applicant may be required to provide the Town with an irrevocable, renewable letter of credit, certified cheque, or development bond to ensure satisfactory provision and maintenance of the building, structures, facilities and work approved under the site plan approval process.

#### **Fees**

The required application fee shall be submitted payable to the "Town of Tillsonburg." Please refer to the Rates and Fees By Law, as amended, for the application fee amount.

#### **Performance Securities**

The applicant shall provide performance securities (in the form of an irrevocable, renewable letter of credit, certified cheque, or development bond) and applicable deposits before the Town issues Site Plan Approval for the proposed development. Securities will be applied in accordance with Table 2. If using a letter of credit or development bond to provide securities, the Tillsonburg Finance Department should be contacted for their current requirements prior to submission. in the following manner:

#### **Table 2 – Security Requirements**

**For all lands zoned Industrial, Commercial, Open Space, or Institutional (excluding retirement homes, nursing homes, etc.)**

<b>On-Site Works</b> <u>Grading and Drainage, Asphalt, Curbing, Servicing, etc.</u> <u>Stormwater Management Facilities</u> <u>Anything else determined to be required by the Town or County</u>	<u>50%</u> <u>100%</u> <u>50%</u>
<b><u>For all lands zoned Residential or institutional (pertaining to retirement homes, nursing homes, etc.)</u></b>	
<b>On-Site Works</b> <u>Grading and Drainage, Asphalt, Curbing, Servicing, etc.</u> <u>Landscaping</u> <u>Stormwater Management Facilities</u> <u>Anything else determined to be required by the Town or County</u>	<u>100%</u> <u>100%</u> <u>100%</u> <u>100%</u>

**For all lands zoned Industrial, Commercial, Open Space or Institutional (excluding retirement homes, nursing homes, etc)**

50%  
100%

**For all lands zoned Residential or Institutional (pertaining to retirement homes, nursing homes, etc)**

**On-Site Works**

<u>Grading and Drainage, Asphalt, Curbing, Servicing, etc</u>	<u>100%</u>
<u>Landscaping</u>	<u>100%</u>
<u>Stormwater Management Facilities</u>	<u>100%</u>

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

***The performance security shall also contain 1.76% net non-rebatable HST.***

Further to the above, the Town will not require performance securities ~~in the event that if~~ the applicant's submitted cost estimate (to the satisfaction of the Town Engineering Department), indicates the required performance security will not exceed \$ 10,000.00~~5,000.00~~.

Also, the Town will not require performance securities relating to stormwater management in the instance where a municipally owned regional stormwater management facility has already been constructed. However, dredging of the pond may be required if it is determined that the developer has not maintained the erosion control measures agreed upon during the Site Plan Approval process.

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

In order to~~To~~ determine the amount of the performance securities required by the Town, the applicant's consulting Engineer must complete Appendix 'C' ~~submit a~~ Cost Estimate of the Site Works and Services for approval and affix ~~their~~his/her professional stamp. A sample typical cost estimate can be found on the Town and County's websites.

### **Deposits**

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

### **3.3 General Requirements for Drawings**

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

Two~~Ten~~ (20) full size (maximum size of 24"x 36") folded copies of the site plan drawing(s) are required, including digital .pdf copies of the full size~~full-size~~ drawings. ~~These drawings shall be prepared by a qualified professional in such a manner as to permit registration at the Oxford County Land Registry Office.~~ Please refer to the Site Plan Approval Pre-Consultation application (Appendix 'A') ~~to verify the applicable professional required to prepare the Site Plan Approval drawings.~~

### **3.4 Drawings Required for Stamping**

Once Site Plan Approval has been granted, two~~six~~ (26) sets of large drawings and, a digital .pdf of the final plans shall be submitted to be included in the Site Plan Agreement or Undertaking. Final plans for Site Plan Approval shall be certified by the appropriate professional. The drawings and plans submitted for review must meet the requirements set out in this document.

### **3.5 Site Plan Drawing Requirements**

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

### **3.6 Building Elevation and Cross-Section Drawings**

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

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

### **3.7 Design for Accessibility**

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 the Town aims to make all buildings accessible to persons with disabilities. This new act will be progressively implemented to replace the existing ODA. The legislation will apply to all private and public sector organizations and businesses with the release of five standards relating to accessibility with respects to goods, services, facilities, employment, accommodation and buildings. All site plans shall be required to adhere to the standards released under the Act, and any accessibility requirements of the Town Zoning By-Law and Ontario Building Code.

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

### **3.8 Landscape Plan Requirements**

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

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

Please refer to Section 4.1.14 Page 21 which lists, in detail, the Landscape Plan Guidelines.

### **3.9 Grading Plan**

Lot grading shall be designed and constructed in accordance with the latest version of The Town of Tillsonburg Development Guidelines and Design Criteria as well as other industry standards and best practices, including but not limited to:

- Guidelines on Erosion and Sediment Control for Urban Construction Sites, prepared by Ontario Ministry of Natural Resources

- [Ontario Provincial Standard Specifications \(OPSS\) and Ontario Provincial Standard Drawings \(OPSD\) prepared by the Ministry of Transportation](#)
- [Ontario Building Code \(OBC\)](#)
- [Applicable Town of Tillsonburg By-Laws](#)

### **3.10 Site Servicing Plan Requirements**

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

### **3.11 Sanitary Sewer Systems**

The sanitary sewer features are to be designed in accordance with [the the Town of Tillsonburg's Subdivision and Development Guidelines Design Criteria Oxford County Design Guidelines and Supplemental Specifications for Municipal Services as amended](#) as well as the Provincial standards (including the Ontario Building Code) which can be found at <https://www.ontario.ca/page/ministry-environment-and-climate-change> [and the County of Oxford standards and specifications.](#) Please contact the County of Oxford Public Works Department at [519-539-9800](#) for information regarding the County standards and specifications. The following features must be illustrated on the servicing drawing.

- [Drainage piping](#) [On-site sewer](#) - location from building to private drain connections, size and grade.
- Private drain connections - existing and new, location, size and grade.
- Control manholes to be located at the street line on private property [and shall remain the responsibility of the Owner to maintain.](#)
- All manholes must show invert and finish grade elevations.
- Ministry of Environment requirements - private sewers shall be designed and installed according to MOE PIBS 6879, "Design Guidelines for Sewage Works."
- Location and capacity of existing and proposed septic tank(s) and tile bed(s) on the property, if municipal sanitary sewers are not available.

### **3.12 Stormwater Drainage and Collection Systems**

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

- Catch basins [and maintenance holes](#) - locations, proposed elevations for grates/[lids](#) and inverts.
- Drainage piping location and all access hole inverts and final grade elevations from building to private drain connections.
- Private drain connections - existing and new, location, size and grade, drainage swales (landscaped areas) - elevations along swale, cross sections, [percentages%](#) grades - (slope).
- Overland flow - show flow arrows to permit ready identification of overland flow direction, show existing and proposed elevations along property lines, and key points on site and abutting properties.
- Flows from adjacent properties - [in the event that](#) adjacent private properties drain onto the site being developed, the storm drainage system is to be designed to prevent storm water from backing up and creating a flooding or ponding condition on the adjacent property.

- Weeping tiles - identify how flows will be handled should weeping tiles be installed.
- Dry well systems and retention systems Stormwater management systems are to—display such relevant detail contained in the consulting Engineer's design as will be necessary to ensure that these features are implemented by the contractor;
- Sediment and erosion control measures to be implemented before and during construction and post-construction; and

• Stormwater management systems and design.

Depending on the site and scale of the development, a stormwater management report may be required in addition to the above servicing drawing requirements. New stormwater management ponds will require an EnvironmentalEnvironmental Compliance Approval from the Ministry of Environment and Climate Change.

### **3.13 Water Systems**

The water system features are to be designed in accordance with Provincial standards and the, Oxford CountyCounty of Oxford and the Town of Tillsonburg's Subdivision and Development Guidelines Design Criteria standards and specificationsDesign Guidelines and Supplemental Specifications for Municipal Services. The following features must be illustrated on the servicing drawing.

- Location and size of all existing or proposed water pipes and mains, valves, shutoffs, s and blow-offs, and auto flushers.
- Location of existing and proposed fire hydrants in the vicinity which will service the development.
- Location of existing and proposed private water wells on the subject property, if applicable.
- Ministry of Environment requirements – private water supply pipes shall be designed and installed according to MOE PIBS 6881e, "Design Guidelines for Drinking-Water Systems."
- Ministry of Environment requirements – private water supply pipes shall be designed and installed according to MOE PIBS 6881e, "Design Guidelines for Drinking Water Systems."

### **3.14 Electrical Systems**

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

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

### **3.15 Emergency ServicesFire Department Access**

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

Fire Routes and distances from the municipal or private hydrant to the principle entrance and or Siamese connection to be shown and measured via path by fire route and not overland over ditches, obstacles etc. Fire routes must be paved.

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

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

### **3.17 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 for that~~ any municipal and utility installations traversing the site ~~to an~~ be properly installed and maintained by the appropriate authority, municipal service easements and utility easements are required for ~~any water~~ mains, sanitary and storm sewers, drains, telephone, electricity, gas and cable services that traverse the site.

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

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

### **4.1 Building Location and Facility Design - All Developments**

#### **4.1.1 Location of Buildings and Facilities**

##### **Location of Buildings and Facilities**

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

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

#### **4.1.2 Building Orientation**

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

- Where possible, buildings should reinforce the prevailing street pattern by aligning with the established building line or street edge. Buildings may be set back from or placed at an angle to the existing street edge if they are of community importance.
- Where possible public views, into, through and out of a development site, should be maintained and improved. Community identity can be achieved by ensuring views of community features such as churches, heritage buildings, bodies of water, valleys, open space and bridges are preserved.
- New development next to parks, open space and streets should be designed to ~~effectively integrate with the surrounding landscape so that any change resulting from the new development does not compromise the character of the landscape, blend with the open area~~.
- 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.

Please note that building height and proximity to other developments may necessitate the town requesting a shadow study.

### **4.1.4 Parking, Driveway and Loading Facilities Guidelines - All Developments**

The requirements for parking surface material, space size and number, aisle and driveway widths and loading facilities are provided in ~~Sections 5.14, 5.24 and all other applicable provisions of~~ the Town of Tillsonburg Zoning By-law No. 3295, as amended.

### **4.1.5 Parking Areas**

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

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

- Delineate parking rows to confine traffic to designated parking aisles or driveways.
- Minimize access to and from parking aisles along main internal driveways.
- All accessible parking is to be clearly marked with signage and designed in conformity with ~~Section 5.24.2.2 of~~ the Town Zoning By-Law.
- Clearly identify the types of designated parking areas for employees, visitors and the public.
- Public parking should not conflict with shipping, loading, garbage removal or utility areas.
- ~~To ensure that~~ parking ~~should~~ not be 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.
- Incorporate design features, such as screening, to mitigate vehicle lighting impacts onto neighbouring properties.

#### **4.1.6 Parking Space Requirements**

As previously mentioned, requirements for the number of parking spaces for specific types of ~~uses~~use and the size of spaces are set out in the Town Zoning By-law [No.3295, Section 5.24.](#)

The number of parking spaces designated to accommodate persons with disabilities shall be in accordance with [Section 5.24.2.2 of](#) the Town of Tillsonburg's Zoning By-law No. 3295.

#### **4.1.7 Internal Driveways**

To ensure proper flow of traffic:

- Delineate main internal driveways with raised curbs.
- Avoid lengthy straight sections and use traffic calming devices to discourage high speeds.
- Ensure adequate visibility of intersecting traffic movements in the design of driveways and parking aisle intersections.
- For large commercial or industrial developments, main internal driveways should be located away from building entrances [in order to](#) minimize pedestrian and vehicle conflicts.
- Aisles designed for one-way or two-way circulation should be clearly marked.
- Driving lanes should widen at drop-off areas near buildings.
- [Shall be of an appropriate slope](#)Slope should fall within the requirements of The Corporation of the Town of Tillsonburg Development Guidelines and Design Criteria.
- Turning radii shall be provided at the end of dead-end driveways.
- [Design and identify](#)Show all required fire routes as per the Ontario Building Code and National Fire Code.
- [Signage must be provided along fire routes.](#)
- Incorporate design features, such as screening, to mitigate vehicle lighting impacts onto neighbouring properties.

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

To ensure loading facilities are effective:

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

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

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

#### **4.1.9 Garbage Storage Handling Areas - All Developments**

### Design Features

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

- Location and accessibility - waste disposal areas should be located at the building service entrance or rear yard which can be easily accessed by the waste collection vehicle.
- Collection Platform Material - a concrete pad or other structurally adequate impervious material is required to mitigate any seepage of liquid waste.
- Enclosure Wall Material and Height - the enclosure should be constructed with low maintenance durable material.
- Street-fronting Townhouses should have an individual waste and recycling storage area within or immediately associated with each unit. Common exterior storage facilities are not recommended and will only be permitted where the applicant demonstrates that individual storage facilities are not feasible.
- Apartments - waste and ~~recycling is~~recycling are to be centrally stored in specifically designed common storage facility.
- Developments whose garbage storage area do not front public streets and do not want to contract out private collection services will need to follow Oxford County's Entry on to Private Property for Waste Collection Service Provision Operations Policy

### 4.1.10 Snow Removal and Storage Areas - All Developments

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

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

### 4.1.11 Access - All Developments

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

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

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

### 4.1.12 Pedestrian Facilities Guidelines - All Developments

To ensure the provision of safe and convenient pedestrian circulation:

- Install public sidewalks across the frontage of the site in accordance with the Corporation of the Town of Tillsonburg Development and Design Guidelinesstandards. Please review the Town of Tillsonburg's Subdivision and Development Guidelines Design Criteria or contact the Town of Tillsonburg at 519-842-9200 for the required public sidewalk standards.
- On-site walkways should join building(s), access points to parking areas, recreational

- areas and public sidewalks.
- Link building entrances to sidewalks and parking areas by means of a safe, convenient and well-lit walkway system.
- Clearly identify walkways that cross vehicular lanes.
- Provide continuous pedestrian walkways between entrances of units in buildings with multiple tenancies.
- Increase the width of the walkway where pedestrian activity is greater, such as at building entrances
- Protect pedestrian areas from vehicular intrusion with landscaping or curbs.
- Minimize grade changes between the public sidewalk and private pedestrian areas.
- Design pedestrian facilities for maximized accessibility from the public sidewalk to 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 is required.
- Recommended standards are outlined in the Built Environment Standard of the AODA.

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

#### **4.1.13 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. The usage of LED lighting is preferred.

A photometric site plan may be required to demonstrate lighting is entirely contained within the site with zero illumination levels at property line to not adversely affect adjacent properties.

All site lighting shall be consistent with the requirements and standards of the Institute of Electrical and Electronics Engineers (IEEE).

#### **4.1.14 Landscaping and Buffering Features Guidelines - All Developments**

Landscaping requirements, in the form of planting strips, are outlined in Section 5.25 Planting Strips of the Town of Tillsonburg's Zoning By-law No. 3295 and must be shown on the Site Plan or if required, a separate Landscape Plan.

##### **Definitions**

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

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

"Landscaped Open Space" - means the open unobstructed space at grade on a lot and which is suitable for the growth and maintenance of grass, flowers, bushes, trees and other landscaping and includes any surfaced walk, patio or similar area but does not include any driveway or ramp, whether surfaced or not, any curb, retaining wall, parking area or any open space beneath or within any building or structure. (Section 4.97 of the The Town of Tillsonburg Zoning By-Law No. 3295)

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

#### **4.1.15 Screening and Ornamental Plantings**

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

#### **4.1.16 Plant Selection**

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

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

#### **4.1.17 Preservation of Existing Landscape Elements**

##### **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.

#### **4.1.18 Tree Protection Standards - All Developments**

Tree preservation and protection is encouraged through careful site planning including the appropriate location of buildings, facilities and servicing. The Town may request that the applicant provide a report from an certified arborist. In general, when trees are to be saved in a construction area, the following recommendations have to must be followed to ensure the longevity of those trees:

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

If comments or questions regarding trees to be saved should arise, the services of the Town's Parks office will be available at 519-842-9200 at any time before or during construction.

#### **4.1.19 Grading of Storm, Surface Water & Wastewater Systems- All Developments**

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

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

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

Grading shall comply with the Accessibility for Ontarians with Disabilities Act, 2005, Oxford County's Facility Accessibility Design Standards, and The Corporation of the Town of Tillsonburg Development Guidelines and Design Criteria.

#### **4.1.20 Storm Water ManagementRetention Systems**

The applicant may be required to submit a stormwater management report, prepared by a professional engineer competent in storm water management and licensed to practice in Ontario. The stormwater management report shall be submitted to and approved by the Town and shall follow the stormwater management requirements within the Corporation of the Town of Tillsonburg Development Guidelines and Design Criteria. All site plans shall comply with the following:

- Flows Quantity Controls - The flows from a development site are to be ~~restricted controlled to these the pre-development flows (greenfield) or to the allocated flow rate within the right of way storm sewer servicing the site.that were allowed for the site in the design of the storm sewer.~~
- Retention Systems - The Town may determine that a storm water retention system is required as a method of temporary on-site storage of storm water. The applicant will be required to have a professional engineer, who is competent in storm water management practices, submit to and have approved by the Town, the design of a storm water retention system. The approved method is to be displayed on the site plan submitted for site plan approval. Additional supporting documentation may be required. Quality Controls – For all residential, commercial, institutional and industrial developments, the Town requires Enhanced Water Quality Protection (80% Total Suspended Solids Removal) as described in the Stormwater Management Planning and Design Manual prepared by the MOE (2003) prior to discharge from the site to the receiving outlet. The Town may request Oil Grit Separators (OGS), or an approved equivalent be installed on private property at the discretion of the Manager of Engineering. This structure will be owned and maintained by the Owner.
- Certification by Engineer - Upon completion of construction, the applicant will be required to have ~~their~~ professional engineer certify that the ~~retention stormwater~~ system was constructed in accordance with the approved design.
- Dry Well System - If no storm sewer is available or ~~the storm sewer cannot be it is not practical to extended the existing infrastructure~~, the Town may consider the use of a dry well system provided that the applicant provides a report from a qualified geotechnical engineer ~~that confirms~~confirming that the soils are suitable for a dry well system and ~~that the required sizing can be accommodated while maintaining at the an~~ appropriate separation ~~can be maintained~~ from all buildings, services and utilities. The ~~Chief Building Official Manager of Engineering~~ 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.
- A stormwater management maintenance manual and schedule will be required for all Quality Controls. This manual and schedule shall be prepared by a Professional engineer. Periodically the Town may request documentation to ensure that maintenance and scheduling is being followed.
- Please note that stormwater retention systems for industrial development proposals may require the approval of the Ministry of Environment and Climate Change. Please contact

the Town Engineering Department for more information.

#### **4.1.21 Waste Water/Wastewater Systems**

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

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

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

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

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

### **4.2.1 General Guidelines**

The design should meet the following objectives:

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

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

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

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

Commercial development within the Downtown Core Area shall reflect the recommendations and guidelines of the Central Area Design Study (2012) as amended from time to time.

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

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

### **4.3.1 General Building Orientation**

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

### **4.3.2 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:

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

### **4.3.3 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:

- Type of Occupancy - The amenity space should reflect the anticipated type of household that will occupy the dwelling units.
- Accessibility - For ease of maintenance, an on-grade private outdoor space should be accessible from the front of the unit without requiring access through a living or dining room. A private outdoor space above grade should be easily accessible from a principle habitable room such as a living room.
- Separation and Screening - Separation, in the form of distance or separation screening, between private outdoor spaces and adjacent uses should be provided. Where screening is used to provide separation between abutting privacy areas at the same grade, this screening should be at least 1.5 m (5.0 ft) high.
- Parking Separation - Common parking lots should not be closer than 3.0 m (9.8 ft) to a private outdoor space and should be oriented so that headlights and fumes are not directed towards the private outdoor space by using a parallel parking arrangement or by screening with planting or fencing.

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

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

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

#### **4.3.5 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 and vibration measurements, methods of evaluation, noise sources and abatement measures. New residential ~~development~~development, which is proposed to locate in proximity to railway lines or other major sources of noise will be required to meet Provincial Noise Guidelines for residential development to ensure an acceptable acoustical environment is provided for future occupants. Where noise abatement measures are required, site plans and/or landscaping plans shall incorporate the necessary remedial measures.

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

#### **4.3.6 Community Mailboxes**

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

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

Any removal or relocation of any existing community mailbox must be completed by Canada Post.  
Canada Post provides a Delivery Planning Standards Manual for builders and developers.

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**APPENDIX 11C" COST ESTIMATE OF SITE WORKS AND SERVICES**

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<b>COST ESTIMATE OF ON-SITE WORKS AND SERVICES</b>		
1.	Site grading and preparation	\$
2.	Paving—granular base and sub base	\$
3.	Paving—base and surface asphalt	\$
4.	Lighting (as applicable)	\$
5.	Fencing	\$
6.	Walkways	\$
7.	Curbing	\$
8.	Waterlines	\$
9.	Sanitary sewers	\$
10.	Storm sewers	\$
11.	Landscaping	\$
12.	Total of other works and services (Please list on a separate page)	\$
	<b>TOTAL ON-SITE WORKS AND SERVICES</b>	\$
(A)	<b>TOTAL ON-SITE WORKS AND SERVICES multiplied by 50% or 100% (see page 12 for more detail)</b>	\$
(B)	<b>ON-SITE STORMWATER MANAGEMENT FACILITY (AS APPLICABLE) X 100%</b>	\$
<b>COST ESTIMATE OF OFF-SITE WORKS AND SERVICES</b>		
1.	Water lines and hydrants	\$
2.	Sanitary sewers	\$
3.	Storm sewers	\$
4.	Other works and services (Please list on a separate page)	\$
(C)	<b>TOTAL OFF-SITE WORKS AND SERVICES X 100%</b>	\$
<b>SUB TOTAL (A+ B+ C):</b>		\$
<b>1.76% NET HST:</b>		\$
<b>LETTER OF CREDIT TOTAL:</b>		\$

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Signature and Stamp of Professional Engineer

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## **APPENDIX "D" - EXAMPLE OF LETTER OF CREDIT FORM**

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

**BANK LETTERHEAD** Letter of Credit No: \_\_\_\_\_ Total Amount: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

We hereby authorize you to draw on (Financial Institution) (Address) for account of our customer, \_\_\_\_\_ (Name of customer) ("our Customer") up to an aggregate amount of \_\_\_\_\_ dollars (\$ \_\_\_\_\_) available on demand as follows:

Pursuant to the request of our Customer we, the (name of bank) \_\_\_\_\_ hereby establish and give to you this Irrevocable Standby Letter of Credit in your favour in the total amount of \_\_\_\_\_ dollars (\$ \_\_\_\_\_) which may be drawn on by

you at any time, from time to time upon written demand for payment made upon us by you which demand we shall honour without enquiring whether you have a right as between yourself and our Customer to make such demand and without recognizing any claim of our Customer, provided, however, that you are to deliver to the (Financial Institution) by facsimile transmission at such time as a written demand for payment is made upon us, a certificate signed by your Treasurer, or designate, confirming that monies drawn pursuant to this Letter of Credit are to be used to perform any outstanding obligations of our Customer to you or to ensure that any outstanding obligations of our Customer to you are performed.

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

The amount of this Letter of Credit shall be reduced from time to time as advised by notice in writing given to us by you from time to time.

It is a condition of this Irrevocable Standby Letter of Credit that it shall be deemed to be automatically extended for one year from the present or any future expiration date hereof, unless thirty (30) days prior to any such date we shall notify you in writing by Registered Mail that we elect not to consider this Irrevocable Standby Letter of Credit renewed for any such additional period. Upon receipt by you of such notice, you may draw hereunder by means of your demand accompanied by your written certification that the amounts drawn will be retained and used by you to satisfy the above obligations, and that you will release any amounts that you determine in your sole discretion are not required by you for such purposes to our Customer. Partial drawings are permitted. The Stated Amount shall be reduced by the amount of each such partial drawing.

This credit is subject to the Uniform Customs and Practice for Documentary Credits (2007 Revision) International Chamber of Commerce Publication 600.

[NAME OF BANK]

Per: \_\_\_\_\_ Name: \_\_\_\_\_

Per: \_\_\_\_\_ Name: \_\_\_\_\_

IN, Je have authority to bind the Bank.

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APPENDIX "E" – EXAMPLE OF DEVELOPMENT BOND

BOND NO: AMOUNT: \$

~~KNOW ALL MEN BY. THESE PRESENTS, that, as Principal (hereinafter called the "Principal"), and The Guarantee Company of North America, as Surety (hereinafter called the "Surety"), are held and firmly bound unto the Corporation of the Town of Tillsonburg, as Obligee (hereinafter called the "Obligee"), in the amount of            dollars (\$           ), lawful money of Canada, for the payment of which sum, well and truly to be made, the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.~~

~~WHEREAS the Principal and the Obligee have entered into an agreement entitled 'Site Plan Agreement' dated the            day of           , 20           in connection with a development located in the Town of Tillsonburg            and known as            (said agreement is by reference made a part hereof and is hereinafter referred to as the "Site Plan Agreement").~~

~~NOW THEREFORE, the condition of this obligation is such that if the Principal shall perform the Site Plan Agreement in accordance with its terms and fully indemnify the Obligee from all costs and expenses which the Obligee may suffer by reason of the Principal's failure to do so, then this obligation shall be void; otherwise, this obligation is to remain in full force and effect.~~

~~PROVIDED, however, the foregoing obligation is subject to the following conditions and provisions:~~

~~Whenever the Principal shall be declared by the Obligee in writing in accordance with the terms of Site Plan Agreement to be in default under the Site Plan Agreement ("Default Notice"), the Obligee shall promptly provide written notification to the Surety of the Principal's default under the Site Plan Agreement and provide a copy of the Default Notice to the Surety.~~

~~For each claim for indemnity under this bond ("Claim"), the Obligee shall provide to the Surety a written statement ("Certificate") certifying that:~~

- ~~• the Principal is in default under the Site Plan Agreement; and~~
- ~~• monies claimed under this bond are to be and/or have been expended by the Obligee to remedy the default of the Principal under the Site Plan Agreement.~~

~~Subject to the conditions and provisions of this bond, the Surety shall promptly indemnify the Obligee for the costs and expenses incurred by the Obligee in remedying the Principal's default in accordance with the terms and conditions of the Site Plan Agreement.~~

~~The Obligee may make multiple Claims under this bond.~~

~~At the conclusion of the Obligee's Claim(s) under this bond, the Obligee shall provide to the Surety an accounting of the amounts expended by the Obligee to remedy the Principal's default under the Site Plan Agreement. In the event the total amount of all payments made by the Surety under this bond exceeds the amount required to indemnify the Obligee with respect to remedying the default of the Principal under the Site Plan Agreement, the Obligee shall return all excess payments to the Surety.~~

~~In no event shall the Surety be liable for a greater sum than the amount specified in this bond. For greater certainty, the amount of this bond is not and shall not be deemed to be cumulative. Each payment made by the Surety under this bond shall reduce the amount of this bond by the~~

~~amount of such payment.~~

~~No right of action shall accrue upon or by reason hereof to or for the use or benefit of any person other than the Obligee.~~

~~Upon (i) the issuance by or on behalf of the Obligee of the Certificate of Maintenance and Final Acceptance in connection with all services to be performed by the Principal under the Site Plan Agreement, and (ii) payment by the Principal of all amounts owing under the Site Plan Agreement, the Obligee shall return this bond to the Surety for termination or advise the Surety in writing that this bond is terminated [note to draft: this clause is typically customized to mirror the security return/reduction mechanism in the Site Plan Agreement]~~

~~If the Surety at any time delivers at least sixty (60) days prior written notice to the Obligee and to the Principal of its intention to terminate this obligation, the Principal shall deliver to the Obligee, not less than 30 days prior to the termination of this bond, financial security in the amount of this bond in a form acceptable to the Obligee to replace this bond. If the replacement financial security is not so provided by the Principal or is not accepted by the Obligee, this bond shall remain in effect.~~

~~Notices to the Surety, including Claims, are to be delivered to the Surety at its head office, currently located at~~

~~Nothing in this bond shall limit the Principal's liability to the Obligee under the Site Plan Agreement.~~

~~IN TESTIMONY WHEREOF, the Principal has hereto set its hand and affixed its seal and the Surety has caused these presents to be sealed with its corporate seal duly attested by the signature of its authorized signing authority.~~

~~SIGNED AND SEALED this day of \_\_\_\_\_, 20\_\_\_\_\_, in the presence of:  
[name of Principal]~~

~~Per:~~

~~(print name and title of authorized signing officer) COMPANY NAME  
Per:~~

# Approval

## Appendix 'A'

### Site Plan Approval

Re-Consultation \_\_\_\_\_  
Use Only \_\_\_\_\_

Initial \_\_\_\_\_ Date Calculated \_\_\_\_\_ File No. \_\_\_\_\_

Building and Planning Services 10 Lincar Avenue  
Tillsonburg, Ontario N4G 5A5 Tel: (519) 842-9200

### CONTACT INFORMATION

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

### PART II GENERAL PROPERTY DESCRIPTION

#### 1. Address & Legal Description

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

#### 2. Particulars of Subject Lands

Farmage	Depth	Area
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#### 3. What is the current use of the subject lands?

Site Plan Approval Pre Consultation

**CONTINUED**

**IPART)U**

**PROPOSAL**

1. Provide a brief description of the proposal.

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2. Sketch Provided?  Yes  No

**PART IV**

**ZONING & OFFICIAL PLAN INFORMATION**

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

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

**IPARTV OTHER USEFUL INFORMATION**

1. Provide any other useful information for consideration, including proposed construction timing

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## PART VI TYPE OF SITE PLAN APPLICATION REQUIRED

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### Proposed development is considered:

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

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## PART VII REQUIRED SUPPORTING DRAWINGS/REPORTS/STUDIES/ETC

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### Building and Planning Services

<input type="checkbox"/> <b>General Plan (10 copies)</b> To be stamped and endorsed by a professional: D Minor Application: P. Eng or OLS D Major Application: P. Eng.	Showing dimension of subject lands, all buildings & structures, all setback infonnation, parking space and aisle dimensions, general vegetation, etc. Please see the Site Plan Approval Guidelines for more information as what is required to be included on submitted drawings.
<input type="checkbox"/> <b>Building Elevations (10 copies)</b> To be stamped and endorsed by a professional: D P. Eng D Architect D Qualified Designer	Shows the proposed fa ade and window treatments of all sides of a proposed development, certain situations may require the provision of drawings in colour.
<input type="checkbox"/> <b>Site Plan Agreement or Undertaking</b> D Site Plan Agreement D Undertaking	The Agreement or Undertaking is drafted by the Town, signed by the Town and the owner of the lands. The Agreement is to be registered on the title of the lands, or the Undertaking signed and returned to the Town prior to the issuance of a building permit.
<input type="checkbox"/> <b>Market Impact Study (6 Copies)</b> To be prepared by a qualified economist	This report will be required to be peer reviewed. Applicant may be required to provide a \$1,500.00 deposit for this peer review.
<input type="checkbox"/> <b>Landscaping Plan (10 copies)</b> To be stamped and endorsed by a professional: D Minor Application: OALA, P. Eng or Qualified Professional D Major Application: OALA or P. Eng.	Shall be required for all medium and high-density residential, commercial, institutional and industrial development unless otherwise noted.
<input type="checkbox"/> <b>Fire Safety Plan (6 Copies)</b> To be prepared to the satisfaction of the Town Fire Chief	Please contact the Town Fire Chief for information as to the requirements of a Fire Safety Plan.
<input type="checkbox"/> <b>Archeological Study (6 Copies)</b> To be stamped and endorsed by a professional Archeologist	This study must be sent to the Ministry of Culture for review and comment.
<input type="checkbox"/> <b>As-Built Drawings (6 Copies)</b> To be stamped and endorsed by a professional P. Eng	Required to show all completed works. If As-Built drawing differs from the approved plans a Site Plan Amendment application may be required.

**PART VII**

**REQUIRED SUPPORTING DRAWINGS/REPORTS/STUDIES/ETC**  
**(continued)**

**Engineering Department**

<b>D – Grading and Drainage Plan (10 Copies)</b> To be stamped and endorsed by a professional P. Eng	Including all existing and proposed grades as well as direction arrows and percentages. See the Site Plan Approval Guidelines for more detailed information.
<b>D – Servicing Plan (10 Copies)</b> To be stamped and endorsed by a professional P. Eng	Showing all existing and proposed private or municipal services, including sanitary sewer, storm sewer, water, hydro, gas, telephone, etc. See the Site Plan Approval Guidelines for more detailed information.
<b>D – Illumination Study (6 Copies)</b> To be stamped and endorsed by a professional electrical Engineer or Architect.	
<b>D – Stormwater Management Plan (6 Copies)</b> To be stamped and endorsed by a professional P. Eng	Includes a detailed description as to how stormwater is proposed to be directed and collected.
<b>D – Traffic Impact Study (6 Copies)</b> To be stamped and endorsed by a professional P. Eng	This report will be required to be peer reviewed. Applicant may be required to provide a \$1,500.00 deposit for the peer review.
<b>D – Slope Stability Study (6 Copies)</b> To be stamped and endorsed by a professional Geotechnical Engineer	May be required to be reviewed by the LPRCA.
<b>D – Geotechnical Report (6 Copies)</b> To be stamped and endorsed by a professional P. Eng	May be required to be reviewed by the LPRCA.
<b>D – Noise &amp; Vibration Feasibility Study (6 copies)</b> To be stamped and endorsed by a professional P. Eng	This report will be required to be peer reviewed. Applicant may be required to provide a \$1,500.00 deposit for this peer review.
<b>D – Environmental Impact Study (6 Copies)</b> To be stamped and endorsed by a professional P. Eng	The requirement for an Environmental Impact Study shall be determined by staff from the LPRCA. Please contact Bonne Bravener at 842-4242 ext. 233 for more information.
<b>D – Environmental Site Assessment (6 Copies)</b> To be stamped and endorsed by a professional P. Eng	May be required to be reviewed by the LPRCA.
<b>D – Record of Site Condition (6 Copies)</b> To be stamped and endorsed by a professional P. Eng	May be required to be reviewed by the LPRCA.
<b>D – Cost Estimates (6 copies)</b> To be stamped and endorsed by a professional P. Eng	Includes the estimation of costs for items in which a security will be held by the Town. See the Site Plan Approval Guidelines for detailed description of cost estimates.
<b>D – Securities</b> To be provided in the form of Certified Cheque, Letter of Credit or Development Bond.	See the Site Plan Approval Guidelines for detailed description of required Securities.
<b>D – Environmental Compliance Approvals</b> To be obtained from Ministry of Environment and Climate Change	May be required for stormwater management ponds, watermains or sanitary sewers.
<b>Please be advised that the above comments are provided to assist you moving forward with this proposed development. The above should not be considered an exhaustive list, as additional requirements or information may be identified through a complete review of the formal submission of all required drawings, studies, and reports.</b>	

## **PART VIII OTHER APPROVALS**

*Prior to the Site Plan Application being approved by the Town, the following additional approvals/clearances will be required:*

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

## **PART IX TOWN/COUNTY STAFF & APPLICANT SIGNATURES**

County Development Planner \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Building Official: \_\_\_\_\_ Date: \_\_\_\_\_  
Manager of Engineering: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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

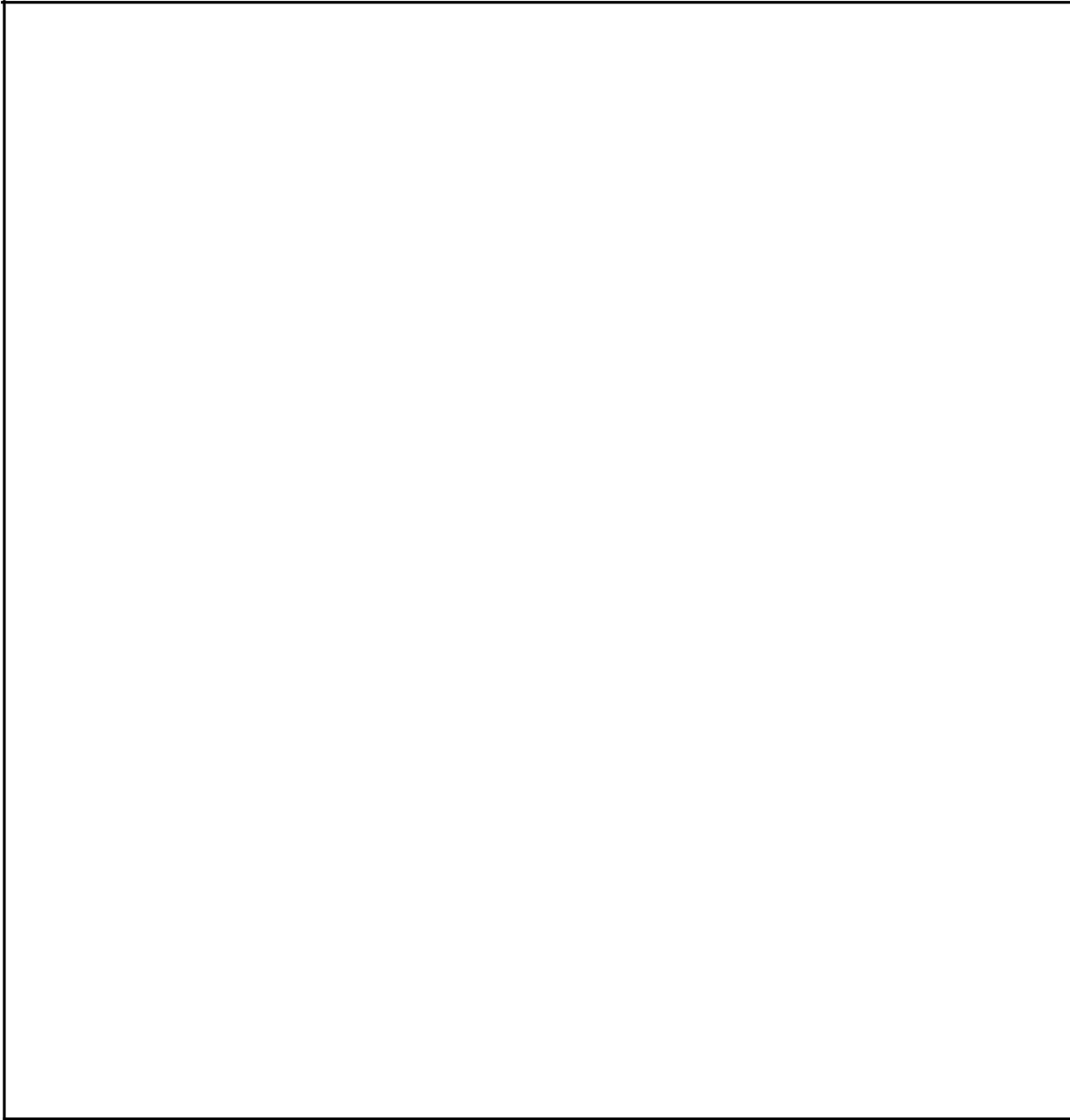
**Pages**

~~Site Plan Approval Formal Consultation~~

~~CONTINUED~~  
~~Office Use Only~~

~~PART X~~ ~~OTHER COMMENTS/CONCERNS~~

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



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

**APPENDIX "B"****TOWN OF TILLSONBURG SITE PLAN APPLICATION FORM**

FILE No. \_\_\_\_\_  
RECD: \_\_\_\_\_ DATE \_\_\_\_\_  
APPLICATION CONSIDERED \_\_\_\_\_  
COMPLETE: \_\_\_\_\_

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

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

<b>Type of Site Plan Approval Application:</b>	<input type="checkbox"/> <b>Amendment to Existing Site Plan Approval</b>
	<input type="checkbox"/> <b>Minor Site Plan Approval Application</b>
	<input type="checkbox"/> <b>Major Site Plan Approval Application</b>

**1. BACKGROUND INFORMATION****a) Applicant/Agent:**

Name \_\_\_\_\_ Address \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Contact Person E-mail: \_\_\_\_\_ Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

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

Name \_\_\_\_\_ Address \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Contact Person E-mail: \_\_\_\_\_ Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**c) Solicitor:**

Name \_\_\_\_\_ Address \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Contact Person E-mail: \_\_\_\_\_ Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**d) Location of Subject Land:**

Lot Number(s) \_\_\_\_\_ Plan No. or Concession \_\_\_\_\_ Part Number(s) \_\_\_\_\_ Reference \_\_\_\_\_  
Plan \_\_\_\_\_  
Lot Number(s) \_\_\_\_\_ Registered Plan \_\_\_\_\_ Street Address (or 911 Number) \_\_\_\_\_

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

**e) Adjacent Lands:**

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

**f) New Development** \_\_\_\_\_ or **Expansion of Existing Development** \_\_\_\_\_  
If new, is any demolition of existing buildings on the site proposed? Yes \_\_\_\_\_ No \_\_\_\_\_

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

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

**g) Existing use of Subject property**

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

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**i) Official Plan Designation**

Schedule "T-1" Land Use Plan \_\_\_\_\_ Schedule "T-2" Residential Density Plan \_\_\_\_\_

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

Status \_\_\_\_\_

j) Zoning By law  
Existing Zoning Requested Zoning If related to a recent or current Zone Change  
application, please indicate the  
File No. Status

## 2. SITE INFORMATION

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

### a) Zoning Provisions

#### REGULATION

by Zoning By-law 3295

#### PROPOSED

Lot Frontage \_\_\_\_\_

Lot Depth \_\_\_\_\_

Lot Area \_\_\_\_\_

Lot Coverage \_\_\_\_\_

Front Yard \_\_\_\_\_

Rear Yard \_\_\_\_\_

Interior Side Yard \_\_\_\_\_ Exterior Side Yard (corner lot) \_\_\_\_\_

Landscaped Open Space (%) \_\_\_\_\_ No. of Parking Spaces \_\_\_\_\_ No.

of Loading Spaces \_\_\_\_\_ Width of Planting Strip \_\_\_\_\_ Driveway Width \_\_\_\_\_

Handicap Spaces \_\_\_\_\_

### Off Street Parking and Loading Facilities

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

Number of off street loading

facilities existing: \_\_\_\_\_

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

**b) Proposed Building Size:**

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

**3. COMPLETE AS APPLICABLE**

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

**a) Multiple Family Residential**

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

**UNIT BREAKDOWN**

~~Type Number of Units Floor area of Unit Type (m<sup>2</sup> or ft<sup>2</sup>)~~

Bachelor \_\_\_\_\_ \_\_\_\_\_  
One-Bedroom \_\_\_\_\_ \_\_\_\_\_  
Two-Bedroom \_\_\_\_\_ \_\_\_\_\_  
Three-Bedroom \_\_\_\_\_ \_\_\_\_\_

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

**b) Commercial/ Industrial Uses**

~~Describe Type of Business Proposed \_\_\_\_\_ No. of Buildings~~  
~~Proposed \_\_\_\_\_ Conversion or Addition to Existing Building~~  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, describe \_\_\_\_\_  
Gross Floor Area (breakdown by type of use - office area, retail, storage etc.) \_\_\_\_\_

~~Seating Capacity (if applicable) \_\_\_\_\_ Number of employees Initially \_\_\_\_\_ In future (5 yrs) \_\_\_\_\_~~

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

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

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

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

c) Institutional, Open Space or Other Uses

Proposed Use \_\_\_\_\_ No. of Beds (if applicable) \_\_\_\_\_ Gross Floor Area by Type of Use (office, common rooms, storage, etc.) \_\_\_\_\_

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

#### **4. CHECKLIST TO ENSURE COMPLETE APPLICATION**

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

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

- The location and turning radii for Fire and Emergency Service access route.
- Completed Appendix 'C' Cost Estimates for Site Works and Services, if applicable.

Signature of Owner/Applicant

**5. AUTHORIZATION**

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

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

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

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

\_\_\_\_\_  
**DATED**

**5. DECLARATION:**

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

**DO SOLEMNLY DECLARE THAT:**

~~All of the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under Oath and by virtue of the Canada Evidence Act.~~

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

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

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