



The Corporation of the Town of Minto

Site Plan Control Application Guidelines and Explanatory Notes

INTRODUCTION

Site Plan Control is a specialized authority granted under Section 41 of the Planning Act, R.S.O 1990, that authorizes a municipality to review and approve development details like building location, loading and parking facilities, zoning compliance, grading, drainage and servicing, as well as ensures that municipal and other agency standards and requirements are met. The approval of a Site Plan application is required for the construction, development, and re-development of all lands within the County of Wellington, with some exceptions outlined in the Site Plan Control by-law.

PRE-CONSULTATION

Prior to submission of an application, a proponent is **required to enter into a formal Pre-Consultation Agreement** with the municipality to determine the appropriateness of the request, to review submission requirements, and to review drawings until they are at a point in which they can be submitted for approval. An application is **not deemed complete until all deficiencies have been addressed and all requirements have been met.**

Applications will be circulated for review to the following Town staff:

- Chief Building Official/Director of Building and Planning Services
- Planning Coordinator
- Development Technician
- Fire Chief
- Roads and Drainage Manager
- Wastewater Manager
- Water Manager
- Town's Consulting Engineer

Applications will be circulated to the follow agencies for review where appropriate:

- Wellington County Planning Department
- Wellington County Roads Department
- Ministry of Transportation
- Maitland Valley Conservation Authority
- Saugeen Valley Conservation Authority
- Hydro One Networks Inc.
- Westario
- Enbridge Gas
- Upper Grant District School Board
- Wellington Catholic District School Board

Please note that every application is unique and may require circulation to additional agencies not listed above.



Site Plan Control Application

The Corporation of the Town of Minto

Application received: _____
Application complete: _____
File number: _____

OFFICE USE ONLY

APPLICANT INFORMATION	
OWNER <i>If a numbered company, please give the name and phone number of the principal owner/president.</i>	
Name(s):	
Address:	
City/Town:	Postal Code:
Phone:	E-mail:
APPLICANT <i>Complete if the Applicant is not the legal Owner. Authorization is also required on Page 7.</i>	
Name:	
Address:	
City/Town:	Postal Code:
Phone:	E-mail:
AGENT	
Name:	
Address:	
City/Town:	Postal Code:
Phone:	E-mail:
ENGINEER	
Firm Name:	
Name:	
Address:	
City/Town:	Postal Code:

Phone:	E-mail:
SOLICITOR	
Firm Name:	
Name:	
Address:	
City/Town:	Postal Code:
Phone:	E-mail:
Send Correspondence To: Owner Applicant Agent Solicitor Engineer	
Please list the name(s) and address(es) of the holders of any mortgages, charges or other encumbrances in respect to the subject land.	

PROPERTY INFORMATION	
LOCATION OF PROPERTY	
Location:	Clifford Harriston Palmerston Township
Municipal/Civic Address:	
Assessment Roll Number:	
Lot Number(s):	Concession Number(s):
Registered Plan Number: <i>If applicable.</i>	Lot(s)/Block(s): <i>If applicable.</i>
	Part # on Plan:
DIMENSIONS OF PROPERTY	
Lot Area: _____ m ² or ft ²	Lot Frontage: _____ m or ft
	Lot Depth: _____ m or ft

POLICY	
Zoning Designation:	Official Plan Designation:
Are there any easements affecting the property? Yes No <i>All easements must be shown on the site plan drawing(s).</i>	
Type of easement(s):	

LAND USE	
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Existing Use of Lands:																																									
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	PARKING		
	Number of Parking Spaces		
	Dimensions of Parking Spaces		
	Number of Barrier Free Spaces		
	Dimensions of Barrier Free Spaces		
	Number of Loading Spaces		
	Dimensions of Loading Spaces		
Proposed Building Tenure:			
	Rental	Condominium	Freehold
Is any portion of the property under the jurisdiction of a Conservation Authority?			Yes No
Is any portion of the property in a Source Water Protection Screening Area?			Yes No
<i>If yes, a Source Water Screening Form is required to be submitted.</i>			
Is the site regulated by the Ministry of Transportation?			Yes No

NOTE: It is the sole responsibility of the owner/developer to ensure that the appropriate permits, approvals, or coordination for any site design or site works, are obtained from external agencies (i.e. Canada Post, Enbridge, Bell, Hydro One, MVCA, SVCA, MTO, County Roads, etc.)

Municipal Services						
Type of Water Supply						
	Municipal Water	Communal Well	Private Well	Other	None	
Existing						
Proposed						
Will water servicing be required to be upgraded to accommodate the development?						
Yes No						
Type of Sewage Disposal						
	Municipal Sewer	Communal Septic	Private Septic	Pit Privy	Other	None
Existing						
Proposed						
Will sewage servicing be required to be upgraded to accommodate the development?						
Yes No						
Type of Storm Drainage System(s)						
	Municipal Drain	Field Drain	Storm Sewers	Ditches	Swale	Other
Existing						
Proposed						

Will storm drainage be required to be upgraded to accommodate the development?

Yes No

Type of Vehicular Access

- Provincial Highway
- County Road
- Municipal road, maintained year round
- Municipal road, maintained seasonally
- Easement
- Right-of-way
- Private road
- Water access
- Other _____

Name of Road that provides access to the subject property: _____

Will works within the Town's right-of-way be required to accommodate the development?

Yes No

Planning Applications

Has the applicant/owner made application for any of the following on the subject property?

Application Type	Yes	No	File Number	Status
Official Plan Amendment				
Zoning By-law Amendment				
Plan of Subdivision				
Consent (Severance or Lot Line Adjustment)				
Minor Variance				
Part Lot Control				
Hold Removal				

AUTHORIZATION FOR APPLICANT TO ACT FOR OWNER

This section is required to be filled out if the applicant/agent/solicitor is acting on the Owner's behalf.

I, (we) _____, the Registered Owners of _____
Owner Name Subject Property Address

of the _____ of _____ County/Region of _____ do hereby authorize
Town/City/Village Name of Town/City/Village Name of County/Region

_____ to act as my/our agent in this application and to submit an application on
Name of Applicant/Agent/Solicitor

my (our) behalf.

Signature of Owner(s)

Date

AFFADAVIT

This affidavit must be signed in the presence of a Commissioner.

I, (we) _____ of the _____ of _____ in the County/Region
Applicant Name Town/City/Village Name of Town/City/Village

of _____ solemnly declare that all statements in this application are true, and I, (we) make
Name of County/Region

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*. I confirm that I am aware

that this application is not considered complete until deemed so by the Director of Building & Planning

Services of the municipality.

For Commissioner Use Only

Declared before me at the _____ of _____ in the County/Region of

_____ this _____ day of _____ 20_____.

Signature of Applicant

Date

Signature of Commissioner

Date

APPLICANT'S CONSENT (FREEDOM OF INFORMATION)

In accordance with the provisions of the *Planning Act*, all information and materials required in support of the application shall be made available to the public. In submitting this development application and supporting documentation, I, _____, the applicant, hereby acknowledge the above-noted and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act that the information on this application and any supporting documentation provided by myself, my agents, solicitors, and consultants will be part of the public record and will also be available to the general public.

Signature of Applicant

Date

THIS APPLICATION PACKAGE IS TO BE SUBMITTED TO:

Planning Coordinator
Building & Planning Department
Town of Minto
5941 Highway 89
Harriston, ON
NOG 1Z0

Phone: (519) 338 2511 x 248
Email: ashley@town.minto.on.ca



Site Plan Control Checklist

The Corporation of the Town of Minto

Study and plan requirements are outlined for the applicant during the Pre-Consultation phase. **Pre-Consultation is required prior to application submission.** Please note that until all requested documents are reviewed and accepted at the Pre-Consultation stage, a Site Plan Control application will not be accepted or deemed complete by the Town.

All items on this checklist must be completed prior to submitting an application and the associated drawings, studies, etc. If they are not completed, the application will not be accepted and processed. Additional requirements are identified at the Pre-Consultation stage.

General Submission Requirements

- Pre-Consultation(s) completed
Town staff approval given to apply for Site Plan Control.
- Application fee
- Application form
- Source Water Protection Screening Form
- Engineering Cost Estimate for right-of-way works
- Digital copy of all required development plans
- Hard copy of all required development plans
- Cover letter explaining project proposal and purpose
- Legal Survey prepared by an O.L.S.
- Plans are in accordance with Municipal Servicing and Design Standards and the Building By-law
- Property deed
- Any applicable/necessary documents from the Ministry of Environment, Ministry of Transportation, Maitland Valley Conservation Authority or Saugeen Valley Conservation Authority.
- Site Grading, Drainage and Servicing Plan

General Drawing Requirements

Administrative Details

- Name and address of the project
- Applicant and owner information
- Submission date and revision date(s)
- Drawing list including drawing titles
- North arrow
- Key Map indicating the location of the proposed development
- Scale
- Zoning By-law Matrix

Site Characteristics

- Lot boundaries, bearings and dimensions from a legal survey, prepared by an OLS
- Adjacent land uses and existing structures
- Locations of easements, sight triangles, 1.0 ft reserves, road widening and land dedications
- Abutting road right-of-way widths, including traffic islands
- All open storage areas
- All existing natural features such as trees, water courses, drainage ditches, etc.
- Location of all fences, their height and construction material
- Location and design of all signs including dimensions and colour (if applicable)
- Location and design of all exterior lighting
 - Please include a note that exterior lighting shall be arranged as to direct light to the building face, parking area or vicinity of site. Such fixtures shall not cast glare onto adjacent properties nor onto nearby streets.*
- Location of all landscaped buffer areas and plant materials
- Phasing of development (if applicable)

Proposed/Existing Building(s)

- Proposed building footprint(s) and location(s)
- Distance to building(s) from all property lines
- Dimensions of buildings, structures and building entrances
- Relationship of the proposed buildings to adjacent buildings, streets and exterior areas to which members of the public have access

Driveways, Access, Parking and Sidewalks

- Streets, driveways, sidewalks and parking areas
- Location and size of Fire Routes
- Vehicle access and driveway locations with width, turning radii dimensions and type of curbing
- Items which may impact vehicle access (i.e. traffic signals, turning lanes, centre medians, etc.)
- Location of all parking areas, indicating the dimensions of each parking space, the number of parking spaces provided, parking space type (i.e. typical vs barrier-free) and the proposed surface treatment (i.e. gravel, pavement, concrete, etc.)
- Location of all loading area(s) including their dimensions, number of loading spaces provided, and proposed surface treatment (i.e. gravel, pavement, concrete, etc.)
- Location and dimensions of all walkways, sidewalks and curbs

Utilities and Services

- The location and size of the proposed:
 - a) Sanitary sewer service
 - b) Storm sewer service (including manholes, catch basins, surface detention areas and drainage ditches/channels/swales)
 - c) Water supply service
 - d) Electrical service (and transformers if required)
 - e) Gas service (if applicable)
- Proposed maximum water and sewage usage in cubic metres
- Location of all existing and proposed fire hydrants that are on or near the property
- Location of outdoor garbage storage and handling areas, and the required screening
 - If interior waste storage is to be provided, a note is required on the Site Plan drawing.*

- Location of all snow storage areas
If snow will be removed off-site, a note is required on the Site Plan drawing. Please also note that any parking spaces to be used for snow storage cannot be included in the total parking space count.

Elevation Drawings

- Massing and conceptual design of the proposed building
- The relationship of the proposed building to adjacent buildings, streets and exterior areas to which members of the public have access
- Interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings
- Facilities designed to have regard for accessibility for persons with disabilities

Grading & Drainage Drawings

- Signed and stamped by a Professional Engineer who is Certified and Licensed in Ontario
- Property lines, adjacent streets and land uses
- Locations of easements, sight triangles, 1.0 ft reserves, road widening and land dedications
- Buildings and structures on-site and on adjacent properties
- Streets, driveways, sidewalks and parking areas
- Watercourses
- Retaining walls, fences, stairs and berms
- Utilities and underground services
- On-site exterior lighting (including streetlight poles)
- Type of surfacing
- Location, size, length, grade, material and bedding of all proposed underground services
- Location of landscaped areas
- Details of stormwater management control features:
 - a) Location, size and length of culverts and pipes
 - b) Catchbasins, roof top controls, on-site storage, curb cuts and pond outlet controls
 - c) Proposed service connections to Town of Minto infrastructure
 - d) Size and location of storm laterals and service lids
- Displays top of foundation wall and finished floor elevation of the ground floor and entrance of all buildings
- Existing and proposed spot elevations within the project site and on adjacent properties (includes percent grades, slope ratios, detention areas and directional areas)
- Roof downspout locations

Consultant Engineer Letter of Conformance

- A letter from the Consultant Engineering certifying that they are a full member in good standing and licensed in Ontario and that the submission utilizes sound engineering principles and is in accordance with the Towns Municipal Servicing and Design Standards, Site Servicing Policy and Building By-law.

Additional Supporting Documents

- Archaeological Assessment
- Environmental Impact Study
- Environmental Site Assessment
- Functional Servicing Report or Servicing Design Brief
- Geotechnical Report
- Hydrogeological Investigation
- Traffic Impact Study
- Noise Impact Study
- Odour Impact Study
- Planning Justification Report
- Record of Site Condition
- Stormwater Management Report
- Water Consumption & Justification Report
- Water Distribution Report
- Water Distribution Report

Please note that the lists above are general and the Town and/or commenting agencies may ask for additional information to be provided based on the proposal of the site. Depending on the type of development proposed, other requirements may be requested such as a Photometric Study, structural design calculations, design guidelines, etc. All required information must comply with the applicable engineering standard of the municipality and will be reviewed for completeness at the Pre-Consultation stage.