

SITE PLAN CONTROL SUBMISSION REQUIREMENTS
(Section 3 of the County of Brant Site Plan Processing manual)
Updated March 2012

Applications for Site Plan Approval, an amendment to an existing Site Plan Approval, or exemption from Site Plan Approval shall be made by submitting the following to the County of Brant Planning Division:

- 1) A completed application form;
- 2) A Planning Assessment that describes the project including;
 - 1) the type of application applied for (e.g. amendment);
 - 2) if the subject lands are associated with other development applications (e.g. minor variance, zoning amendment); and/or
 - 3) contains existing/proposed development;
- 3) A solicitor's certificate verifying title for registration purposes;
- 4) Six full-size **folded** copies of the site plan, which include the property boundaries. Rolled copies of plans **WILL NOT** be accepted;
- 5) One reduced copy (11" x 17" in size);
- 6) Application fee either by cheque made payable to the **County of Brant** or cash for a new site plan application, an amendment to an existing approved site plan, or for an exemption at the rate applicable at the time of submission*;
- 7) Any required Public Works application forms and associated fees;
- 8) A completed detailed cost estimate for site works (if required). The security deposit shall be an amount equal to 50% of the total cost of site works and 100% for all works within the road allowance. The acceptable forms of security include an Irrevocable Letter of Credit for a one year period (with automatic renewal) following standard County format, a certified cheque or cash; and
- 9) Any other necessary studies/plans (e.g. Traffic Study, Stormwater Management Report) as determined by County Staff.

An application for Site Plan Review will not be processed unless these submission requirements are met.

* Please note, in addition a fee of \$150.00, per document (i.e. mortgage, consent and postponement), will be required prior to the registration of the Site Plan Agreement. In addition, a fee of \$150.00 is required for Registration of the Site Plan Agreement. Fees will also be collected for multiple review submissions when more than 3 resubmissions are made.

Required Sets of Plans

All Site Plans must be prepared by a qualified professional complete with a stamped drawing by an Engineer, Planner, Surveyor, Architect or Landscape Architect as required. Six complete full-size sets and one reduced (11" x 17") of the following are required:

- Site Plan
- Servicing and Grading Plan
- Elevations and Floor Plans
- Landscaping Plan (* must be in accordance with the County's Recommended Planting Species List)

Each set shall be stapled together, labelled and folded to file size 8^{1/2}” x 14”. ***Rolled plans will not be accepted for processing***, and plans MUST be individually folded. It is the owner/agent’s responsibility to assemble plans that are provided by all consultants.

SECTION FOUR - SITE PLAN REQUIREMENTS:

The following requirements include a comprehensive checklist of potential requirements that may be required on each Site Plan submission. It is important to note that not all items on the checklist will be required for each submission. It is required to pre-consult with County Staff to ensure that the necessary information is provided on each submission. Applicants should ensure that site plans conform with these requirements, the Development and Engineering Standards, the Ontario Building Code and other required Provincial Acts and Regulations.

4.1 Title Block *(please refer to Section 1.2.1 of the County’s Engineering Standards for the requirements of the title block)*

4.2 Site Statistics Table:

	Item	Proposal	Zoning By-law Requirements
A.	Zoning Category		
B.	Lot Area (sq m./ha)		
C.	Ground Floor Area (sq. m)		
D.	Total Gross Floor Area (sq. m)		
E.	Lot Coverage (Net)		
F.	Front Yard (m) Setback		
G.	Rear Yard (m) Setback		
H.	Interior Side Yard (m) Setback		
I.	Exterior Side Yard (m) Setback		
J.	Number of Parking Spaces		
K.	Number of Handicapped Parking Spaces		
L.	Number of Loading Spaces		
M.	Parking Stall Dimensions (m)		
N.	Handicapped Parking Stall Dimensions (m)		

O.	Loading Space Dimensions (m)		
P.	Percentage of Landscaped Area (Net)		
Q.	Building Height (i) Principle Buildings (ii) Accessory Buildings		

4.3 Buildings

- 1) Identification of all proposed buildings indicating type, number of floors and height.
- 2) Limit of overhangs.
- 3) Location of all building entrances and corresponding note in the legend for type of entrance.

4.4 Existing Features

- 1) Existing easements (Bell, Hydro, Utility, Servicing, etc.)
- 2) Identification of each existing building indicating type, number of floors and height.
- 3) Location and dimensions of buildings on adjacent lands.
- 4) Location of all existing building entrances and corresponding note in the legend for type of entrance.
- 5) Existing platform width of roads (lane, shoulder, medians, edge of rounding, etc.).
- 6) Existing 0.3 metre reserves
- 7) Existing day lighting triangles
- 8) Existing vegetation
- 9) Previous road widening
- 10) Existing entranceways
 - i. Asphalt/Gravel
 - ii. Drainage
 - iii. Culvert condition
 - iv. Location
 - v. Access width
 - vi. Radii
 - vii. Type
- 11) Existing street lighting
- 12) Existing sidewalks
- 13) Existing curbing
- 14) Existing signage
- 15) Existing drainage
- 16) Ditches
- 17) Culverts
- 18) Existing Municipal Drains
- 19) Tile Drains
- 20) Dry Wells
- 21) Existing utilities (Bell, CATV, Hydro, etc...)
- 22) Existing storm sewers (size, length, grade, elevations, material, location)
- 23) Existing catchbasins/manholes (size, type, elevations, location)
- 24) Existing sanitary sewers (material, elevations, location)
- 25) Existing manholes (size, location, type of grate, drop connections, benching, elevations, material)
- 26) Existing sampling manhole
- 27) Existing Watermain/Service (material, size, elevations, location)
- 28) Existing fire hydrants

- 29) Existing valves, curb stops (type, location)
- 30) Existing water metre chambers
- 31) Existing reduced pressure double back flow preventor
- 32) Existing retaining walls
- 33) Location and dimension of existing/abandoned septic bed features including process tank, distribution box, tile beds, mantle area, and setbacks to other features such as wells, buildings, driveways, etc.
- 34) Location and height of existing designated structures under the Ontario Building Code (ie, tanks, towers, etc.).
- 35) All existing swales, creeks, ditches, etc.(with elevations shown at 15 metre intervals along the centre line)
- 36) All existing culverts, bridges, etc., with existing invert elevations, % grades, lengths and type of structures.
- 37) Existing spot elevations required.
- 38) Centreline elevations of adjacent roads and sidewalks with back of walk elevations
- 39) Street names for all roads adjacent to subject lands.
- 40) Identification of how existing trees are to be preserved.
- 41) Existing wells
- 42) Existing water intakes
- 43) Existing sanitary overflow pipes

4.5 Roads

- 1) 0.3 metre reserves
- 2) Day-lighting triangles
- 3) Tree planting (location outside of road allowance)
- 4) Right-of-way permits
- 5) Road widening
- 6) Reference plan prepared by a registered Ontario Land Surveyor required prior to Site Plan Approval.
- 7) Proposed entranceways
 - i. Permits
 - ii. Asphalt/Gravel
 - iii. Drainage
 - iv. Culvert condition
 - v. Location
 - vi. Access width
 - vii. Radii
 - viii. Type
- 8) Sidewalks
- 9) Curb
- 10) Traffic
 - i. Traffic Study/Impact Statement
 - ii. Turning Lanes
- 11) Mud mat
- 12) Storm sewers
- 13) Other issues, as may be determined, due to development.

4.6 Storm Sewers

- 1) Storm Sewer capacity
- 2) Certificate of Approval (requirement for, compliance to)
- 3) Conservation Authority approval
- 4) Legal outlet

- 5) Interim Policies/By-law Compliance
- 6) Proposed storm sewers (size, length, grade, elevations, material, location)
- 7) Proposed catchbasins/manholes (size, type, elevations, location)
- 8) Connection/Right of Way Permit
- 9) Siltation/Erosion Control Measures
- 10) Stormwater Management Brief
 - i. Certificate of Approval
 - ii. Quantity Controls (post development flows = pre-development flows)
 - iii. Quality Controls
 - iv. SWM Facility
 - v. Treatment trains (oil grit interceptor, etc.)
- 11) Other issues, as may be determined, due to development.

4.7 Sanitary Sewers

- 1) Design calculations for septic systems
- 2) System capacity (conveyance, WWTP, SPS, etc...)
- 3) Certificate of Approval (requirement for, compliance to)
- 4) Discharge
 - i. Type of sewage
 - ii. Rate of discharge
 - iii. Peak flow rate
 - iv. Hours of discharge
 - v. Biochemical Oxygen Demand, Suspended Solids, Oil & Grease
 - vi. Surcharge Fee agreement
 - vii. Reporting
- 5) Sanitary Connection/Right of Way permits
- 6) Interim Policies/By-law Compliance
- 7) Proposed Sanitary sewers (material, elevations, location)
- 8) Proposed Manholes (size, location, type of grate, drop connections, benching, elevations, material)
- 9) Sanitary sewer sized to accommodate future use/phases
- 10) Sampling Manhole
- 11) Other issues, as may be determined, due to development.

4.8 Water

- 1) Hydrogeological report
- 2) System capacity
- 3) Water Connection/Right of Way permits
- 4) Certificate of Approval (requirement for, compliance to)
- 5) Policies/By-law compliance (frontage fees)
- 6) Consumption
 - i. Hours of taking
 - ii. Peak hourly demand
 - iii. Peak daily demand
 - iv. Average daily demand
- 7) Watermain/Service (material, size, elevations, location)
- 8) Fire hydrants
- 9) Valves curb stops (type, location)
- 10) Thrust blocks & restraints
- 11) Water Metre chambers
- 12) Reduced pressure double back flow preventor
- 13) Other issues, as may be determined, due to development.

4.9 Servicing and Grading Plan Requirements

- 1) Shall be prepared by a qualified professional engineer.
- 2) High and low points shall be indicated on the plan along with top and bottom slopes.
- 3) Proposed elevations at all corners of the proposed building(s).
- 4) Proposed spot elevations within ditches and swales.
- 5) The lot, all proposed buildings and structures, including parking areas are to be dimensioned.
- 6) A legend indicating proposed and existing elevations and all other symbols used on the plan, i.e. swales, direction of flow, etc.
- 7) A description of the benchmark(s) used for the project.
- 8) Keymap
- 9) Legal description of the subject lands
- 10) Grade shots to include lands 3 metres outside of site
- 11) Other issues, as may be determined, due to development.

4.10 Ramps and Parking Areas

- 1) Accessible parking spaces (min 4.2 m wide) dimensions, sign and ramp locations.
- 2) Detail of signage for accessible parking spaces.
- 3) All handicapped access ramps at entrances as well as at any other location on site (i.e. sidewalks, curbs, etc.)
- 4) All protective railings and materials to be used.
- 5) Every parking lot, which includes parking spaces and driveways, shall be graded and drained and the surface treated so as to provide a permanent durable and dustless surface.
- 6) Indicate line painting for parking stalls and locations where parking and travel is prohibited.
- 7) Indicate if curbed and type of curbing used (if located within an urban settlement area curbing and pavement is required)
- 8) Location and dimensions of parking and loading areas, manoeuvring lanes, curve radii, access ways, truck loading bays, etc.
- 9) Every such parking lot shall have adequate means of entrance and exit directly to an existing street or public lane, and every such entrance and/or exit shall be clearly marked by directional signs.
- 10) Location of pole and wall mounted lighting fixtures and details of existing and proposed lighting fixtures, including mounting, height and intensity.
- 11) Other issues, as may be determined, due to development.

4.11 Fire Related Information

- 1) Fire protection (load calculations)
- 2) Location and size of impounded water, as required by the Ontario Building Code.
- 3) Fire Hydrants with distances to building access and fire truck connection points.
- 4) Location of fire route
- 5) Location of signage for proposed fire route.
- 6) Other issues, as may be determined, due to development.

4.12 General Information

- 1) Retaining walls (including materials proposed) showing length and height, with written certification from structural and/or geotechnical engineer that wall meets manufacturer specifications.
- 2) Exterior open stairways.

- 3) Location, type and detail of garbage enclosure and/or recycling depot (if internal storage is proposed, please note on plan).
- 4) Utility access to garbage enclosure with turning radii minimum and back out distance (if necessary)
- 5) Location of on-site snow storage.
- 6) Location of air conditioning compressors and screening proposed (including rooftop units) and location of pad mounting transformers and proposed screening.
- 7) Location and details of any proposed fencing.
- 8) Open storage, open-air operation areas, outdoor display areas with dimension and indication of type of activity to be carried out.
- 9) Location and height of designated structures under the Ontario Building Code (i.e., tanks, towers, etc.).
- 10) Development & Engineering standards
- 11) Location, dimensions and detail of signage on the subject lands
- 12) Other issues, as may be determined, due to development.

4.13 Building Elevation Requirements

- 1) Color perspective of proposed development
- 2) Architectural elevations of each façade with geographic orientation labeled.
- 3) Identification of proposed materials.
- 4) Show all proposed fascia signage, including area calculation.
- 5) Loading doors, docks, drive-in doors, man-doors and exits on exterior walls of buildings.
- 6) Other issues, as may be determined, due to development.

4.14 Floor Plan Requirements

- 1) Floor plans of each level with accurate dimensions indicating building/area use, building classification, occupancy and concept overview, exit corridors, etc.
- 2) Other issues, as may be determined, due to development.

4.15 Landscape Plan Requirements

- 1) Location and identification of all plant materials (using symbols or key).
- 2) Outline of planting beds and proposed edging material. Landscaped areas must be protected from vehicular damage by concrete curbs or bumper blocks, etc. This is to be shown on the plan.
- 3) Depict on the plans any artificial landscape materials: sand, stone, rocks, etc.
- 4) A statement indicating how existing trees are to be protected during construction.
- 5) Other issues, as may be determined, due to development including existing trees requiring appraisal by the County’s Forester.

4.16 Plant Materials List

Table is to be completed and included on plan.

Key	Qty	Botanical Name	Common Name	Size	Max. Height	Plant Spacing

NOTE: Minimum calliper for a tree is 60 mm, minimum height for a coniferous tree is 150 cm, and minimum height for a shrub is 60 cm. Container grown are preferred. Species native to County of Brant (non-invasive) must be proposed within and adjacent to watercourse blocks in the Stormwater Management facilities.