

**SITE PLAN DRAWING
REQUIREMENTS CHECKLIST**
(To be returned with Application)

General Site Plan Requirements:

General Page Layout:

- Project name, municipal address, and legal description
- Owner, applicant, and consultant information
- Drawing title, sheet list, submission date, and revision history
- North arrow, metric scale, and legend
- Key map showing site location
- Property Identification Number PIN
- Zoning compliance table or matrix
- Dedicated stamp area (bottom right of drawing)

Site Characteristics

- Lot boundaries, bearings and dimensions from a legal survey, prepared by an OLS
- Location and use of all existing and proposed buildings and structures on the site. Please clearly distinguish between existing and proposed facilities and any buildings to be demolished
- Locations of easements, sight triangles, 1.0 ft reserves, road widening and land dedication
- 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 color (if applicable)
- Location and design of all exterior lighting
- Location, size and description of all adjacent buildings located within six metres of the property boundaries
- 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.
- Accessible parking facilities as well as signage. Also consider accessibility in the design of pedestrian facilities (e.g. connections to municipal sidewalks and internal circulation)
- 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)
- Invert elevations at connection points (storm, sanitary, water)
- Depth of cover for services
- Proposed maximum water and sewage usage in cubic metres
- Location of all existing and proposed fire hydrants that are on or near the property, designated fire routes, state whether or not building is to be sprinklered and locations of fire department connections (standpipe/Siamese)
- 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 standards of the municipality.