



# PROCEDURES

---

**SECTION: BUILDING & PLANNING**

**NO: CO-S1-01**

**REFERENCE: SITE PLAN CONTROL**

**Date:** March 17, 2003

**History:**

---

**TITLE: SITE PLAN CONTROL PROCEDURES**

---

## **1.0 OBJECTIVES**

---

1.1 Site Plan Approval is administered by the Building and Planning Department pursuant to Section 41 of the Planning Act. Site Plan approval is one prerequisite to an application for a building permit. The following is an outline of the procedures and requirements, along with some design guidelines for the preparation and submission of Site Plan Control Applications. A copy of the City of Dryden Site Plan Control By-law may be found in the City of Dryden Municipal Code.

---

## **2.0 APPROVAL PROCEDURE**

---

- 2.1 Applications will be submitted directly to the Building and Planning Department.
- 2.1.1 The application fee must be paid at the time that the application is made. There are no refunds if the application is withdrawn or denied by City Council.
  - 2.1.2 The Planning Administrator or Chief Building Official shall review the application for completeness.
  - 2.1.3 Completed Site Plans shall be circulated to various internal City departments and outside agencies as deemed necessary for review and comment. A meeting of the Site Plan Review Group shall be held within ten (10) business days of receiving the completed Site Plan Application.
  - 2.1.4 The Site Plan Review Group (SPRG) shall consist of a representative from Public Works and Engineering, Parks, and Building and Planning Departments. Planning Staff shall also circulate the Site Plan Application to the Fire and Police Services for comments.
  - 2.1.5 The Planning Administrator shall notify the Applicant of the comments of the Site Plan Review Group.
  - 2.1.6 If revised plans are required, the Applicant shall re-submit the plan and the preceding steps shall be followed to the extent necessary.
  - 2.1.7 Once the plans meet the satisfaction of Site Plan Review Group, the Planning Administrator shall prepare three (3) copies of the Site Plan Agreement and present to the owner/developer for signature. Upon receipt of the signed Site Plan Agreement by the developer/owner, the Planning Administrator will prepare a report to Council for formal approval by by-law.

- 
- 2.1.8. Prior to presentation of the Site Plan Control Agreement to Council, a Standby Irrevocable Letter of Credit shall be required for the value of the work, to guarantee implementation of grading, paving, servicing and landscaping works shown on the approved plan. The amount of the security required will be recommended by the Site Plan Control Group.
  - 2.1.9. The Planning Administrator or Chief Building Official shall exercise the City Council's powers and authority under the Planning Act, R.S.O. 1990, c.P.13, as amended and the City of Dryden Site Plan By-law to approve plans and drawings, to impose conditions and to require agreements.
  - 2.1.10. The Clerk's Office shall provide one signature copy of the Site Plan Control Agreement to the Applicant, the Planning Administrator and the Chief Building Official. The Applicant shall register all Site Plan Agreements on title and proof of registration shall be provided to the City Clerk.
  - 2.1.11. The Site Plan Agreement must be fully executed and registered before a building permit can be issued.
  - 2.1.12. The signing officers, being the Mayor and City Clerk, for the City of Dryden, shall execute the Agreement upon formal approval of Council. Execution by the City may be withheld until required insurance certificates and security have been received.
  - 2.1.13. Prior to the release of any or all financial securities by the City a site inspection shall be conducted by Building and Planning staff, and a written recommendation from the Planning Administrator to the Clerk, to authorize proceeding with the release, in accordance with the approved plans.

---

### **3.0 COMMENTING AGENCIES**

---

- 3.1 The Applicant shall contact appropriate agencies directly to discuss their requirements.
- 3.2 Specific approvals or permits may be required from the following:
  - (a) Various government agencies;
  - (b) Telecommunications;
  - (c) Local gas, hydro, & cable utilities; and/or,
  - (d) Local health unit authorities.
- 3.3 Proof of approval or a permit shall be required and submitted to the City prior to final site plan approval and/or the issuance of a building permit. Comments received from the circulation of applications to such agencies shall be reviewed. The Planning Administrator (and consultants where used) shall review and analyze the application, and where necessary, request revisions.

This procedure is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

Review By:

Amendments:

---

**4.0 SUBMISSION OF APPLICATION**

---

**4.1 General:**

The following items are required in order to apply for site plan approval:

- (a) Completed application form;
- (b) One copy of a recent property survey prepared by an Ontario Land Surveyor;
- (c) Six (6) copies of the proposed site plan; and,
- (d) An application fee in accordance with the City's current fee schedule.

**4.2 The following plans or schedules shall be submitted with the application. Insufficient or missing information shall only delay processing of the application.**

- (a) Site Plan;
- (b) Elevation or Cross-Section Plan;
- (c) Servicing and Drainage Plan; and,
- (d) Landscape Plan.

**4.3 If applicable, the following information shall be identified on the above plans or schedules:**

- (a) Boundaries, dimensions and area of the subject property;
- (b) Location, dimensions and setbacks of existing and/or proposed structures;
- (c) Elevation and cross section views for each building to be erected, including conceptual design of the building(s);
- (d) Highway widening;
- (e) Access ramps, curbing and traffic direction signs;
- (f) Loading and parking facilities, access driveway, surfacing of such areas;
- (g) Walkway and walkway ramps, including surfacing;
- (h) Lighting;
- (i) Landscaping features such as walls, fences, hedges, trees or other ground cover to include the description of type, number, location and height of plantings;
- (j) Garbage and waste disposal;
- (k) Easement and public utilities;
- (l) Grading, alteration or drainage plan showing rooftop drainage handling system, surface grading (existing and proposed), catch basin locations;
- (m) Signage;
- (n) Service hook-up locations for telephone, hydro, water, sewer;
- (o) Exterior building materials; and/or,
- (p) Location and type of air conditioner units.

This procedure is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

Review By:

Amendments:

---

**5.0 DRAWING REQUIREMENTS**

---

- 5.1 As an aid to interpreting the design drawings, drawings shall be clearly drawn, labeled and coordinated to include the following basic information:
- (a) Drawing name;
  - (b) Date of production;
  - (c) Schedule of revisions;
  - (d) Author (contact person);
  - (e) Key plan (to indicate location of subject lands);
  - (f) A north arrow;
  - (g) Location/address of property;
  - (h) Project name;
  - (i) Owners name and address;
  - (j) Consultant(s) firm name and address, along with signed stamp or seal as deemed appropriate; and,
  - (k) All measurements in metric units only

---

**6.0 SIGNAGE**

---

- 6.1 All signage should be designed in accordance with the requirements of the Sign By-law.
- 6.2 A sign permit from the Building Department may be required.

---

**7.0 LANDSCAPING**

---

- 7.1 General:
- 7.1.1 Applicants shall be encouraged to use native plant species wherever possible and appropriate. Any trees or shrubs that die shall be replaced at the cost of the proponent, within a reasonable amount of time, as determined by the Director of Cemetery and Parks.
  - 7.1.2 Plant species should be selected for:
    - (a) Year round appearance;
    - (b) Low maintenance;
    - (c) Compatibility with adjacent properties; and,
    - (d) Adaptability and hardiness.
- 7.2 Landscape plans shall be final design and working drawings. All landscape plans are to be drawn in metric and shall be prepared by a qualified landscape architect. Landscape plans are to conform to the Site Plan. The grading is to conform to the Site Grading and Drainage Plan for the project.

This procedure is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

Review By:

Amendments:

---

**7.0 LANDSCAPING (cont'd)**

---

7.3 The landscape plan shall clearly identify and document pertinent site information and design details as follows:

- (a) A key plan indicating the exact location of the site with a north arrow;
- (b) The following grading information:
  - (i) Natural features which are existing and those which the builder has designated for preservation shall be indicated;
  - (ii) Existing and proposed contours Regulatory flood, top of bank contours and bottom of bank contours of all water courses within the property;
  - (iii) Adjacent roads and properties surrounding the subject lands shall be adequately marked with spot elevations to show the slope of the land;
  - (iv) Elevations of proposed walls within the project boundaries are to be marked with “top of wall” and “bottom of wall”;
  - (v) Steps shall be shown indicating their number and size. Spot elevations are to be shown at the top and bottom of the steps;
  - (vi) Drainage flow arrows to indicate direction of drainage;
  - (vii) All catch basins and sub-drains shall be clearly marked with proposed spot elevations;
  - (viii) Structures: indicate building entrances and spot elevations at each entrance (door and garages) and show the finished ground floor elevations of all buildings; and,
  - (ix) Location and elevations of underground structures.
- (c) Location of existing and proposed features including walkways, parking lots, screens, protective fencing, exterior lighting, street furniture, hydrants, curbs and existing and proposed ground signs.

7.4 Plant material shall be clearly labeled with a key system. A plant list shall accompany each landscape plan. A typical plant list shall provide the following type of information:

- (a) Botanical name;
- (b) Common name;
- (c) Caliper;
- (d) Height;
- (e) Spread;
- (f) Root;
- (g) Remarks; and,
- (h) Quantity.

---

**7.0 LANDSCAPING (cont'd)**

---

- 7.5 Details and/or specifications shall be included to clarify the drawings:
- (a) Planting details - coniferous and deciduous trees and shrubs (staking, guying, installation, pruning, etc.);
  - (b) Soil types and additives (fertilizers, peat moss, mulch, etc.);
  - (c) Landscape structures - benches, play structures, fences, walkways, retaining walls, planters, edgers, stairs, ramps, etc.);
  - (d) Surface materials (paving, sodding, etc.); and,
  - (e) Any other landscape features requiring clarification.
- 7.6 All plant materials, whether deciduous, coniferous, or shrub shall satisfy the following requirements:
- (a) Freedom from common insects, disease, excessive maintenance; with respect to spraying, fertilizer, pruning and watering;
  - (b) Moderate rate of growth and ultimate height; and,
  - (c) Completely hardy for the area and related exposure in which it is to be located.
- 7.7 All existing trees to be preserved or removed are to be accurately located and clearly specified as to the type, diameter and condition on plan. All healthy existing plant materials should be protected where possible and appropriate.
- 7.8 Type of materials.
- 7.9 Indicate the type and location of all easements, sight triangles and road widening.
- 7.10 Indicate all existing and proposed street trees adjacent to the site.

---

**8.0 GRADING AND DRAINAGE**

---

- 8.1 General:
- 8.1.1 Site grading shall retain and incorporate existing land form features, where possible. Cutting and filling shall be kept to a minimum.
  - 8.1.2 Site grading shall provide for drainage within the site and direct runoff to suitable outlets or to sub-surface utilities. Zero change in surface runoff is desired. Additional surface water flow over side or rear lot lines onto adjacent properties shall not be permitted.

This procedure is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

Review By:

Amendments:

---

**8.0 GRADING AND DRAINAGE**

---

## 8.1 General: (cont'd)

8.1.3 The finished grade of a site shall be consistent with surrounding lot development grades. The finished grade shall be free of rubble or construction debris. The grading shall conform to the boundary grading plan and drainage plan. Erosion control measures shall be included.

## 8.2 Grading and Drainage Plan Requirements:

A plan showing existing and proposed elevations shall be required. On this drawing, the following information shall be illustrated:

- (a) Existing and proposed elevations along property lines at reasonable intervals;
- (b) Spot elevations (minimum) and contours (where possible), at 0.5 metre intervals;
- (c) Existing and proposed grades throughout property;
- (d) Existing site features such as tops/bottoms of slopes, drainage courses, existing trees, buildings (all corners and reasonable intervals between, finished floor, all access/egress points), steps, ramps, walls, parking lots, curbs, roadways, pedestrian walkways, etc.;
- (e) Existing and proposed drainage such as direction of flow, percent slope, overland swales or detention area design, pipes and culverts, berms, etc.; and,
- (f) Delineation of curbs, gutters and drainage structures.

## 8.3 Lot Grading:

Lot grading shall conform to the following requirements:

- (a) All underground utility lines or other buried objects shall be located before commencing work;
- (b) Protection for all landscape elements currently existing that shall be retained shall be encouraged;
- (c) Fill material shall be specified if surplus excavated and graded material is inadequate, unsuitable, or if special fill should be needed for specific circumstances;
- (d) Require approval of design engineer for use of excavated or graded material used as fill will be needed;
- (e) Excess materials and debris shall be removed from the site;
- (f) Fill materials shall be free of all debris, including large rocks and/or stones;
- (g) All rough spots and low areas shall be eliminated to ensure proper drainage; and,
- (h) Finished grade shall be approved by the Director of Public Works prior to the release of securities posted for site plan compliance.

This procedure is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

Review By:

Amendments:

---

**8.0 GRADING AND DRAINAGE (cont'd)**

---

8.4 Grading Design Criteria:

- 8.4.1 Front yards of all lots shall be graded to drain towards the street, where applicable.
- 8.4.2 All boulevards shall be graded with a constant slope from the curb to the street limit.
- 8.4.3 The minimum driveway grade shall be 1.0%.

---

**9.0 PARKING POLICY**

---

9.1 General:

The following objectives apply to the design of parking lot. All parking lots shall be designed, constructed and maintained:

- (a) For the safe and efficient movement of motor vehicles and pedestrians on the site, and at points of ingress and egress related to the site;
- (b) So that runoff from the parking area drains properly from the site and so that snow may be adequately and safely stored on site and/or removed from the site; and,
- (c) Parking spaces and areas are required in accordance with the provisions of the City of Dryden Zoning By-law.

9.2 Loading Space Requirements:

Loading spaces for commercial and industrial uses shall be in accordance with the City of Dryden Zoning By-law.

---

**10.0 GARBAGE STORAGE**

---

- 10.1 Garbage storage facilities shall be located where convenient for the user, and where there is appropriate access for the truck. They should be located in an inconspicuous location and/or screened from the street by landscaping.
- 10.2 All garbage shall be stored inside the building(s) and moved to the point of collection on collection day.
- 10.3 If garbage is stored outside, a properly designed enclosure is required, which shall be shown on the site/landscape plans for approval.
- 10.4 Garbage storage facilities shall be fully enclosed with walls and a gate.

**This procedure is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.**



**11.0 FIRE AND EMERGENCY SERVICES**

---

- 11.1 When fire and emergency access to a building is required in conformance with the Building Code, the design and construction of such access routes shall be reviewed by the Chief of the Fire Department.

**This procedure is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.**

**Review By:**

**Amendments:**