



Site Plan Approval



SITE PLAN SUBMISSION AND APPROVAL GUIDELINES



May, 2004

(last updated Jan 2019)



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SITE PLAN APPROVAL

Under Section 41 of the Planning Act the City of Owen Sound has passed a Bylaw to designate the City a site plan control area.

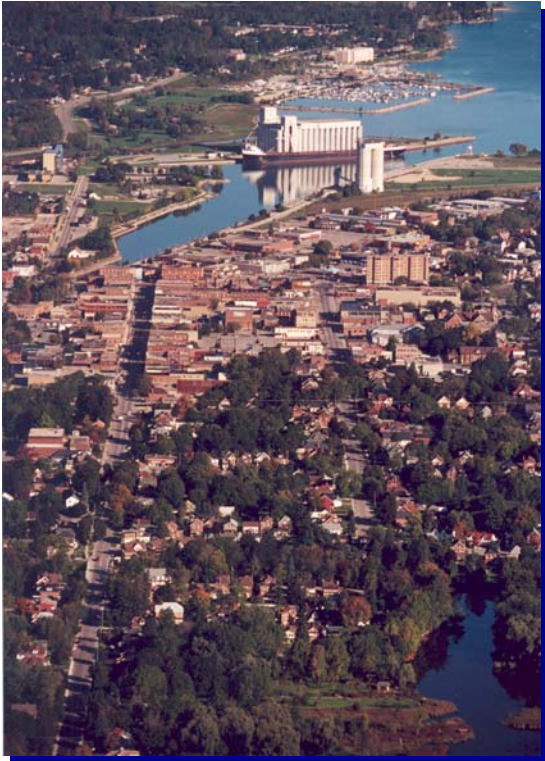
The following types of development are subject to site plan approval:

- Industrial, commercial and institutional development
- Multiple residential development in excess of 4 units

Site plans are required for new projects and re-development projects. There are exceptions to this general list (i.e. low density residential and additions less than 30 square metres). Contact the Community Services Department, Planning Division 519.376.1440 or email to determine if a particular development project is subject to site plan approval.

This manual will clarify expectations and requirements and is designed to assist applicants with the site plan approval process in their pursuit of a building permit.

Mandate and Benefits of Site Plan Approval



Site Plan Approval is a key component in implementing the City’s Official Plan as well as secondary plans and master plans, including the Downtown and Harbourfront Master Plan, West Harbour Master Plan as well as the City’s Zoning Bylaw.

Council considers site plan control to be necessary to ensure that development achieves an acceptable level of urban design and provides appropriate facilities to ensure its proper operation.

Council may apply conditions under the Planning Act to the approval of a site plan. Road widening and easements may be required as a condition of approval.

The Planning Act regulates what may be requested through site plan approval including:

- Location of buildings and structures
- Massing/conceptual design of buildings
- Relationship between buildings
- Provision of public space
- Additional site design issues including access, accessibility, parking, loading facilities, waste handling facilities, walkways, lighting, fencing, landscaping and grading.
- Accessibility for all persons under the Ontarians with Disabilities Act

Properly planned development will reflect the goals and objectives of the Official Plan and maintain the site and building regulations of the Zoning Bylaw and also ensure that development:

- Is safe, functional and attractive
- Creates a positive image
- Is efficient & cost effective
- Minimizes impacts on adjacent property
- Has adequate municipal service



REQUIRED ELEMENTS OF A SITE PLAN

Pre-consultation

- Prior to submitting a formal site plan application, pre-consultation is required. Please contact the Planning Division 519-376-4440 Ext. 1250 or Ext. 1236 to obtain a copy of the “Preliminary Consultation Guidelines and Application Form” and to discuss requirements and fees for this mandatory process.

This form can also be located on the City’s website

<https://www.owensound.ca/en/investing/resources/Documents/Formal-Applications---Planning-Dev-page/Pre-Consultation-Guide-Form-2017.pdf>

In order that staff can serve you better, please contact the Community Services Department, Planning Division to arrange a meeting to further discuss your proposal.



- Obtain a **municipal address**. All site plan applications require that the property have a municipal address and be accompanied by the legal **deed** for the property.
- A preliminary site review will determine if there are slopes, watercourses, trees or

other **natural features** on the site that may require further review or study. This should be identified early in order that these issues can be included in the site plan approval process. If natural features are identified, it may be beneficial to include staff from the Grey Sauble Conservation Authority in the preliminary development meeting.

Required Elements of a Site Plan

A qualified planner, professional engineer, architect or landscape architect must prepare site plans. Site plans lacking professional content take longer to process and may not include the level of detail required for approval.

The applicant or agent is to submit a complete site plan submission that includes the following information:

- A completed **application form** (see appendix A)

- **Municipal address**
- **Deed**
- **Application fee** (see appendix A). Fee payment by cash or cheque (payable to the City of Owen Sound) only.
- A **letter of authorization** from the Owner (if the applicant is not the Owner) indicating that the applicant/agent has permission to act on behalf of the Owner for the processing of this application.
- **Ten (10) copies of all plans** (folded) as well as one (1) copy of each plan reduced to 11"x17" and one digital copy of the file submitted by CD.
- **Engineering application form and fee** (appendix B). *NOTE:* The City has separate engineering site plan requirements that contain specific engineering standards.
- **Site Plan Drawing requirements.** The following is a checklist of the required information:
 - Site plan to scale (metric preferred)
 - Key plan showing the location of the property with a directional north arrow
 - Applicant and owner's name and contact numbers
 - Project name, municipal address and legal description
 - Site plan and building statistics including:
 - zone
 - lot area
 - lot coverage – proposed and permitted
 - gross floor area – proposed and permitted
 - landscaped area – proposed and required
 - parking and loading spaces – proposed and required
 - accessible parking spaces
 - Property dimension
 - Adjacent land uses and zones, existing structures if possible
 - Bus stops, above ground utilities, sidewalks
 - Building setbacks to lot lines and rights of way
 - Existing or proposed easements
 - Size and location of parking spaces, parking aisles and accessible parking spaces
 - All entrance/exits with widths and radii
 - Landscaping details with dimensions
 - Existing and proposed grades
 - Finished floor elevations of existing and proposed buildings
 - Retaining walls
 - Building entrances with spot elevations to indicate flush thresholds
 - Existing natural features
 - Type and location of all hard surface areas/walkways/stairs/ramps
 - Garbage and recycling handling facilities
 - Professional stamp
 - Sign locations, dimension and setbacks and elevations

OTHER SITE PLAN REQUIREMENTS

Accessibility

- Barrier free design requires that the building be accessible to persons with disabilities and shall conform to the Ontario Building Code, Section 3.7, Ontario Regulation 114-89 and 115-89.
- Accessible parking spaces will comply with the requirements of Section 4 of Zoning Bylaw 1985-80, as amended.
- The principle entrance of every office, commercial, industrial or multiple residential building shall open to the outdoors at sidewalk level or to a ramp. Flush thresholds are required at the entrances.
- Accessible parking spaces must be located as close to the main entrance as possible, preferably within 30 m. The space should be accessible to a walkway, preferably without requiring a person to pass behind or between parked cars or across traffic
- Every barrier free entrance shall provide an unobstructed width of at least 1.1 m for passage of wheelchairs
- Curb cuts or ramps for all walkways must be provided from the public right of way to the main entrance to the building to allow access for all persons



- The slope of a ramp must not exceed 1:12
- Landing used for turning and intermediate landing used for rest including top and bottom are to be a minimum of 1.5 square metres and the length of each ramp section should not exceed 9 m
- Signage designating accessible spaces are required on each accessible parking space

Curbing

- Continuous 15 cm high barrier type poured concrete curbing will be required in the following areas:
 - between vehicle routes/parking stalls and landscape areas
 - major internal vehicular routes are to be defined with minimum 3 m wide raised and curbed traffic islands
 - vehicle access should be defined to a site with a minimum 3 m wide landscape area

Existing Tree Preservation – Tree survey plan

The purpose of a tree survey plan is to identify the existing vegetation on site and determine what can be preserved on the lands subject to a development proposal. It is recommended that the applicant speak to the Planning Division to determine if a tree survey plan is required.

If it is determined that a tree survey is required, the following information is generally required:

- **Individual trees**
 - location of each tree exceeding 100 mm: 100 – 200 mm measured 300 mm from the ground and greater than 200 mm measured 1.4 m from the ground
 - existing grade at base of trunk
 - species of specimen
 - limit of canopy
 - state of health of tree
 - indicate whether the tree is to be retained or removed (including reasons for removing if tree is to be removed)
 - the retention of trees greater than 15 cm in diameter in front and rear yards is critical.

- **Grouping or woodlots**
 - location of the outermost trees and existing grade at base of trunk
 - limit of canopy and grade at that point
 - predominant species within the zone to be preserved
 - average diameter of trees within the zone measured 1.4 m above ground
 - general condition of trees in the zone

- **Site Development Information**
 - detailed layout of site showing building locations, driveways, parking areas, walkways etc;
 - existing and proposed grades
 - location and type of services and utilities
 - construction area requirements (area around the proposed buildings required for excavation of foundations and access during construction)

- **Hoarding**
 - the applicant is responsible for ensuring that tree protection hoarding is maintained throughout all phases of demolition and construction in the location and condition approved
 - no materials (building material, soil etc) should be stockpiled in the area of hoarding



Garbage Enclosures

- Garbage enclosures are required for all external garbage storage area
- Enclosures are to be detailed in a material similar to the building or a complimentary material
- Enclosures will be a minimum of 2 m high with swinging gates for collection
- The enclosure design shall screen the contents of the interior from surrounding land uses

Signage

- All signage will be in accordance with the City's Sign Bylaw (Bylaw 1986-193 as amended) and shall have a sign permit prior to construction
- In the downtown, projects that employ natural materials in signs with external lighting are preferred. Wood signs with wrought iron detailing and support are encouraged where located at the storefront level to avoid disrupting the window rhythm of the upper façade
- Signs that enhance architectural characteristics of the building are encouraged, especially in the downtown area

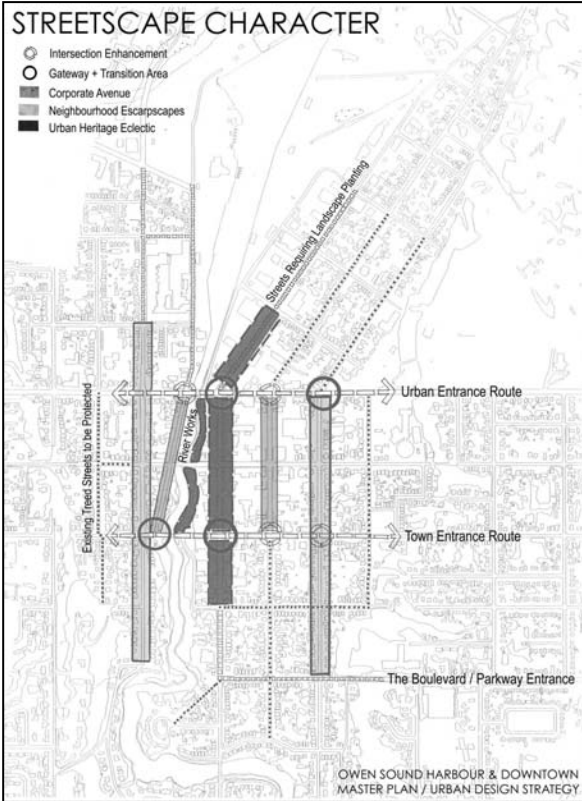


LANDSCAPE PLAN

The City of Owen Sound has approved policies relating to trees in the City; specifically there is a Boulevard Tree Replacement Program, Memorial Tree Planting Program, Greenspace Tree Planting Program and Boulevard Tree Request Program.

In 2002, through the Public Works Advisory Committee, the City approved a policy regarding the Planting of Native Tree Species that identifies a pre-selected list of native trees for future municipal tree plantings within the City. Developers should be cognizant of these trees in the preparation of landscape plans. A copy of the Native Tree list is attached as a Appendix C to this guideline.

Landscaping should be designed to enhance the presence of each building and develop a park like setting. Landscaping should be used as a major visual element to unify the proposed building, existing streetscape and the surrounding environment as an entity and functionally for directing the circulation of pedestrian and vehicular traffic. It must mitigate the visual impacts of parking areas, loading docks, garbage and storage areas etc.



The following general guidelines apply:

- The landscaping plan will include elements of the tree survey plan where applicable
- Encourage excellence in landscape design in consideration of the distinct character of this community and the natural features of this landscape
- Preserve existing trees, woodlots and natural features wherever possible in accordance with the tree inventory and preservation plan
- Use a diversity of plant material, utilizing native species in accordance with City policy and naturalizing appropriate areas
- Ensure the integration of storm water management features
- Preserve the heritage of resources including archeological sites and landscapes of historic significance
- Contribute positively to the overall image of the City
- Provide landscaping at the streetline which contributes to the continuity of landscaping between adjacent properties
- Maintain unobstructed visibility to building entrances, key architectural features, signage and public spaces. Locate plant material in a manner that provides adequate sight lines for both motorists and pedestrians
- Group trees and shrubs to frame building elevations and add visual interest to blank facades and open spaces
- Install landscape elements that provide colour and decoration, having regard for seasonal changes
- Install plant material to soften building elevations, maintain a pedestrian scale and provide definition to public walkways and open spaces
- Provide landscaping to screen and buffer parking areas, open storage and other site service elements
- Provide protection from excessive summer sun and cold winter winds, especially adjacent to outdoor areas where people congregate. As a general guide, deciduous trees on south facing public spaces and coniferous trees on exposed north facing spaces.
- Stabilize steep embankments (where existing) with ground cover and trees
- Select plant materials that are ecologically sound, appropriate for the existing and future site conditions and suitable for all seasons
- Incorporate drought resistant plant material in order to reduce long term maintenance requirements and conserve water
- As per City policy, native plant materials should be utilized where appropriate and avoid the use of invasive plant species

Landscape Plan Requirements

- A landscape plan will be required
- All plans will be to scale and have the location of the site with a north arrow
- Planting detail including installation and support will be illustrated on landscape plan
- The landscape plan must conform to the site plan
- All landscape plans must be prepared by a member of the Ontario Association of Landscape Architects (OALA) or a landscaping professional satisfactory to the Community Services Department
- Landscape plans must take into account adjacent lands and topography

Landscaping of parking areas

Parking areas are the least offensive of the required service functions and they may be exposed to the street provided that adequate landscape screening is provided.






In order to maintain well landscaped lots it is preferable to create a continuous landscaped area between the street line and the building, uninterrupted by parking for a portion of the frontage. This landscape connection should be at least as deep as the minimum front yard setback but additional space would provide a greater effect. It is recognized that that functional requirements may make it impossible to achieve this type of layout. Sketches attached in Appendix D identify some of the following concepts.

- There should be a continuous landscape connection with no parking areas or driveways for commercial and industrial development for at least 30% of the site frontage with a depth equal to or greater than the minimum setback
- Where a single row of parking is necessary at the front of the building, a landscape area should be provided across the face of the building closest to the street and at least 25% of the site frontage should be free of parking stalls
- Where a double row of parking is necessary in front of a building, a landscape area of 2 metres in depth should be provided across the whole site and 25-35% of the site frontage should be kept free of parking

The following information will document the following information:

- Locations of all proposed plant material, planting beds and sod areas
- A plant list clearly labeled with a key system with the following information: botanical and common name, species and or variety, size, quantity, spacing, planting detail and specifications etc.
- Existing vegetation to be retained or removed in accordance with tree preservation plan must be identified.
- Location of storm water management landscape features
- Location, height and material of all fences, screen walls and retaining walls.
- Existing and proposed grades along the property line and elevations at the base of trees to remain. Finished floor elevations of all buildings.
- Location and material of all hard surface areas
- Any special snow storage areas

Landscape Standards – Plant Material and Landscape Specifications

- All plant material must conform to the Canadian Nursery Trades Association specifications and standards
- All sod to conform to the Canadian Nursery Sod Growers specifications
- Minimum acceptable size for plant material are:
 -  deciduous trees – 60 mm caliper
 -  coniferous trees – 175 cm height
 -  shrubs – 60 mm height
- Shrubs required for screening must have a minimum height of 125 cm. All trees should be wire basket, B & B or container grown
- Deciduous trees planted in a row will be centered at 11 metres maximum. Smaller flowering trees and ornamentals will be centered at 5-7 metres maximum
- Where existing trees on a City (or County) road allowance are removed the trees must be replaced to the satisfaction of the City of Owen Sound
- Coniferous trees will be centered at 4-8 metres depending on desired effect
- All shrubs are to be planted in continuous planting beds
- Planting beds will be mulched to a minimum depth of 75 mm and will be maintained weed free. All mulch will be shredded bark except for planting beds located against buildings
- Plantings consisting of trees and shrubs will be a minimum of 50% coniferous plantings
- Where landscaped planting areas are abutting public roads, a minimum buffer width in accordance with the Zoning Bylaw must be maintained from inside the property line
- All berming and finished grades should be at a maximum slope of 3:1 for maintenance and erosion purposes
- Landscape areas (not including grass areas) should be designed to be maintained free from snow storage

Landscape Plan Checklist

- Title block, name of development, architect, legal description and municipal address
- North arrow, scale
- 10 copies as well as 1-11"x17" and 1 CD version
- property dimensions and adjacent property land uses and zoning
- existing or proposed buildings, entrance/egress points
- location and width of existing and proposed streets and sidewalks
- existing and proposed utilities
- tree retention plan information
- landscaping materials – location, size, etc (i.e. all plants, paving, benches,, screens, fountains, statues, earthen berms, ponds including depth of water, or other landscape features)
- proposed plant materials – location species spacing (if applicable), size (at time of planting and maturity)
- existing and proposed topography with slope indicated
- parking computations showing required and provided parking spaces
- Distance of trees/shrubs from sidewalks, curb, screening walls and utilities
- Screening – materials, location, type and height
- Legend if abbreviations or symbols are used
- Description of maintenance provisions
- Detailed structural designs of entryway features
- Layout and description of irrigation, sprinkler or water systems including placement of water sources, irrigation connections, meter locations and size with check valve vaults
- Additional information necessary for clarity



PROCESS SUMMARY

Consult with Planning, Building & Engineering staff regarding proposal. Prepare a draft site plan incorporating all elements required by the city and submit draft for preliminary comments.



Formally submit a final site plan including all Planning & Engineering forms (found in Appendix with required fees). See Page 4 for required elements of a site plan.



For complex developments, **additional studies** may be required, including but not limited to: soil or slope stability studies, flood plain analysis, traffic counts & traffic impact studies, servicing capacity analysis, and environmental reports including a Record of Site Condition where a brownfield is being developed.



The **application is reviewed** by the Planning & Development Dept. considering zoning, site layout, landscaping, parking layouts, lighting, garbage storage, etc. Then, the plan is circulated to the Engineering Dept. (lot grading & drainage, traffic movement, sanitary & storm sewer servicing, and environmental issues), the Fire Dept. (fire routes, hydrants, and emergency access), the Police Dept. (public safety), and the Conservation Authority (erosion, nearby water courses, and storm water management). Generally a two week commenting period is allowed.



When all comments are received, the applicant is advised of any recommended changes. Once changes have been made, **the site plan is submitted**, along with a report on the site plan by Community Services (Planning Division), **to City Council** for consideration.



Council may approve the site plan subject to conditions, such as a development agreement and security in the form of a letter of credit. These conditions must be satisfied before work can begin.



Once all **conditions have been met**, a building permit can be issued and work can commence. Once the project is completed as required, a certificate of compliance should be requested from the City to confirm the project has been completed acceptably. The performance security will then be returned. It is required that the completed works be maintained in accordance with the originally approved plans.