



A Natural Attraction

CITY OF QUINTE WEST SITE PLAN CONTROL GUIDELINES

(Section 41 of the Planning Act, R.S.O. 1990, c.P.13, as amended)

1. **GENERAL INFORMATION**

1.1 Introduction

The City of Quinte West passed a By-law in April, 1998 which allows the municipality to control development through Site Plan Control in accordance with Section 41 of the Planning Act, R.S.O. 1990, c.P.13, as amended. This By-law designated certain lands within the municipality as "Site Plan Control Areas".

The By-law further provides that no one shall undertake any development in any Site Plan Control Area until the municipality or the Ontario Municipal Board in the case of a referral, has approved the Plans showing the various details of the development being proposed.

"Development" shall mean any improvement to land and shall include, but is not limited to the construction, erecting or placing of one or more structures or buildings on land, or any addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the layout and establishment of a commercial parking lot, or establishment of sites for three or more trailers as defined in Clause a) of Paragraph 101 of Section 210 of the Municipal Act or of sites for the location of three or more mobile homes as defined in Section 46(1) of the Planning Act, R.S.O. 1990, c.P. 13, as amended or of sites for the construction, erection or location of three or more land lease community homes as defined in Section 46(1) of the Planning Act, R.S.O. 1990, c.P 13, as amended, or the removal of fill whether originating on the site or not.

Interpretation of whether or not an application is applicable to this definition is determined by the Director of Planning and Development Services and/or the Chief Building Official.

1.2 Purpose

The purpose of Site Plan Control is to ensure that all development within the City of Quinte West is undertaken in accordance with the municipality's Official Plans, Zoning By-laws, other applicable Municipal By-laws, provincial policies and regulations, and municipal standards. It is intended to use Site Plan Control to protect both public and private interests in new development and is used to reduce or eliminate negative impacts on adjacent land uses. Site Plan Control also ensures that the features of a development are maintained over the long term.

The City also intends to use the Site Plan Control process as a means to facilitate all types of development approvals. The City uses a team approach when reviewing development applications and are more than willing to assist owners and developers with the Site Plan Control approval process as well as other development approvals.

1.3 Inquiries

These guidelines were established for one purpose and that is to assist owners and developers through the Site Plan Control process. The guidelines are provided to ensure that a properly prepared site plan is submitted to avoid delays in approvals. The guidelines also will ensure issues related to a particular development are identified early in the process.

Although these guides are designed to cover most situations, they may not address each and every situation. Questions and/or problems that an applicant comes across should be taken to the appropriate City Staff early in the process prior to submitting a formal application.

It is essential for any developer or owner contemplating development to contact the City if there are any questions regarding the process.

The City of Quinte West has been divided into three planning areas. One planner is responsible for all forms of development applications for each Planning Area. The Planning Areas are delineated on **APPENDIX 1** attached hereto. **If you are not sure which planning area your property is located in, please call the Planning and Development Office and provide your municipal address. Staff will be able to direct you to the appropriate Area Planner.**

It is the responsibility of the Area Planner to coordinate site plan control approvals. It is therefore, very important for the applicant to make contact with the applicable Area Planner early in the process.

1.4 Consultation

City of Quinte West technical staff are located at the City of Quinte West Municipal Offices at 7 Creswell Drive in the Trenton Ward. All departments can be accessed by calling the offices at (613) 392-2841.

PLANNING AND DEVELOPMENT SERVICES:

RE: Procedures, applications, zoning regulations, landscaping and agreements.
Compliance with Official Plan and Zoning By-law
Parking area design - access to property/walkways, landscaping, garbage collection and/or storage areas, access for the physically handicapped
Compliance with any other pertinent municipal By-laws
Building Code requirements
Plumbing Code requirements

Brian Jardine, Manager of Planning Services

Matthew Shilton, Area Planner for the West side of river, Trenton Ward & Wards of Murray & Frankford
Scott Pordham, Area Planner for the East side of river, Trenton Ward & Sidney Ward

RE: Ontario Building and Plumbing Code

Phillip Lappan, Chief Building Official

Jim Beeby, Senior Inspector, Trenton Ward
John Egas, Area Inspector, Sidney and East of River
Kirk Johnstone, Area Inspector, Murray and West of River

PUBLIC WORKS SERVICES:

RE: Roads, services, drainage and engineering standards
Water supply, sanitary sewage and storm drainage systems
Street access and traffic control
Sidewalks, curbs, pavement
Road upgrading
Road widening

Onsite traffic
Access routes/entrance permit
Other engineering standards

Chris Angelo, Director, Public Works & Environmental Services
Tim Colasante, Manager, Engineering

RE: Water and Electrical services for Wards 1 and 4 (Trenton and Frankford).

Doug Schoenals, Superintendent, Water / Wastewater

CORPORATE SUPPORT SERVICES: RE: Municipal By-laws other than the Zoning By-law, licence to encroach, etc.

DonnaLee Craig, City Clerk
Virginia LaTour, Deputy City Clerk

PROTECTIVE SERVICES:

Greg King, Senior Fire Prevention Officer

RE: Hydrants, fire access, fire routes, water requirements for firefighting purposes and Building Code requirements
Fire access routes
Onsite fire hydrants
Easements
Water service requirements
Other items necessary for adequate fire protection

QUINTE AREA STORMWATER MANAGEMENT PROGRAM:

Ernie Margetson, (613) 968-3434

RE: Stormwater management requirements for properties over 1 hectare

External Agencies

RE: Any Outside Agencies deemed appropriate by the municipality and may include, for example, the Health Unit, Ministry of the Environment and Energy, local Conservation Authority, railway companies, Hydro One, etc.

Prior to submitting a site plan, it is the applicants' responsibility to review the site plan control guidelines and site plan to ensure the site plan is submitted with all the necessary requirements. An individual should contact each department if there are any questions regarding the requirements. **If an applicant is not sure whom they should contact for a particular issue, please contact the applicable Area Planner.** Incomplete Site Plan Applications will result in delays.

2. Site Plan Applications

2.1 Applications

An application form must be completed prior to requesting approval (See Schedule "B").

The form shall be submitted along with **ten (10)** full size copies of the site plan and **three (3)** full size copies of the building plans including mechanical and building plans to the Planning and Development Department. Please note that the site plan can be submitted prior the building and mechanical drawings being submitted. Approval may be delayed until these plans are submitted.

One reduced copy of the aforementioned site plan must be submitted (a maximum of 8.5" x 14"). A copy of the deed for the subject lands also must accompany the application.

2.2 Plan Specifications

Please refer to the Checklist attached to the Guidelines as Schedule "C". The "yes" box should be checked off for all the requirements prior to submitting. In some cases, the items on the checklist do not apply to a particular development. The following information should be indicated on the plans prior to submission.

2.2.1 All Plans

All plans shall comply with the following specifications:

- a) all dimensions shall be in metric;
- b) shall be drawn at one of the following metric scales: 1:100, 1:200, 1:250, 1:300, 1:400 or 1:500;
- c) shall include a title block showing the name of the firm or person who prepared the plan and a revision block showing the date and nature of all revisions to the original plan;
- d) shall include a north arrow oriented toward the top of the plan; and
- e) shall specify geodetic data and location of benchmarks.

2.2.2 Survey

The following shall be indicated:

- a) a complete legal description with lot, concession, block and registered plan number of property acceptable for registration; and
- b) a key map showing the location and extent of the subject lands.

2.2.3 Existing Conditions

The following shall be indicated:

- a) all dimensions, area of property, location and use of all existing buildings on the site and on abutting properties;

- b) both sides of any abutting roads or right of way, any 0.3 metre reserves, street widening with curb lines (where appropriate), type and extent of all easements both on and adjacent to the property;
- c) any natural features such as trees, water courses, rock outcrops, drainage ditches, swales or steep slopes;
- d) all existing utilities and engineering services; and
- e) all grades by means of contour lines at 1.5 metre intervals on steep slopes and less on relatively flat areas on the site and on a portion of any adjacent lands and any spot elevations.

2.2.4 Proposed Development

The following shall be indicated:

- a) each building identified by use, number of floors, all outside dimensions; building heights and yard dimensions;
- b) any proposed streets with right of way width, any proposed division of property, including dimensions of proposed property lines;
- c) any engineering services, sewage system, storm drainage, water supply system, gas or electric services;
- d) all parking areas whether designated as garages, carports or open parking, with capacity and space and access dimensions;
- e) all driveway vehicular circulation, curbs, curve radii of curbs at all street access points and driveway intersections;
- f) all finished ground grades shown in geodetic levels;
- g) all areas of main buildings both in square metres and as a percentage of total lot area;
- h) number of units; and
- i) any retaining walls, protective railings, service or delivery access, extent of underground garage and ramp location, stairwells, garbage collection and/or storage areas.

2.2.5 Landscaping

The following shall be indicated:

- a) all buildings, parking areas and driveways together with any physical features to establish relationships with landscaping;
- b) any gardens, garden walls, walks, areas for recreation play-lots, and/or facilities;
- c) location and identification of all plant materials outlining planting beds, existing trees to be preserved, transplanted or removed;
- d) a list of planting materials giving height when planted and height when mature, quality or other pertinent description common to the trade using standard botanical plant names; and
- e) all other items such as patios, earth mounds, steps, benches, paved areas, location and type of lighting standards, garbage collection and/or storage areas, fences, free standing screen or garden walls, retaining walls, ornamental pools, free standing sculptures or other exterior construction as part of the landscape design.

2.2.6 Architectural Plans

The following shall be indicated:

- a) elevations of all side of all the main and accessory buildings, showing all roof structures such as penthouses, chimneys, vents, air conditioning, et cetera, with measurements;

- b) floor plans for all floors for all buildings except where repetition is proposed (such repetition shall be noted);
- c) exterior building materials and may include colours;
- d) plans showing location of all signs, dimensions, materials and colours;
- e) plans showing the location and design of all exterior lighting including lighting specifications; and
- f) design location and construction details of any interior or exterior garbage collection and/or storage areas.

2.3 Design Criteria

All Site Plans shall incorporate the following design criteria:

- a) proposed elevation of the property line abutting the street line shall be 2% higher than the curb. If there is no curb, 2% higher than the centre line of the road measured from the edge of the pavement.
- b) desirable grade in ditches and swales is 1.5% - minimum 0.50%.
- c) desirable surface grade is 2% - minimum 1%.
- d) desirable grade on sanitary sewer laterals is 2% - minimum 1%.
- e) minimum grade on storm laterals is 0.50%.
- f) all storm water on the site shall be directed to on-site catchbasin, City maintained ditches or stormwater detention pond.
- g) domestic water lines shall be separated and valved from any sprinkler lines a minimum of 13.0 metres from the building.
- h) all elevations shall be referred to a City bench mark and shall be in:
 - i) geodetic metric datum if the plan is to a metric scale;
 - ii) City datum or geodetic imperial datum if the plan is drawn to an imperial scale.
- i) the drawing showing the sewers, catchbasins, and watermain that are external to the building shall be dated, signed and stamped by a professional engineer licensed in the Province of Ontario.

2.4 Landscaping

"Landscaped Area" shall mean the open space or a lot accessible from the street on which the lot is located and which is suitable for the growth and maintenance of grass, flowers, trees, bushes and/or other landscaping and may include any surfaced walk, patio and/or similar area but does not include any driveway or ramp, whether surfaced or not, any curb, retaining wall, parking area or any open space beneath or within any building or structure.

For those situations where the applicant is required or chooses to locate plantings in a landscaped area, consideration should be given for the plantings' ability to withstand the site's specific characteristics or constraints. Consideration should also be given to the plantings' need for maintenance or other requirements.

A list of deciduous and coniferous trees has been compiled on the basis of the plantings' abilities to generally withstand street salt, pollutants, root compaction, disease and pests. Further consideration was given to the plantings' normally low maintenance needs. This list does not consist of all the plantings alternatives, and is for information purposes only.

Onsite Trees for Landscaped Areas

DECIDUOUS TREES

Common Name	Botanical Name
Norway Maple	Acer Platanoides
Ash Marshall's Seedless	Fraxinus Pennsylvanica
Honey Locust	Gleditsia Triacanthos
London Plane Tree	Plantanus Aceifolia
Flowering Crab Apples	Malus Floribunda
Linden	Tilia
Hawthorn	Crataegus
Amur Cork Tree	Phellodendron Amurense
Northern Catalpas	Catalpa Speciosa
European Hornbeam	Carpinus Betulus Fastigrata
Russian Olive	Elaeagus Angustfolia
Red Oak	Quercus Rubra

CONIFEROUS TREES

Common Name	Botanical Name
Pyramid Cedar	Thuja Occidentales Fastigata
Pyramid Pine	Pinus Sylvestis
Scots Pine	Pinus Nigra
Austrian Pine	Pinus Cembra
Swiss Stone Pine	Picea Glauca
White Spruce	Picea Pungens
Colorado Spruce	Picea Omorika

2.5 Handicap Services

In addition to the services outlined in the Ontario Building Code, the following services will be included:

2.5.1 Handicap Parking

Reserved parking spaces for use by the handicapped located as close as possible to the main entrance and with direct and unobstructed access to the building will be provided as follows:

Required Parking Spaces	Minimum Number of Handicap Parking Spaces
0 to 50	1
51 to 100	2
101 to 200	3
201 to 300	4
301 to 400	5
401 to 600	6
Over 600	One Percent (1%) of the Registered Parking

2.5.2 Parking Spaces

Parking spaces for the handicapped shall be hard surfaced and curbed. The minimum dimensions will be 4.4 metres by 6.0 metres.

2.5.3 Recesses

Sidewalk recesses shall be provided to allow easy access.

In addition to the requirements listed above the Disabled Persons requirements of By-law Number 2764-90 shall be applicable.

2.6 FIRE ROUTES

Where the applicant is required or chooses to designate fire routes the fire route shall be constructed and signed and maintained in compliance with the provisions of By-law 2764-90.

3. APPROVAL PROCESS

3.1 Site Plan Control Committee

City Council has delegated its authority under Section 41 of the Planning Act to a committee of council comprised of staff. The Site Plan Control Committee consists of the following individuals:

Charlie Murphy, Director of Planning & Development Services (or designate)
Chris Angelo, Director of Public Works & Environmental Services (or designate)
John Whelan, Fire Chief, Protective Services (or designate)
Phillip Lappan, Chief Building Official (or designate)

The following briefly explains the process for approving a site plan:

- Planning Department circulates the application to the following municipal departments and agencies:
 - Building Department
 - Public Works
 - Engineering Department
 - Clerk's Department
 - Fire Department
 - Quinte Area Stormwater Management Co-ordinator (if property over 1 hectare)
 - Lower Trent Region Conservation Authority (if property regulated by the Authority)
- Planning Department requests comments within 14 days of circulation.
- As comments and issues are identified, Planning Department contacts applicant. In some instances, the municipal department or agency identifying the issue or problem will contact the applicant directly in order to avoid delays.
- Site Plan Control Committee reviews the application. The Committee meets twice a month with other meetings being scheduled from time to time.
- If an applicant is not satisfied with any decision of the Committee, they can appeal to the Planning Advisory Committee for a decision. If the applicant is still not satisfied, they can appeal to the Ontario Municipal Board.
- Planning Department prepares Site Plan Control Agreement.
- Agreement signed and securities submitted.
- Building permit issued.
- Applicant makes application for release of securities.
- Inspections completed and securities released upon satisfactory completion.

These are the basic steps in the process. During the construction phase, the Building Inspectors will be monitoring site plan agreement requirements. Any changes or questions should be directed to the building inspector who will report any issues to the applicable Area Planner.

3.2 Site Plan Agreement

The Site Plan Control Agreement shall require the proposed development be constructed in accordance with the approved site plan. In most cases, the Site Plan Committee will place conditions on approvals. These will be included in the Agreement.

The Agreement shall be registered against the title of the lands at the applicable Registry Office at the applicant's expense.

3.3 Security

The Site Plan Agreement will require the submission of a performance security and possibly a maintenance security for any works required pursuant to the Agreement or the approved site plan. The security must be provided in the form of a certified cheque or a letter of credit in the City's approved form.

The amount of the security will be based on 50% of the works for the development. Works like paving, landscaping and servicing are used to determine the amount. The estimated cost of the works should be submitted with the application. Approval will not be granted until this information is submitted. It would be to the benefit of the applicant to break down the costs into the various works. This would assist in stepping down the securities while the work is in progress.

When the security is provided in the form of a letter of credit, it must be in approved format and:

- shall be an irrevocable Letter of Credit in favour of the Corporation of the City of Quinte West, or other form of payment approved by the City.
- may be drawn upon the City of Quinte West at any time and from time to time. Partial drawings are permitted.
- is effective for one year and shall be automatically renewed from year to year.

3.4 Timing

Generally, Site Plan Control applications can be processed between 14 to 28 days. Several factors affect the length of time it takes to process an application. **However, one factor that facilitates approval is consultation with the various municipal departments and outside agencies where applicable.** It is strongly recommended that the applicant consult the City prior to the plans being completed. This will assist with plans being drafted that are acceptable to the City.

3.5 Building Permit

Following Site Plan Control approval and the submission of the required documentation including the performance security, the owners will be eligible to receive a building permit. An applicant does not have to wait for Site Plan approval prior to making application for a building permit. A building permit application can be submitted at the same time as a Site Plan application or while the site plan is being processed. However, a permit will not be issued until the Site Plan Agreement has been signed and documentation received.

3.6 Fees

Planning and Development Department

Application with no registered agreement	\$1,000.00
Application to amend agreement	\$1,650.00
Application with registered agreement	\$2,200.00

All Fees as listed **PLUS**: Legal Fees incurred by the City (solicitor's review of the Agreement and/or registration of Agreement)

(Note: A Trust deposit shall also be required as noted in the applicable Tariff of Fees By-law)

Public Works and Engineering

Amending agreement	\$100.00
Application with no agreement required	\$200.00
Application with Agreement	\$300.00

4.0 SUMMARY

These guidelines have been drafted to ensure that applicants are aware of the site plan control approval requirements to ensure undue delays do not occur. Applicants are encouraged to contact municipal staff early in the process.