

Schedule "A" to By-law No. 14-2006

SITE PLAN APPLICATION FEES

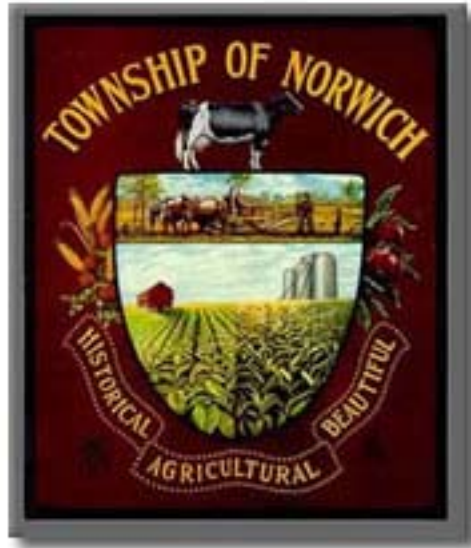
The following fees shall be applied to applications for Site Plan Approval in the Township of Norwich:

1. New development / re-development: \$ 300.00
2. Plus a refundable deposit of: \$2,000.00
3. Amendment to existing registered Site Plan: \$ 100.00

All fees and deposits are to be made payable to the "Treasurer, Township of Norwich".

Note: Failure to provide the appropriate fee and deposit shall result in the application being considered incomplete.

Schedule "B" to By-law No. 14-2006



TOWNSHIP OF NORWICH

**SITE PLAN APPROVAL
GUIDELINES**

Prepared by the County of Oxford
Community and Strategic Planning Office

March 7, 2006

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SECTION 1 - INTRODUCTION

1.1 DESCRIPTION

In the Province of Ontario, the Planning Act authorises municipalities to employ Site Plan Control as a land use tool to ensure the appropriate location of a development on a site and to ensure the safety, attractiveness and compatibility with the surrounding land. The County of Oxford Official Plan contains policies and objectives that specifically apply to the use of Site Plan Control within the local municipalities. In some cases, these policies require a local municipality to apply Site Plan Control to address relevant development issues. In other cases, the use of Site Plan Control may be applied at the discretion of the municipality.

This Guideline document has been prepared to inform potential developers and the general public about the use of Site Plan Control, the requirements for Site Plan approval in the Township of Norwich, and to provide guidelines for site plan preparation and review.

Section 2 of this Guide provides an overview of the Township's Site Plan Approval process. Section 3 identifies the information requirements for submitting applications seeking Site Plan approval for a proposed development. The more specific objectives for each matter that is subject to Site Plan Control, as well as the guidelines, criteria and standards to be used in order to achieve these objectives, are in Section 4 of this Guide.

1.2 DEFINITION OF "DEVELOPMENT"

The Planning Act defines 'development' undertaken in the context of Site Plan Control as:

"the construction, erection, or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out and establishment of a commercial parking lot or of sites for the location of three or more travel trailers as defined in subsection 168(5) of the Municipal Act 2001, or of sites for the location of three or more mobile homes as defined in subsection 46 (1) of this Act, or of sites for the construction, erection or location of three or more land lease community homes as defined in subsection 46(1) of this Act." [S. 41(1) Planning Act, R.S.O. 1990]

In addition to the provisions in the Act, within Oxford County and its local area municipalities, the general policies for use of Site Plan Control are contained in the County of Oxford Official Plan. The Official Plan establishes the entire Township of Norwich as a proposed Site Plan Control Area. Development in the Township is further regulated through the Township of Norwich Zoning By-law No. 07-2003-Z, the Site Plan Control By-law and other applicable By-laws.

Pursuant to Section 41 of the Planning Act, the Council of the Township of Norwich has enacted a comprehensive Site Plan Control By-law. The Township's Site Plan Control By-law identifies the development situations and land use designations (or zone classes) subject to Site Plan Control. The By-law also exempts certain classes of land use from these controls. The By-law requires the submission of plans, drawings and, where necessary, appropriate studies, prior to permitting "development" on the lands that are subject to Site Plan Control.

Site Plan approval is required for all new commercial, industrial, institutional or medium density residential uses. In particular, all recreational uses and agricultural-commercial and agricultural-industrial uses in the Agricultural Reserve designation of the Official Plan are subject to Site Plan Control. Site Plan approval is also required for existing development where an addition is proposed to increase the size of a building or structure by more than 25% of the gross floor area in any of the categories noted above. More detailed information is set out in Section III, subsection 1.

1.3 GOALS OF SITE PLAN CONTROL:

The principal goals of Site Plan Control are to:

- ensure the safety and convenience of vehicular and pedestrian traffic to, from, and on the site of a new development or redevelopment;
- reduce the cost to the municipality where development requires the widening of existing roads or the granting of easements for municipal purposes;
- ensure that adequate off-street parking and loading facilities are properly located, constructed and maintained during all seasons;
- improve the quality and aesthetic appearance of developments for greater enjoyment by the users and tenants;
- improve the image of the Township through well designed individual developments.

The following sections of this Guide describe in details the application process, information requirements, objectives, criteria and standards the Township of Norwich expects will be adhered to in the review of development proposals subject to Site Plan Control.

SECTION 2 – SITE PLAN CONTROL PROCESS

2.1 APPROVAL PROCESS

The Township's site plan control process is described below. It is Council's expectation this process will take approximately 30 days from submission of a complete application to final approval by the Township.

1. Pre-consultation –

The Township requires that the applicant and their agents meet with the Township staff and County Planner to discuss the development proposal before submitting any application for Site Plan Approval. The applicant will be advised that various Official Plan policies and Zoning regulations will apply to the development. Review of these policies and regulations will assist the applicant to design the placement of the proposed buildings, structures and other built features on the site before preparing the site plan drawings and the lot grading and servicing drawings. It is expected that any required or additional studies will be identified during the pre-consultation review. The applicant will be expected to provide such studies in conjunction with the completed application.

2. Submit Application –

The site plan approval process is initiated by submitting a completed application for site plan approval to either the Township of Norwich or the County of Oxford Community and Strategic Planning Office (in Woodstock). Application forms are available at the Township Municipal offices (www.twp.norwich.on.ca), the Oxford County Community and Strategic Planning Office (www.county.oxford.on.ca) and are included as Appendix 'A' to this Guide. The prescribed application fee and deposit established by the Township must accompany the completed application. The complete application submission requirements are listed in Section 3.

3. Initial Review –

The County Planner will review the initial submission. The application will be forwarded to the Township Clerk-Administrator. The Clerk-Administrator¹ and the County Planner will review the application for completeness, compliance with the Zoning By-law, the policies of the Oxford County Official Plan, review previous planning applications on the same site, and determine if a public meeting is required. (The types of development that may be subject to a public meeting are listed in Section 10.3.11 of the County Official Plan.)

4. Agency Review –

The Clerk-Administrator will send an acknowledgement letter to the applicant and circulate a copy of the Site Plan application to the following public agencies:

¹ Throughout this Guide, where reference is made to the Clerk-Administrator undertaking a duty or task, such reference shall also mean any Township employee delegated to perform such duties or tasks.

- i. Township Chief Building Official
- ii. Township Fire Chief
- iii. Township Public Works / Roads Superintendent
- iv. Township Drainage Superintendent
- v. Oxford County Community and Strategic Planning Office
- vi. Oxford Community Police Department
- vii. Oxford County Director of Public Works
- viii. Oxford County Director of Public Health and Emergency Services, required for applications using septic tank facilities.
- ix. County or Township Accessibility Advisory Committee, if required
- x. The appropriate Conservation Authority, if required.

The Clerk-Administrator will arrange all meetings between staff, circulated agencies and the developer and the developer's representatives. Depending on the location and scope of the application, other agencies, including Provincial ministries, may be circulated the proposal. One or more meetings with staff may be necessary before the application can be presented at a Council meeting.

Prior to any public review or public meeting, the Clerk-Administrator will inform the applicant in writing if the circulated agencies require revisions of the site plan drawings or if additional information is required. The applicant will revise the site plan drawings accordingly and re-submit them for consideration.

5. Planning report –

After receiving revised plans that address the agency comments, the County of Oxford Community and Strategic Planning Office will prepare a Planning Report. The report will outline the nature of the proposal and a summary of the comments received. A draft Site Plan Agreement will be prepared by staff for the consideration of Council.

6. Council Review –

At a regular Council meeting, the Township Council will review the proposal and will consider the Planning Report and the draft Site Plan Agreement. The applicant and their agent(s) will attend the Council meeting in order to respond to inquiries of Council and others persons attending the meeting. Council may approve, refuse or modify the application and accompanying plans. Council may also modify the terms of the recommended Site Plan Agreement.

Where “conditional” approval is granted by Council, the applicant will modify the drawings and plans in accordance with the directions of Council. Approval of the application will require the owner to enter into a Site Plan / Development Agreement with the Township. The Site Plan Agreement will include standard development requirements and any necessary special provisions to address all requirements of the review agencies and Council. (See Schedule “C” to Site Plan Control By-law No. 14-2006 for an example Site Plan Agreement.)

7. Appeals –

Under Section 41(12) of the Planning Act, if the Council does not approve the completed application within 30 days after it has been received or, the applicant is not satisfied with any of

the requirements identified by the Council, or its reviewing agencies, including any terms of the required Site Plan Agreement, the applicant may appeal the decision to the Ontario Municipal Board.

Written notice of appeal, including the reasons for appeal and prescribed fees, shall be lodged with both the Ontario Municipal Board and the Township Clerk-Administrator.

After receipt of an appeal, the Ontario Municipal Board will schedule a hearing and determine the matters of issue. Once seized with an appeal, the Ontario Municipal Board shall settle and determine the details of the site plan proposal or Agreement requirements. The Ontario Municipal Board may make any decision that Township Council could have made (approve, modify or refuse).

Once the Ontario Municipal Board has issued a decision/order, the applicant shall enter into a Site Plan Agreement with the Township to implement the Ontario Municipal Board decision. The decision of the Ontario Municipal Board is final and binding on all parties.

8. Final Approval –

Upon receipt of the revised plans, the Clerk-Administrator will confirm the requirements of the Township have been addressed. The revised plans will be stamped, signed and dated and attached as a Schedule "A" to the Site Plan Agreement. The Clerk-Administrator will prepare the final Site Plan Agreement. The Clerk-Administrator will forward five (5) copies of the Agreement to the applicant for signature. Where the applicant is a registered corporation, the person with binding authority shall affix the corporation's seal with their signature on the agreement.

9. Agreement Execution –

The applicant will execute and return the signed Agreements to the Clerk-Administrator together with any necessary performance securities and/or deposits. The Mayor and Clerk-Administrator will sign the Agreement on behalf of the Township. The Clerk-Administrator will arrange to register the Agreement on title (in the Oxford County Land Registry Office) and return one copy of the registered Agreement to the applicant.

10. Building Permit –

Construction of buildings or structures shall not commence until the Agreement is registered and all necessary building permits are issued. The Clerk-Administrator will notify the Township Chief Building Official when both the applicant and Township Officials have executed the Agreement, and the required security deposit has been received. The applicant may then apply for a building permit.

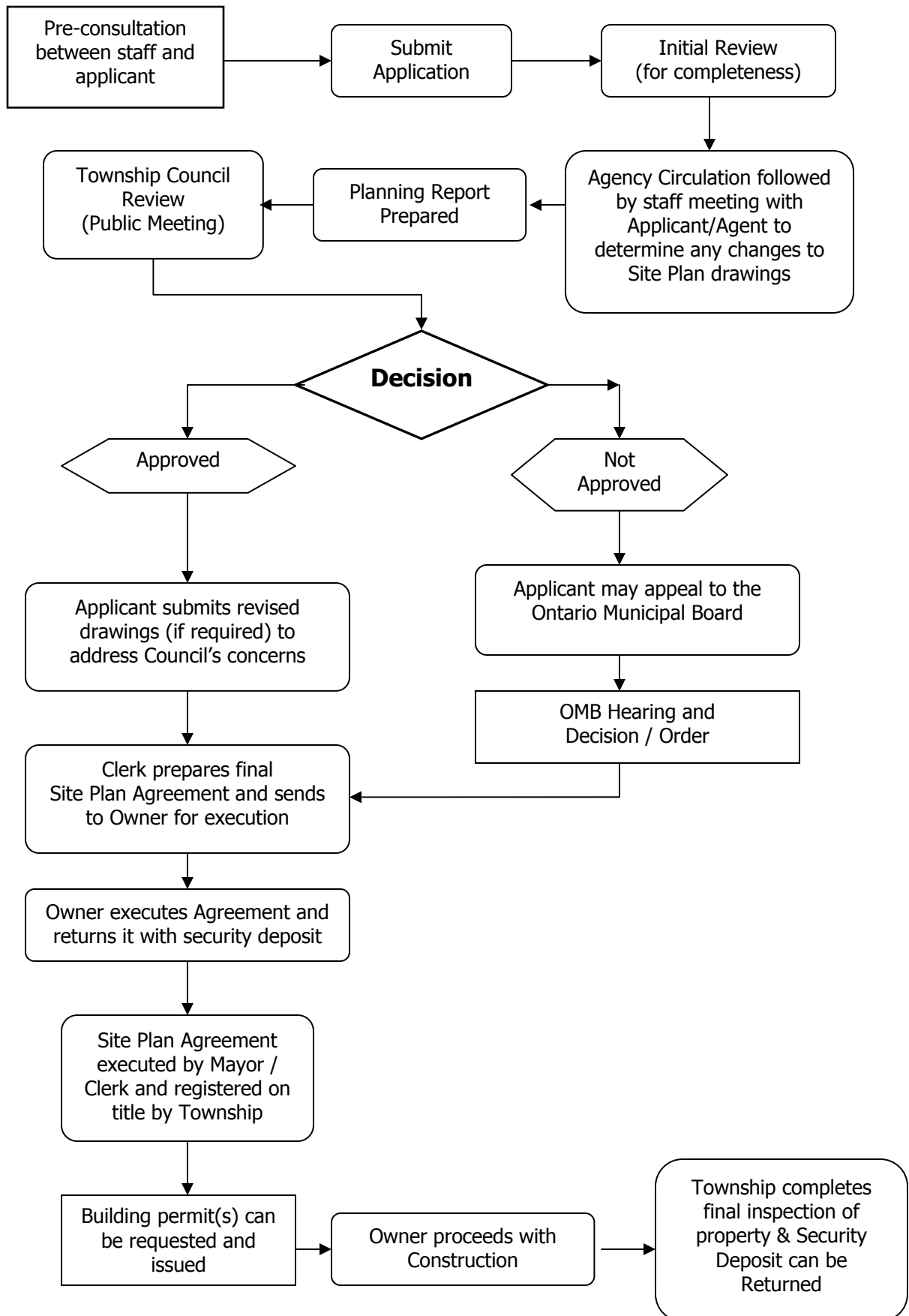
11. Construction –

Upon receipt of the required building permit(s), the owner shall immediately proceed to construct the buildings, works and facilities as approved on the Site Plan and approved building plans.

12. Post-construction –

The Township will return the owner's security deposit when the Township's Engineer or the Developer's Engineer, as the case may be, has indicated to the Clerk-Administrator, in writing, that all inspections of the property have been completed to ensure compliance with the terms of the Site Plan Agreement. The owner will be required to provide any professional reports or 'as-built' drawings to confirm the completion of works (i.e. final grading, storm water management facilities, etc.) on the subject property, prior to the return of any applicable security.

Township Site Plan Approval Process



SECTION 3 - APPLICATION REQUIREMENTS

3.1 REQUIREMENTS FOR MAKING AN APPLICATION

Site Plan approval is required for commercial, industrial, institutional, private recreational or multi-family (medium density) residential types of uses in the following situations:

- a) The construction, erection or placing of one or more buildings or structures on the land; or,
- b) An interior or exterior alteration to a building or structure on a property that has the effect of increasing the *usability* of the property; or
- c) An addition or alteration to a building or structure on a property that has the effect of increasing the size of the building or structure in all zones by more than 25% of the gross floor area; or
- d) The making or construction of, or addition to, a commercial or industrial parking lot resulting in five or more parking spaces; or
- e) An amendment to an existing site plan, elevation plan, landscape plan, and/or servicing plan or an amendment to an existing site plan agreement with the Township on property which has been designated as a site plan control area as set out under Section 41 of the Planning Act by the Site Plan Control By-law which has been adopted by the Township.

The following classes of development are exempted from site plan approval:

- Single detached dwelling,
- Semi-detached dwelling,
- Duplex dwelling,
- Converted dwelling containing a maximum of two (2) dwelling units,
- Uses, buildings or structures accessory to the residential uses listed above,
- Buildings or structures used for an agricultural use, but **not** including agricultural-commercial or agricultural-industrial operations such as farm equipment sales and service establishments, farm supply outlets and other uses set out in the Agri-Business Zone. An accessory residential dwelling related to such agri-business operation or establishment is exempt.
- Minor additions and alterations, as defined in the Site Plan Control By-law.

All Site Plan submissions must meet the requirements of the Township Zoning By-law No. 07-2003-Z and the policies of the County of Oxford Official Plan.

The application form must be filed in duplicate and submitted at one of the following office locations. Although applications cannot be accepted electronically, submission of digital copies of the drawings in standard AutoCAD format (DWG), in addition to the required print copies, is encouraged.

Township of Norwich
Municipal Office
P.O. Box 100,
210 Main Street East
Otterville, ON N0J 1R0
Phone: (519) 863-2709
Fax: (519) 879-6385
Website: www.twp.norwich.on.ca

County of Oxford
Community and Strategic Planning Office
415 Hunter Street
P.O. Box 397 Court House
Woodstock, Ontario N4S 7Y3
Telephone: (519) 539-9800
Fax: (519) 537-5513
Website: www.county.oxford.on.ca

The application must be accompanied by a fee and deposit, payable in cash or cheque made to the "Treasurer - Township of Norwich".

The property owner or his/her authorized agent must complete the application. Where an agent is making the application, the written authorization of the owner must accompany the application. If the application is being made under an agreement of purchase and sale, a copy of the agreement must be attached and will remain confidential.

3.2 PUBLIC MEETING(S)

To assist in encouraging the integration of new development with adjacent land uses, where a site-specific Zone Change application is approved prior to the submission of a Site Plan application, the Township Council may require a public meeting at the site plan approval stage. Public meetings are encouraged in situations where the location, massing and conceptual design of new development may significantly affect the character of the surrounding area. The applicant will be notified of any requirement for a public meeting as close to the beginning of the application process as possible.

3.3 SECURITY DEPOSIT

In accordance with the Township Site Plan Control By-law, an applicant may be required to provide the Township with a deposit of cash, certified cheque or irrevocable letter of credit, or any combination thereof, to ensure satisfactory provision and maintenance of the building, structures, facilities and work approved under the site plan approval process. The security shall be administered in accordance with the following provisions:

- a) The applicant shall provide the security before the Township Chief Building Official issues a building permit.
- b) The amount of the security shall be based on 50% of the estimated cost of the site works (i.e. asphalt, curbing, landscaping, water and sanitary servicing, *etc.*) of the proposed development or \$2,000.00, whichever is greater. The amount of the security shall be listed in the agreement with the applicant.
- c) The release of the security shall be at the discretion of the Township and will generally occur upon completion of work to the satisfaction of the Township Chief Building Official and/or the Township Clerk-Administrator.

3.4 GENERAL REQUIREMENTS FOR DRAWINGS:

The completed application form shall be accompanied by a site plan drawing. At a minimum, the drawings used to describe the proposed development will show the site details, landscaping, services and grading. If necessary, additional separate drawings showing the landscape plan, the site servicing plan and the building elevation and cross section plan shall be submitted.

Thirteen (13) folded copies (folded to 8.5" X 11' or 8.5" X 14") of the site plan drawing(s) are required. These drawings shall be prepared by a qualified professional (Registered Professional Planner, Professional Engineer or Architect) and shall be prepared in such a manner as to permit registration at the Oxford County Land Registry Office. An Ontario Land Surveyor shall certify any property boundary dimensions and measurements shown on the Site Plan.

Two (2) additional copies of the plans reduced to 8.5" X 11' or 8.5" X 14" shall be included for circulation purposes.

Once granted final approval, three (3) sets of large drawings and five (5) sets of small drawing (2 @ 8.5 x 11 inches; and 3 @ 8.5 x 14 inches) shall be submitted by the applicant to be included in the Registered Agreement. All final approved drawings shall be certified by the appropriate professional.

The drawings and plans shall meet the requirements set out below.

3.5 SITE PLAN DRAWING REQUIREMENTS

The site plan requirements listed below are further listed in "checklist format" in "Appendix B":

- a) All site plans and floor plans must be drawn to scale at a maximum of 1:200 and minimum of 1:300.
- b) Property dimensions and area must be certified by an Ontario Land Surveyor.
- c) Top right corner - Location (key) map at a scale of 1:2000 showing an outline of the development site with sufficient amount of surrounding area to indicate its general location, with major adjacent features indicated, such as parks and roads;
- d) development title and developer's name,
- e) site location (legal description and municipal address),
- f) Property Identification Number ("PIN")
- g) drawing date (including schedule of revisions);
- h) north arrow and drawing scale;
- i) centre line and curb line of adjacent streets, sidewalks and existing street line;
- j) any portions of the subject lands that are required to be dedicated for road allowance and street widening purposes in accordance with adopted Township Council and/or County Council policies;
- k) if the site is adjacent to a river or large watercourse, show the location of the surface water at normal flows and the regulatory floodplain boundary, and any regulatory fill line limits, if established by the Conservation Authority;
- l) clear indication of subject property (dimensions & area calculations) and property details

- (i.e. gross floor area of buildings, percent of landscaped open space, number of dwelling units, etc.);
- m) approximate location and height of buildings on adjacent sites;
 - n) adjacent property owned or controlled by the applicant;
 - o) locations, height and dimensions of all buildings and other structures proposed on the site, and the dimensions of all required yards. Include location of existing and proposed septic tank and tile beds, and private wells, if applicable.
 - p) location and height of external lighting fixtures;
 - q) location of all garbage and recyclable storage facilities (including type of structure and fencing);
 - r) loading areas;
 - s) access driveways and parking aisles showing on-site vehicular circulation and the aisle widths and proposed direction of traffic flows as well as any proposed ramps;
 - t) parking areas, or structures, number of spaces, including spaces for the disabled, dimensions of parking spaces, location of pedestrian and vehicular building entrances;
 - u) the site or building area to be devoted to each proposed use, if multiple uses are proposed;
 - a) proposed drive-through location showing dimensions, required number of queue spaces, order boards and drive-through window(s) and any associated traffic control features (signs);
 - v) proposed snow storage areas;
 - w) landscaped open space areas;
 - x) existing and proposed grades;
 - y) on-site storm water management facilities;
 - z) location and height of free-standing signs; and,
 - aa) location and width of walkways.

3.6 LANDSCAPE PLAN REQUIREMENTS

The base mapping for the landscape plan(s) is the area of site plan. The landscape plan is to be drawn in black line only, and must include:

- a) the location of all existing (to be preserved or removed) and proposed trees and shrubs (the symbol must reflect the branch spread or canopy of existing trees and shrubs, and the proposed trees and shrubs at maturity);
- b) a Landscaping Table listing all species, including common name, botanical name, quantity, size and condition at planting;
- c) planting specifications and any required instructional drawings;
- d) inset drawings can be used to show detailed tree and potted shrub planting methods;
- e) all areas to be seeded or covered in grass sod and calculated area thereof, in addition to the percent coverage for the site.

3.7 SITE SERVICING PLAN REQUIREMENTS

The site servicing plan must include details of all sanitary sewer, storm drainage, potable water and electricity systems as detailed below:

3.7.1 Sanitary Sewer Systems

The sanitary sewer features are to be designed in accordance with Provincial and County of Oxford standards and specifications. The following features must be illustrated on the servicing drawing.

- a) drainage piping - location, from building to private drain connections, size and grade;
- b) private drain connections - existing and new, location, size and grade;
- c) control manholes to be located at the street line on private property;
- d) all manholes must show invert and finish grade elevations;
- e) Ministry of Environment requirements - "private sewers" are to be designed generally in accordance with *"Guidelines for the Design of Sanitary Sewage Works, Systems, Storm Sewers (interior), Water Distribution Systems and Water Storage Facilities"*; and,
- f) location and capacity of existing and proposed septic tank(s) and tile bed(s) on the property, if municipal sanitary sewers are not available.

3.7.2 Storm Drainage Systems

The storm drainage features are to be designed in accordance with Township and Conservation Authority standards and specifications. For lands abutting County road allowances, County standards will be followed. The following features must be illustrated on the servicing drawing.

- a) catch basins - locations, proposed elevations for grates and inverts;
- b) drainage piping location and all access hole inverts and final grade elevations from building to private drain connections;
- c) private drain connections - existing and new, location, size and grade; drainage swales (landscaped areas) - elevations along swale, cross sections % grade (slope);
- d) overland flow - show flow arrows to permit ready identification of overland flow direction, show existing and proposed elevations along property lines, and key points on site and abutting properties;
- e) flows from adjacent properties - in the event that adjacent private properties drain onto the site being developed, the storm drainage system is to be designed to prevent storm water from backing up and creating a flooding or ponding condition on the adjacent property;
- f) weeping tiles - identify how flows will be handled should weeping tiles be installed;
- g) dry well systems and retention systems - display such relevant detail contained in the consulting Engineer's design as will be necessary to ensure that these features are implemented by the contractor; and,
- h) sediment and erosion control measures to be implemented before and during construction and post-construction.

3.7.3 Water System

The water system features are to be designed in accordance with Provincial and County of Oxford standards and specifications. The following features must be illustrated on the servicing drawing.

- a) location and size of all existing or proposed water pipes and mains, valves, shutoffs and blow-offs;
- b) location existing and proposed fire hydrants in the vicinity which will service the development; and
- c) location existing and proposed private water wells on the subject property, if applicable.

3.7.4 Electricity System

The electrical system features are to be designed in accordance with the electrical distribution authority (Hydro One or Erie Thames Powerlines) standards and specifications. The following features must be illustrated on the servicing drawing.

- a) transformer and vault location;
- b) primary, secondary and service wire and/or cable location; and,
- c) service entrance and meter location on any buildings or structures.

3.8 BUILDING ELEVATION AND CROSS-SECTION DRAWINGS REQUIREMENTS

For residential buildings containing more than four units and ALL commercial, industrial and institutional buildings, building elevation and cross section drawings must be submitted in black line format only and include the following details:

- a) drawing scale;
- b) elevation and details of all facades of the building including type of surface material and paint colour schemes;
- c) all windows, doors, other openings, and any mechanical equipment on the roof, including the dimensions of these features;
- d) a longitudinal cross-section view through the building to the street line; and,
- e) elevation and dimensions of any sign structure on the building. If a freestanding sign is proposed, show details of the sign in an insert drawing.

SECTION 4 – SITE PLAN CONTROL OBJECTIVES AND GUIDELINES

4.1 GENERAL OBJECTIVES AND GUIDELINES - ALL DEVELOPMENTS

Generally, the principles of good land use planning can be implemented by following certain objectives and guidelines that help a development achieve proper function and form in the context of a local neighbourhood, and the Township as whole.

4.1.1 Location of Buildings and Facilities

The following locational objectives for buildings and related facilities will be addressed in the design concept:

- a) to minimize conflicts with adjacent land uses;
- b) to provide a comfortable and pleasing environment for the intended uses in terms of building orientation, form and siting;
- c) to be consistent with or complimentary to existing buildings that are to be retained; and,
- d) to be consistent with or complimentary to existing streetscapes.

4.1.2 Building Orientation

The orientation of buildings on a development site will address the following objectives:

- a) Where possible, buildings should reinforce the prevailing street pattern by aligning with the established building line or street edge. Buildings may be set back from or placed at an angle to the existing street edge if they are of community importance.
- b) Where possible, public views into, through and out of a development site should be maintained and improved. Community identity can be achieved by ensuring views are maintained to community features such as churches, heritage buildings, bodies of water, valleys, open space and bridges.
- c) New development next to parks, open space and streets should be designed to blend with the open area.
- d) Buildings should be oriented to maximize energy conservation.

4.1.3 Building Form

The scale and character of new development should reflect the existing neighbourhood pattern and/or adjacent heritage buildings. The following characteristics of neighbouring development should be reflected in the design of the new development:

- building height,
- ground level treatments,

- ground level views,
- roof treatments,
- frontage widths,
- continuity of street face,
- facades,
- scale of doors, windows and other openings,
- canopies,
- lighting,
- landscaping.

The form created by the building should produce a sense of physical security by controlling ingress and egress as well as providing visual surveillance of all public or common areas.

The applicant is encouraged to consider the following aesthetic characteristics of adjacent development and incorporate similar features into the design of new buildings and structures:

- compatibility of materials, textures and colours;
- unique architectural details, cornices, railings, lintels, arches, ironworks, chimneys, etc.

4.2 ACCESSIBILITY FOR PERSONS WITH DISABILITIES

In accordance with the Ontarians With Disabilities Act, 2001, the Township aims to make all buildings accessible to persons with disabilities. Site plans shall incorporate design features that will make all facilities accessible. Indoor and outdoor design of facilities shall be made safe and convenient by minimizing grade changes and providing such things as disabled parking spaces, suitable curb cuts, ramps and hand-rails.

Specific details are set out in this guideline and the Township of Norwich Municipal Accessibility Plan, which are available on the Township web-site, or at the Township office. The Accessibility Plan are not mandatory, but are encouraged for all new or redeveloped buildings and facilities. The Accessibility Plan go beyond the minimum requirements set out in the Ontario Building Code. Under the Ontario Building Code, some types of buildings and structures are required to incorporate design features that will make them accessible to persons with disabilities. Reference should be made to the Ontario Building Code for the details.

4.3 RESIDENTIAL GUIDELINES

4.3.1 General Building Orientation

- a) Consideration should be given to locating residential buildings close to the north lot line to increase solar access to open spaces on the site.
- b) The proposed building(s) should not excessively shade adjacent private or public property.
- c) The long axis of apartment buildings should be oriented north and south or northeast and southwest where feasible, to ensure that most of the dwelling units will receive sunlight during some part of the day.

- d) The long axis of residential buildings with openings on opposite sides should be oriented east and west to the greatest possible extent.
- e) Residential buildings exceeding 4 storeys should be sited with one of the longest walls parallel to and not more than 6 m (20 feet) from a driveway that can accommodate fire equipment.
- f) Common areas and, in particular, children's play areas should be located centrally so as to provide for visual surveillance.

4.3.2 Multi-family Residential Setbacks and Separation Spaces

A separation space generally refers to the space between buildings on the same site. Setback generally refers to the space between a building and the street line or property line. Separation is also required for fire protection under the Ontario Building Code. Separation between buildings and setbacks from property lines should address the following objectives:

- a) Daylight/Sunlight - Space should be provided around dwellings to ensure the provision of daylight. It is also desirable to provide for direct sunlight to habitable areas of each dwelling unit, if possible, throughout the year. New housing should be located so as not to unduly deprive existing dwellings and private outdoor spaces in the surrounding areas of adequate sunlight or daylight.
- b) Ventilation - The space around the unit should be sufficient to permit natural ventilation of the dwelling.
- c) Noise - Physical separation and/or screening should be provided between the dwelling unit and adjacent users and activities to permit the occupant to enjoy rest and privacy without undue interference from external noise.
- d) Visual Privacy - Windows and entrances of a dwelling unit should be separated and/or screened from adjacent buildings and activities so as to permit residents to make full use of their interior living spaces. The frequency, duration, and proximity of potential intrusions outside the unit affect visual privacy within a dwelling unit. These will determine the type of separation or screening required.
- e) Application of Setback and Separation Space - The minimum setback or separation space in front of any window or opening should be applied along the full length and height of the exterior wall. Separation spaces should be free of buildings, roadways, communal parking areas and any communal amenity areas intended for active use.

4.3.3 Private Outdoor Amenity Areas

Private Outdoor Amenity Areas are intended to provide private outdoor areas directly related to the dwelling unit that can effectively extend the living area of the unit. These areas are to be used for recreation or aesthetic purposes within the boundaries of a lot and may include landscaped open areas, patios, balconies, communal lounges, swimming pools, recreation facilities and any other areas which may be used for recreational or aesthetic purposes. Outdoor amenity areas shall not include any driveway or parking area. Private outdoor amenity areas should address the following objectives:

- a) Type of Occupancy - The amenity space should reflect the anticipated type of households that will occupy the dwelling units.
- b) Accessibility - For ease of maintenance, an on-grade private outdoor space should be accessible from the front of the unit without requiring access through a living or dining room. A private outdoor space above grade should be easily accessible from a principle habitable room such as a living room.
- c) Separation and Screening - Separation between a private outdoor space and adjacent use should be sufficient. This can be accomplished by distance separation or screening. Where screening is used to provide separation between abutting on grade privacy areas, this screening should be at least 1.5 m (5 feet) high.
- d) Parking Separation - Common parking lots should not be closer than 3 m (9.8 feet) to a private outdoor space and should be oriented so that headlights and fumes are not directed towards the private outdoor space by using a parallel parking arrangement or by screening with planting or fencing.

4.3.4 Children's Play Areas

All Multi-family residential development shall have an area set aside within the site for the exclusive use by children as a play area. This play area should address the following objectives:

- a) Size - A children's outdoor play area shall be sized as follows:

One or Two Bedroom Unit	1 sq. m. per unit
Three Bedroom Unit	1.5 sq. m. per unit

In no case shall the play area be less than 50 sq. metres
- b) Location - The area shall be located away from parking areas and driveways and garbage bins and shall not be located closer than 5 m (16.4 feet) to any door or window of a dwelling unit. If located adjacent to a property line, the area shall be fenced with a six-foot privacy fence.
- c) Surface - The areas shall be level and be landscaped with grass and perimeter trees.

4.3.5 Parking and Loading Facilities and Internal Driveways

To ensure appropriate design for vehicle access and loading, the following objectives are to be considered: (Also see Sections 5.15 & 5.19 of the Township of Norwich Zoning By-law 07-2003-Z).

- a) All surfaces used for required parking and loading facilities and vehicular circulation shall be paved with asphalt or other hard surface treated to prevent the raising of dust or other loose particles as set out in the Zoning By-law.
- b) Consideration may be given to alternative surface materials such as cobblestone, etc., which allow precipitation to percolate into the soil, for any parking spaces provided over the minimum number required.
- c) All parking stalls are to be painted with lines to delineate the size of stalls.

4.3.6 Proximity to Railway Lines and Other Sources of Noise

Applicants may be required to provide, in conjunction with site plans, an acoustical engineering study outlining on site noise measurements, methods of evaluation, noise sources and abatement measures recommended to meet provincial standards. New residential development which is proposed to locate in proximity to railway lines or other major sources of noise will be required to meet Provincial Noise Guidelines for residential development to ensure an acceptable acoustical environment is provided for future occupants.

The applicant will be responsible for any costs associated with having the study reviewed by an independent acoustical Engineer on behalf of the Township of Norwich.

Where noise abatement measures are required, site plans and/or landscaping plans shall incorporate the necessary remedial measures.

4.4 COMMERCIAL GUIDELINES

4.4.1 General Guidelines

In general commercial uses can have impacts on other more sensitive land uses (such a residential). New commercial uses, and expanding uses, must seek to have minimal impacts on nearby sensitive land uses. As such, the commercial design should meet the following objectives:

- a) Ensure new developments are sited such that adjacent properties have visual privacy and sunlight as well as protection from the new development's lighting, noise, odour and vibration.
- b) Screen unsightly elements from public view, such as loading areas, snow storage areas, transformers, meters, garbage enclosures and roof-top mechanical equipment.
- c) Avoid building designs with large flat surfaces and incorporate angles, differing setbacks, peaked rooflines, canopies, and coloured trim to provide interesting, attractive façade(s).
- d) Provide safe, convenient access for persons with disabilities to all major building entrances by means of minimal grade changes, curb cuts, ramps and railings.
- e) Provide screening and buffering between existing residential uses and new developments.

4.4.2 Commercial Development in the Village Core Areas

Within the Village Core Areas, buildings should be located with the minimum setback line from the street and with a building width equal to the maximum frontage of the property so as to achieve these objectives:

- a) Provide frequent and convenient pedestrian connections between buildings and the public sidewalk.

- b) Provide an interesting and attractive edge to the public sidewalk.
- c) Provide weather protection for the pedestrian. Avoid conditions that increase wind and snow piling in pedestrian areas. Provide protection for pedestrians from inclement weather with shelters, canopies and windbreaks at building entrances and along storefront facades.
- d) Minimize the public view of off-street parking areas and servicing facilities.
- e) Define a public street space that is comfortable to the pedestrian in its proportions and scale.

4.5 PARKING, DRIVEWAY AND LOADING FACILITIES GUIDELINES

4.5.1 Parking Areas

To ensure adequate parking areas are provided that have orderly circulation and an attractive community appearance the following objectives should be addressed:

- a) Delineate parking rows with poured concrete curbs or planters at each end to prevent uncontrolled internal traffic movements and generally to confine traffic to designated parking aisles or driveways.
- b) Mark all parking areas to clearly designate all parking spaces.
- c) Design all parking areas so as not to require vehicles to reverse from the property onto a public street.
- d) Minimize access to and from parking aisles along main internal driveways.
- e) No more than 15 parking spaces should be permitted in a row without an interrupting minimum 3 metre (9.8 ft.) wide planting area.
- f) Provide adequate and convenient parking for all types of motorists such as employees, visitors and the public and clearly identify the types of parking areas.
- g) Public parking should not conflict with shipping, loading, garbage removal or utility areas.
- h) Avoid excessive grades for parking areas.
- i) The surface of required parking areas shall be paved with asphalt or other hard surface treated to prevent the raising of dust or other loose particles as set out in the Zoning By-law. Consideration may be given to alternative surface materials that allow precipitation to percolate into the soil for any parking spaces provided over the minimum number required.
- j) To ensure that parking is not the dominant visual element in the streetscape, screen larger parking areas with buildings, landscaping or low walls, while still maintaining some visibility to provide public safety by means of public surveillance.
- k) Provide properly identified disabled parking spaces in close proximity to building entrances. The spaces should be designed to minimize the need for persons with disabilities to cross internal driveways. Accessible parking spaces should accommodate cars or vans which have lifts or ramps installed on either the side or rear of the vehicle. Parking spaces should be designed to provide space for the lift or ramp and manoeuvring space for the person with a disability. Handicapped signage is required at the designated parking space(s). Specific details are set out in the Township of Norwich Municipal Accessibility Plan, which is available on the Township website, or at the

Township office. The Municipal Accessibility Plan recommendations are not mandatory, but are encouraged for all new or redeveloped buildings and facilities.

4.5.2 Parking Space Requirements

Requirements for the number of parking spaces for specific types of uses and the size of spaces are set out in the Township Zoning By-law, Section 5.19.

The number of parking spaces designated to accommodate persons with disabilities shall be in accordance with the Zoning By-law. Where more than 10 parking spaces are required, 1 space out of the first 10 spaces and 1 space out of each additional 100 spaces, or portion thereof, shall be for disabled parking and shall have a minimum width of 3.7 m. (12.1 ft.) and a minimum length of 6 m. (19.7 ft.) (Section 5.19.2.2. of the Zoning By-law).

The Township of Norwich Municipal Accessibility Plan sets out recommendations for the size and number of designated parking spaces that go beyond the minimum required in the Zoning By-law.

4.5.3 Internal Driveways

To ensure adequate internal driveways the following objectives should be addressed:

- a) delineate main internal driveways, which are heavily travelled, with raised curbs to avoid interference to moving traffic created by parking manoeuvring.
- b) the horizontal alignment of all driveways should be geometrically sound, but lengthy straight sections should be minimized to discourage high speeds.
- c) speed bumps may be used to discourage high speeds.
- d) ensure adequate visibility of intersecting traffic movements in the design of driveways and parking aisle intersections.
- e) in large commercial or industrial developments, main internal driveways should not be located abutting building entrances in order to minimize pedestrian and vehicle conflicts.
- f) driving lanes that allow two-way circulation are encouraged and should be easily identifiable.
- g) driving lanes should widen at drop-off areas near buildings.
- h) one-way lanes shall have clearly marked directional signs.
- i) turning areas shall be provided at the end of dead-end driveways.

4.5.4 Off-Street Loading Facilities

To ensure facilities for loading goods, equipment and other materials are properly located and designed consideration is to be given to the following objectives:

- a) Access - Sufficient space should be provided on a property to permit delivery vehicles to make all manoeuvres "off-street". Vehicles reversing from the property on to a street should be avoided. Roads providing access to building fronts and fire routes are to be designed to support emergency vehicles.

- b) Location - Access to loading facilities may be by separate access or by an internal driveway serving a parking area. Loading spaces shall abut the building to be served.
- c) Paving - All loading spaces, manoeuvring areas and driveways should be hard surfaced with suitable materials in accordance with Section 5.19.1.8 of the Zoning By-law
- d) Joint Loading Facilities - In commercial developments or other similar integrated development, the use of joint loading facilities to serve all or several individual businesses will be encouraged.

4.6 ACCESS AND ROAD WIDENINGS GUIDELINES

4.6.1 Access

To ensure the orderly and safe movement of traffic in and out of private properties with minimum interference between vehicular and pedestrian traffic using the public road system the following objectives should be addressed:

- a) the number of access driveways shall be minimized.
- b) each development will be analyzed in terms of site characteristics, including street frontage, land area, traffic generation and parking capacity to determine the desirable number and location of access driveways.
- c) individual residential driveways on to arterial streets should be avoided.
- d) access for development on a corner lot should be as far from the intersection of the two streets as possible.
- e) where required, the site plan shall make provisions for the joint use of common driveways between abutting properties. The development will make provision for these types of driveways.

4.6.2 Fire Department Access

Access to buildings for fire fighting, as required by the Ontario Building Code, shall be shown on the site plan.

4.6.3 Road Widening and Sight Triangles

Site plans shall show the lands to be dedicated for road widening and sight triangles. These lands shall be kept free of all buildings, structures and signs and shall be used for landscaping only. Dedication to the municipality will be free of all legal encumbrances and at no cost to the municipality.

4.7 PEDESTRIAN FACILITIES GUIDELINES

To ensure the provision of safe and convenient pedestrian circulation including facilities for the disabled, elderly and children the following objectives should be addressed:

- a) locate sidewalks and pedestrian walkways by joining building access points to parking areas, recreational areas and public sidewalks, all in accordance with user needs. Public sidewalks will be installed across the frontage of the site in accordance with the Township standards.
- b) link public building entrances to sidewalks and parking areas by means of a safe, convenient and well-lit walkway system.
- c) clearly identify walkways that cross vehicular lanes with changes in paving materials, appropriate signage or built elements such as canopies or arches.
- d) provide continuous pedestrian walkways between entrances of units in buildings with multiple tenancies.
- e) where pedestrian activity is increased, such as at street corners, building entrances, storefronts, or where elements cause obstruction (i.e. door swings, overhangs, etc.), increase the width of walkway.
- f) protect pedestrian areas from vehicular intrusion with landscaping, curbs or a series of short posts.
- g) minimize grade changes between the public sidewalk and private pedestrian areas adjacent to buildings.
- h) design pedestrian facilities to accommodate disabled persons, the elderly and parents with strollers so they may travel unassisted from the public sidewalk to at least one main building entrance and one main parking area by incorporating sidewalk ramps of a proper gradient and surfacing material instead of steps. Compliance with the Ontario Building Code will be required. The Township of Norwich Municipal Accessibility Plan recommendations will be addressed.

4.8 SITE LIGHTING GUIDELINES

To ensure safe and appropriate levels of illumination for the intended use(s) are available at all times, the type, location, height, intensity and direction of lighting shall be shown on the site plan. Outdoor lighting shall be installed to address these objectives:

- a) appropriate pedestrian security and safety at building entrances and access routes;
- b) functional vehicular movement; and
- c) to highlight signs, external building design and landscaped open space;
- d) all lighting should be kept internal to the site and not adversely affect adjacent residential properties, or vehicular traffic on adjacent public streets;
- e) illumination patterns and levels must be designed to ensure that the site is not illuminated more than necessary.

Additional exterior lighting recommendations addressing accessibility are contained in the Township of Norwich Municipal Accessibility Plan.

4.9 LANDSCAPING AND BUFFERING FEATURES GUIDELINES

Landscaping shall be provided to improve the aesthetics and functional design of the site. Landscaping plans should address the following objectives:

- a) screen unsightly areas and providing privacy;
- b) add visual interest to open space;
- c) soften the dominant building at a pedestrian scale;
- d) provide definition of public walkways and private amenity areas;
- e) control access to adjoining properties;
- f) provide protection from wind and sun conditions;
- g) reduce storm water runoff flows on the site and stabilizing slopes; and,
- h) provide planting strips to separate non-residential and residential uses in accordance with Section 5.20 of the Zoning By-law.

4.9.1 Definitions

"Landscaping" is comprised of deciduous and coniferous trees, shrubs, organic and herbaceous ground cover, berms, water courses, retaining walls, fences, furniture, and other materials or objects that may be used to enhance the function and/or aesthetics of the landscaped area.

"Landscaped Open Space" - means the open unobstructed space at grade on a lot and which is suitable for the growth and maintenance of grass, flowers, bushes, trees and other landscaping and includes any surfaced walk, patio 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. (*Section 4.69 of the Zoning By-law.*)

The two basic types of landscaping are "Screening" and "Ornamental Planting". The function of each type overlaps. Screening can also be Ornamental and *vice versa*.

4.9.2 Screening

Screening can include items such as plants, hedges, walls, fences, and berms, and herbaceous or organic ground cover. Screening should be located primarily between conflicting uses and around the perimeter of the site, as well as in other areas, in order to address the following objectives:

- a) visually screen less pleasing elements or areas on-site, such as parking areas and service entrances, as well as utility installations, provided the operation and maintenance of these installations are not compromised;
- b) assist in reduction of noise between abutting properties, which may adversely affect abutting land uses;
- c) assist in reduction of noise from collector or arterial roads; and,
- d) protect the function of certain use areas of the site, such as creating windbreaks or shelter for tennis courts, sunlight for outdoor swimming pools, and creating privacy areas in multi-family residential developments.

4.9.3 Ornamental Planting

Ornamental planting can include items such as plants, hedges, walls, fences, and berms, and herbaceous or organic ground cover. Ornamental planting should be located to address the following objectives:

- a) compliment the architecture of the building(s);
- b) compliment and assist in the protection of existing trees, landforms, and watercourses; and,
- c) define certain spaces by enclosing or dividing areas such as passive and active recreation areas, pedestrian circulation, and entrances onto the site.

4.9.4 Preservation of Existing Landscape Elements

Consideration should be given to designing the site plan in order to preserve, retain and improve existing landscape elements such as major trees and watercourses. Where trees are to be preserved, the applicant and/or contractor should consult with the Township (Refer to Section 4.12 - TREE PROTECTION STANDARDS).

4.9.5 Plant Selection

The selection of landscaping and plant material shall be based on the following criteria:

- a) Year Round and Seasonal Interest
 - i) colour of leaves, flowers, bark, stems berries and cones
 - ii) height of planting through to maturity
 - iii) form and shape, particularly tree species
 - iv) foliage density in terms of penetration of sunlight through the tree
 - v) hardiness and suitability to the local environment
 - vi) availability
- b) Maintenance - fertilizing, pruning and watering
- c) Function - wind protection, seasonal shading and vandal resistance
- d) Physical Conditions
 - i) prevailing wind conditions
 - ii) probability of frost
 - iii) atmospheric pollution
 - iv) natural availability of water from ground water, storm run-off and precipitation
 - v) proximity of buildings in terms of shadow and obstruction of sunlight
 - vi) proximity of roads and vehicular access ensuring sight lines are not obstructed
 - vii) proximity of roads ensuring salt spray and snow storage areas do not damage plantings; and
 - viii) proximity of municipal services and utilities ensuring root systems do not obstruct sewer and water lines, and underground electric lines, and branches do not obstruct overhead electric lines.
 - viii) Plants that drop large seed pods or shrubs with thorns or sharp edges shall be planted away from pedestrian walkways.

4.10 WASTE STORAGE FACILITIES GUIDELINES

All waste storage facilities and enclosures shall address the following functional objectives :

- a) the storage of garbage between collections thereby avoiding health, safety, and litter problems;
- b) the efficient and safe collection of garbage by collection vehicles;
- c) the storage and collection of recyclable materials;
- d) protection from animals;
- e) adequate separation between conflicting uses including residential uses.

4.10.1 Design Features of Waste Storage Facilities and Enclosures

Proper design and siting of waste storage facilities is paramount to proper functioning of a site design. The following design objectives will be addressed:

- a) Location - at an inconspicuous location at the building service entrance or rear yard
- b) Accessibility - Waste storage facilities shall be easily accessible to the waste collection vehicle.
- c) Collection Platform Material - concrete pad or other structurally adequate impervious material.
- d) Enclosure Wall Material - low maintenance durable material such as brick or ornamental block or other approved material.
- e) Enclosure Wall Height - 2 m (6 feet) minimum.
- f) Clearance Opening of Gates - 1.2 m (4 feet) minimum.
- g) Street fronting Townhouse - an individual area within or immediately associated with each unit is required for waste storage. Common exterior storage facilities are not recommended and will only be permitted where the applicant demonstrates that individual storage facilities are not feasible.
- h) Apartments - waste is to be centrally stored in specifically designed common storage facility.

4.11 GRADING AND DISPOSAL OF STORM, SURFACE AND WASTE WATER

The site grading and the facilities constructed to dispose of storm, surface and wastewater will achieve the following functional objectives:

- a) safe, convenient and functional access for pedestrians and vehicles to all areas of the site;
- b) preservation of the natural features of the site where feasible;
- c) the prevention of storm water from entering the sanitary sewer system;
- d) proper site drainage such that storm water is contained within the site and directed to an internal storm drainage system, thereby preventing drainage onto adjacent properties.

All designs for the conveyance of storm, surface and waste water are to be prepared by a qualified professional. When deemed necessary by the Township, these designs are to be

certified and the drawings appropriately stamped.

4.11.1 Storm Water Retention Systems

All storm water retention systems shall achieve these design objectives:

- a) Flows - The flows from a development site are to be restricted to those flows that were allowed for the site in the design of the storm sewer.
- b) Retention Systems – The Township may determine that a storm water retention system is required as a method of temporary on-site storage of storm water. The applicant will be required to have a professional engineer, who is competent in storm water management practices, submit to and have approved by the Township, the design of a storm water retention system. The approved method is to be displayed on the site plan submitted for site plan approval. Additional supporting documentation may be required.
- c) Certification by Engineer - Upon completion of construction, and prior to the release of any security or deposit, the applicant will required a Professional Engineer to certify that the retention system was constructed in accordance with the approved design.
- d) Dry Well System - If no storm sewer is available or the storm sewer cannot be extended, the Township may consider the use of a dry well system provided that the applicant provides a report from a qualified geotechnical engineer that confirms that the soils are suitable for a dry well system and that an appropriate separation can be maintained from all buildings. The Chief Building Official may also require the installation of a drain extending from the dry well to the street line for a future connection to a storm sewer.

4.11.2 Waste Water Systems

Sampling access holes (man-holes) may be required to permit required monitoring by the Township and the County Water and Wastewater Department. These access holes shall be displayed specifically on the site plan and shall be located on the private drain connection(s) within the development site at the street line.

4.12 TREE PROTECTION STANDARDS

Tree preservation and protection is encouraged through careful site planning including the appropriate location of buildings, facilities and servicing. In general, when trees are to be saved in a construction area, the following objectives are to be addressed to ensure the longevity of those trees:

- a) Where deemed necessary by Council, a tree preservation report will be required to be prepared by a qualified consultant such as an Urban Forester, Arborist, or Landscape Architect. This report shall include detailed tree inventories, assessments, discussion of alternatives and multiple recommendations.
- b) A snow fence or other barrier could be erected around the tree to at least the "drip line" of the tree. The "drip line" is the outer extent of branches, regardless of tree maturity. The small, fibrous roots, which feed the tree, are often located at the extremities of the root system. By protecting the "drip line" the tree root system can be protected, thereby

- keeping the tree healthy.
- c) Where possible, no excavation shall be carried out within the "drip line" of trees to be saved. Root loss must be minimal.
- d) No heavy equipment shall be driven over the tree lawn area, to alleviate soil compaction around the tree roots.
- e) No soil or construction materials shall be piled within the drip line area or around the trunks.

4.13 COMMUNITY MAILBOXES

Community mailboxes are to be located according to the following criteria:

- a) in areas which are satisfactory to Canada Post and the Township;
- b) in areas which reduce the potential for conflict with surrounding properties, such as adjacent to an exterior side yard (eg., side street on a corner lot);
- c) in areas that provide a suitable location for the temporary parking of automobiles;
- d) on a portion of the municipal road allowance which has been widened slightly to recognize the location of the mailbox facility;
- e) in a visible and well lit area that provides a sense of security; and,
- f) for townhouse and other multi-family developments, within a common element area that is easily accessible to all dwelling units and, preferably, protected from the natural elements.

4.14 EASEMENTS

An easement provides the right to use private land for a specific purpose. A title search prior to developing plans will identify existing easements and their specific use, size and location. Municipal service easements are required for water mains, sanitary and storm sewers, and drains that traverse the site. Utility easements are required for telephone, electricity, gas, and cable services. In order that municipal and utility services traversing the site can be properly installed and maintained by the appropriate authority the following objectives will be addressed:

- a) The site plan shall show both existing easements and any easements to be granted to the Township, County or applicable utility provider.
- b) The easements shall be free of all buildings and structures.
- c) The treatment of the easement, including the placing of fill, vehicular access and landscaping, shall be with the approval of the Township, County or utility company to which the easement is conveyed.

APPENDIX “A” – TOWNSHIP SITE PLAN APPLICATION FORM

**Please consult with the Township of Norwich’s Building Department
and/or the County of Oxford’s Community and Strategic Planning Office
before submitting an application for Site Plan Approval.**

EXPLANATORY NOTE

This application is required for all new construction on property that has been designated by the Township of Norwich as a Site Plan Control Area, under By-law No. 14-2006, pursuant to Section 41, Planning Act, R.S.O. 1990, as amended. All submissions for Site Plan Control review must meet the requirements of the Township of Norwich Zoning By-law.

A Site Plan application must be filed for an addition to a building or structure, or a change in use, on a property that has the effect of substantially increasing the building size (by more than 25% of the gross floor area). Also, an application is required for the construction of, or addition to, a commercial parking lot resulting in five (5) or more parking spaces.

PRECONSULTATION AND REVIEW PROCESS:

The applicant (or agent) shall discuss their proposal with the staff of the Township of Norwich Building Department and the County of Oxford’s Community and Strategic Planning Office prior to plan preparation. It may be necessary to obtain advice on appropriate Official Plan land use policy and applicable Zoning By-law regulations. This pre-consultation meeting will assist the applicant in preparing a Site Plan proposal that properly locates the building envelope for new buildings and structures prior to the preparation of grading and servicing drawings.

After a completed application is filed, it will be circulated to municipal officials and other related agencies (Conservation Authority, etc.), as required, for their review and comments. After a brief circulation, a meeting will be convened as soon as possible, and the applicant will be invited to attend this meeting to receive the municipal and agency comments. Following that meeting, correspondence will be conveyed to the applicant indicating whether the Site Plan drawings are acceptable, and can proceed to final approval, or require revisions. Details of any required revisions will be provided in writing. Where applicable, amendments to a previously approved / registered Site Plan will follow a similar review process.

Approval of the Site Plan drawing(s) will be considered by the Township Council at a meeting of Council. Approval may be subject to more changes to address Council’s concerns and may involve more than one meeting with Council. Public notice to neighbouring property owners and occupants may be required. Once the final plan is approved, the applicant will be required to complete a Site Plan Agreement (or Amendment Agreement where necessary) with the Township of Norwich. The Site Plan Agreement must be registered on title.

WHERE TO FILE:

This application form must be filed in duplicate, with the required number of drawings and other documents, at:

Township of Norwich
Municipal Office
P.O. Box 100,
210 Main Street East
Otterville, ON N0J 1R0
Phone: (519) 863-2709
Fax: (519) 879-6385
Website: www.twp.norwich.on.ca

County of Oxford
Community and Strategic Planning Office
415 Hunter Street
P.O. Box 397 Court House
Woodstock, Ontario N4S 7Y3
Telephone: (519) 539-9800
Fax: (519) 537-5513
Website: www.county.oxford.on.ca

PROCESSING FEE:

Application processing fee (Jan. 2006) is: \$ 300.00.

For a development proposal on land already subject to an existing approved Site Plans and a registered Site Plan Agreement, the Site Plan Amendment application fee (Jan 2006) is: \$ 100.00.

A deposit of \$2,000.00 shall accompany each application.

The application fee (and deposit) shall be paid in cash or a cheque made payable to –
“**Treasurer, Township of Norwich.**”

WHO CAN APPLY:

The application shall be completed by the property owner, or their authorised agent. Where the application is being made by an agent, the written authorisation of the owner must accompany the application documentation. If the application is made in conjunction with an existing agreement of purchase and sale, a copy of the said agreement must be attached. The agreement will remain confidential.

DOCUMENTS AND SUBMISSION SPECIFICATIONS:

A completed application must include thirteen (13) FOLDED copies of the detailed Site Plan drawing set, and two (2) copies of a reduced (11 x 17 inch) drawing set, that illustrate the proposed site design, landscaping design, utility servicing, existing or proposed site grading and building elevations.

Site Plan drawings shall be printed in black and white. Coloured drawings and artistic or architectural renderings may be accepted for presentation purposes only and will not be returned to the applicant.

Drawings submitted with an application must include:

- A certified plan of survey for the property, or appropriate survey details;
- All existing natural features, vegetation and ground elevation contours;
- The proposed locations of buildings, and any driveways, parking areas and pedestrian paths located both on the property and on the boulevard adjacent to the property; and

- Site data such as lot area, setbacks, coverage, landscaped open space and building height to demonstrate compliance with the regulations of the Zoning By-law.

The complete drawing details and required information to be shown are provided on the next few pages.

DRAWING DETAILS

SIZE:

All drawing submissions are to be made to scale and printed to a maximum size of 24” by 36”. Reduced copies are to be 11” by 17”.

FORMAT:

All drawings are to be printed in black and white.

Drawings are to be collated (sorted into sets and stapled together) and folded to fit into a legal-size file folder.

Digital drawing formats (AutoCAD, etc.) referenced to a geodetic survey control network are optional.

DRAWING TYPES:

a) Site and Landscape Plan

The Site Plan and Landscape Plan may be submitted as one drawing, unless advised otherwise by municipal staff.

i) Site Plan details include:

- (optional) Small Township of Norwich “Key Map” showing location of the subject property and providing a neighbourhood context for the site.
- Title, legal description, municipal address, author, client/owner, drawing number, drawing date and revision history.
- Directional indicator (north arrow) and representative scale.
- Street centre line and curb line of adjacent streets, sidewalks and existing road allowance.
- Land dedications required for road allowance widening purposes, or future widening, in accordance with municipal policy.
- Dimensions of the subject property.
- The location and width of existing easements and proposed easements. Their intended use shall be clearly stated. Where easements are not coincident with property lines, they must be labelled with bearings and distances and tied to project site boundary lines.
- Location and dimension of all:
 - i. proposed buildings and structures (including parking facilities);
 - ii. proposed yards (front, rear, interior and exterior) relative to all buildings and structures;
 - iii. garbage storage and collection areas;
 - iv. loading space areas and ramps;
 - v. parking areas and spaces, with an appropriate numbering scheme, and dimensions of setbacks from property lines;
 - vi. accessways and driveways showing on-site traffic flows;
 - vii. snow storage areas;
 - viii. pedestrian and vehicular building entrances.
 - ix. existing and proposed grades;

- x. free-standing signs;
- xi. pedestrian walkways adjacent to and on-site;
- xii. adjacent bodies of water (rivers, creeks and streams); and,
- xiii. floodplain and regulatory fill line as established by the Conservation Authority.

ii) Landscape Plan

Where necessary, the base mapping for the Landscape Plan must be the proposed final Site Plan.

A separate Landscape Plan may be required where substantial amounts of landscaping are proposed, or where substantial existing vegetation is affected preserved/removed by the development, or where otherwise warranted. In either case, the Township of Norwich's Landscaping Specifications are to be consulted and adhered to in the preparation of this plan.

Landscape Plan details include:

- Location of all existing and proposed trees and shrubs using symbolic representation (reflecting mature canopy spread);
- Township of Norwich planting detail drawings for coniferous and deciduous trees and shrubs
- Complete list of all tree and shrub species, including common name, botanical name, quantity, size and condition at planting.

b) Utility and Services Plan

The utility and services plan must include details concerning the existing and proposed site elevation grades, proposed sanitary sewer, storm drainage, water delivery and electrical delivery systems for the development, or each phase of development.

Utility and Services Plan details include:

Sanitary services details must show the location, direction, size and grade associated with –

- existing and proposed sanitary pipes from existing and proposed building(s) to private drain connections with municipal sewers;
- private drain connections to municipal sewers;
- control access points (“manholes”) to be located at the street line on private property; and,
- all control access point (“manhole”) invert and finished grade elevations.

Storm drainage services details must show the location, elevation/grade, direction and size (where relevant) associated with –

- stormwater management retention and detention ponds;
- catch basins (grates and inverts);
- control access points (“manholes”);
- drainage piping;
- private drain connections;
- drainage swales (with sample elevation points and description of percent grade or slope);
- overland water flows across property, along property lines and at key points on-site and to adjacent properties;
- overland flows from adjacent properties (if any);
- weeping tiles and direction of water flows associated therewith.

Water services details must show the location, elevation/grade, direction and size (where relevant) associated with any existing or proposed water services for all phases of the development project.

Electrical services details must show the location of any transformers, electrical vaults, secondary services and meters. Entry points into buildings must be shown.

c) Building Elevation Plan(s):

Building elevation, or profile, plans must be submitted for all residential buildings containing more than four (4) dwelling units and all commercial, industrial and institutional buildings with a gross floor area of greater than 300 square metres (3230 sq. ft).

Building Elevation Plan details include:

- all façades of the building(s), and the front façade of any buildings on adjacent property, showing elevations, heights, slopes, etc.;
- all windows, doors, other openings, and any mechanical equipment and equipment rooms on the roof;
- signs and graphics-supporting structures, with size and height dimensions;
- longitudinal cross-section view through the building(s) to the street line;
- proposed construction material (steel, brick, stone, glass, etc.) for exterior walls, roof, doors, etc., as well as the design style of any painted or pre-manufactured surfaces; and,
- location and style of exterior lighting attached to buildings and structures.

FILE NO. _____

REC'D: _____

DATE APPLICATION CONSIDERED

COMPLETE: _____

**TOWNSHIP OF NORWICH
SITE PLAN APPROVAL APPLICATION FORM**

The undersigned hereby requests the Township of Norwich to consider a Site Plan Control application pursuant to Section 41 of the Planning Act on the lands hereinafter described. The undersigned agrees to submit with the application a copy of the current Deed for the subject property, in order to assist in the preparation and registration of the required Development Agreement.

1. BACKGROUND INFORMATION

a) Applicant Information:

Name _____

Address _____

City: _____ Postal Code _____

Contact Person E-mail: _____

Telephone Number _____ Fax Number _____

b) Registered Owner: (if other than applicant)

Name _____ Contact Name: _____

Address _____

City: _____ Postal Code _____

Contact Person E-mail: _____

Telephone Number _____ Fax Number _____

c) Location of Subject Land:

Lot Number(s) _____ Plan No. or Concession _____

Part Number(s) _____ Reference Plan _____

Lot Number(s) _____ Registered Plan _____

Street Address (if any) _____

The subject land is located on the _____ side of the street between
_____ and _____.

Property Identification Number (P.I.N): _____

Assessment Roll Number: _____

d) New Development _____ or Expansion of Existing Development _____

If new, is any demolition proposed for existing buildings on the site? Yes ___ No ___

Are there previous Site Plan or development agreements registered against the subject
lands?

Yes ___ (File no. _____) No ___

e) Existing use of Subject property

f) Proposed uses of land and buildings

g) County of Oxford Official Plan Land Use Designation

Schedule "N-1" Township Land Use Plan _____

Schedule "N-2" Village of Norwich Land Use Plan _____

Other Schedules and Appendices _____

h) Township of Norwich Zoning By-law No. 07-2003-Z:

Existing Zoning _____

Requested Zoning _____

If related to a recent or current Zone Change application, please indicate the

File No. _____ Status _____

2. SITE INFORMATION

Note: Under Parts 2(a) and 2(b) below, where the proposed dimension / feature does not meet the By-law regulation, a Minor Variance(s) shall be required. No decision on the application can be made without first securing approval of the Minor Variance(s).

a) <u>Zoning Provisions</u>	<u>REGULATION</u> by Zoning By-law 07-2003-Z	<u>PROPOSED</u>
Lot Frontage	_____	_____
Lot Depth	_____	_____
Lot Area	_____	_____
Lot Coverage	_____	_____
Front Yard	_____	_____
Rear Yard	_____	_____
Interior Side Yard	_____	_____
Exterior Side Yard (corner lot)	_____	_____
Landscaped Open Space (%)	_____	_____
No. of Parking Spaces	_____	_____
No. of Loading Spaces	_____	_____
Width of Planting Strip	_____	_____
Driveway Width	_____	_____
Handicap Spaces	_____	_____
Other (Specify)	_____	_____
Minimum Distance Separation (MDS)		
Distances, if applicable.	_____	_____
To Barn	_____	_____
To Manure Storage Facility	_____	_____

Off-Street Parking and Loading Facilities

Total number of off-street parking spaces existing: _____

Number of off-street parking spaces proposed (include existing & proposed): _____

Number of off-street loading facilities existing: _____

Number of off-street loading facilities proposed (include existing & proposed): _____

2 b) Proposed Building Size:

Ground Floor Area of Existing Buildings(s) _____

Ground Floor Area of Proposed Development _____

Total Ground Floor Area (including existing & proposed) _____

Number of Storeys proposed _____

Building Height Proposed _____

Total Gross Floor Area Proposed (including existing and proposed) _____

3. COMPLETE AS APPLICABLE:

a) Multiple Family Residential – (check here ___ if **not** applicable)

Landscaped Area _____ sq m (or sq.ft.)

Conversion or Addition to Existing Residential Buildings Yes _____ No _____

Amenity and/or Children's Play Area Yes _____ No _____

UNIT BREAKDOWN

<i>Type</i>	<i>Number of Units</i>	<i>Floor area of Unit Type (sq. m. or sq. ft.)</i>
Bachelor	_____	_____
One-Bedroom	_____	_____
Two-Bedroom	_____	_____
Three-Bedroom	_____	_____

Other Facilities provided (e.g. play facilities, underground parking, games rooms, swimming pool, etc.) _____

b) Commercial / Industrial Uses – (check here ___ if **not** applicable)

No. of Buildings Proposed _____

Conversion or Addition to Existing Building Yes _____ No _____

Describe _____

Gross Floor Area (breakdown by type of use, e.g. - office area, retail, storage, manufacturing area, etc.) _____

Seating Capacity (for restaurant or assembly hall, etc.) _____

Describe Type of Business Proposed _____

No. of Staff Proposed - Initially _____ In future (5 yrs) _____

Open Storage Required Yes _____ No _____

Describe type, location, and buffering (if any) _____

Phasing if any _____

If residential use proposed as part of, or accessory to commercial/industrial use, please complete Sec. 3 a).

c) Institutional, Open Space or Other Uses –

(check here _____ if **not** applicable)

Describe Type of Use Proposed _____

No. of Beds (if applicable) _____

Gross Floor Area by Type of Use

(e.g. office, common rooms, storage, etc.) _____

Landscaped Area _____ sq.m. (or sq.ft.)

4. AUTHORIZATION

NOTE:

The property owner or his authorized agent must complete the application. Where an agent is making the application, the written authorization of the owner must be completed below. If the application is being made under an agreement of purchase and sale, a copy of the agreement must be attached and will remain confidential.

<p><u>AUTHORIZATION OF OWNER(S) FOR APPLICANT/AGENT TO MAKE THE APPLICATION:</u></p> <p>I/We, _____, am/are the owner(s) of the land that is the subject of this application for site plan and I/we authorize _____, to make this application on my/our behalf.</p> <p>_____</p> <p>DATED</p> <p>_____</p> <p>Signature of Owner(s)</p>

5. DECLARATION:

I/We, _____ of the _____ of
(name) (Township/City)
_____ in the _____ of _____
(name of municipality) (County/Region) (Name of County/Region)

DO SOLEMNLY DECLARE THAT:

All of the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under Oath and by virtue of the Canada Evidence Act.

DECLARED before me at the _____ of _____
(Township/City) (name of municipality)

in the _____ of _____
(County/Region) (Name of County/Region)

this _____ day of _____ 20 _____. _____
Signature of Owner/Applicant

A Commissioner for Taking Affidavits, Etc.

CHECKLIST FOR SITE PLAN DRAWING REQUIREMENTS

The following is a checklist of the information that shall be provided on the site plan drawing. Please check each item that applies.

- Site plan scale at a maximum 1:200 and a minimum of 1:300.
- All measurements must be in metric.
- Location / Key map 1:2000 scale with north arrow.
- Applicant's and owner's name, address and telephone number.
- Project name, municipal address and legal description [Lot and Plan number including Property Identification Number (PIN).]
- Site Plan and Building Statistics:
 - Zoning Category / Symbol
 - Lot Area
 - Lot Coverage – proposed and permitted
 - Gross Floor Area – proposed and required
 - Gross Leasable area (if applicable)
 - Landscaped Open Space Area – proposed and required
 - Paved Area
 - Parking spaces – proposed and required
 - Loading spaces
 - Disabled parking spaces provided
- All bearings and dimensions of the property.
- Adjacent land uses, zoning and existing structures.
- Adjacent street names.
- Above ground utilities; municipal sidewalks.
- Dimensions of all buildings and structures.
- Building setbacks to lot lines and rights-of-way (including overhead canopies).
- Centre line setback of buildings from major roads
- Existing and proposed easements and rights-of-way
- Location and dimensions of parking spaces (including disabled), aisles, and loading spaces.
- All vehicular entrances (widths and radii).
- Dimensioned landscape amenity areas.
- Existing and proposed grades around the perimeter of the site and critical points within site, including the base of existing trees to be preserved.
- Finished floor elevations of existing and proposed buildings.
- Retaining walls (top and bottom of wall spot elevations, material)
- Building entrances, including spot elevations at entrances to indicate flush thresholds.
- Existing natural features and vegetation.
- Type and location of all hard surface areas – walkways, stairs, ramps.
- Garbage storage and handling areas.
- Sign locations.
- The location and turning radii for Fire and Emergency Service access route.
- Professional stamp (engineer or architect).
- Property dimensions certified by an Ontario Land Surveyor