



CITY OF PETERBOROUGH SITE PLAN CONTROL

Submission Requirements

Introduction

In accordance with Section 41 of the **Planning Act** R.S.O. 1990 the Council of the City of Peterborough has declared its entire land area to be subject to Site Plan Control. Those seeking to develop property within the City are thereby required to submit Site Plans and Building Elevations as specified in this pamphlet to be approved by Council or by delegated authority to the Manager, Building Division and the Planner, Urban Design.

Note: All construction undertaken under Site Plan Control is subject to Ontario Provincial Standards as set out in the following documents: Ontario Provincial Standard Drawings Vols. 1, 2, Ontario Provincial Standard Specifications Vols. 1, 2; National Master Specifications Ontario Building Code; Ontario Fire Code; as well as any other legislation pertinent to a particular development project.

SITE PLAN APPROVAL APPLICATIONS:

SUBMISSION REQUIREMENT

Note: Applicants are encouraged to present submissions on a preliminary basis for review by the Planner, Urban Design

General

1. Completed application form
2. Application processing fee (as set out in By-law 1985-5)
3. Eight (8) complete sets of drawings and one 8 ½ inch by 11 inch copy of all drawing sheets (larger sheets photo reduced) for preliminary review.
4. Statistical summary of development parameters in accordance with zoning regulations (i.e. lot area, building coverage, paved area for parking and vehicle circulation, parking spaces, number of residential units).
5. Building Code classification and fire protection requirements of all building existing and proposed.

Site Plan Agreement

(Please provide the following information for preparation of the draft agreement.)

1. Proper name of property owner as appears on provincial registry (corporate seal).
2. Anticipated completion date of project.
3. Mailing address of signators to agreement for notices pursuant to agreement.
4. Six complete sets of final approved drawings – **FOLDED** 8 ½ " x 14 ".
5. Certificate of Ownership or Letter of Authorization.
6. A legal description of the subject property which is suitable for registration.

7. Survey plan and legal description of parcels to be deeded to the City for road widenings.
8. Performance security to completion of proposed development; preferably as Letter of Credit.
9. Parkland Levy as per Section 42(6) Planning Act, R.S.O. 1990.

Submission Format

- Maximum drawing sheet size A10 (metric) 841 mm x 1189 mm (33" x 47")
- Maximum numerical scale 1:500 (1" = 40')

Base Plan

1. Plan of Survey by Ontario Land Surveyor, illustrating all existing site features, as well as those on abutting lots, streets, lanes etc. Where appropriate, this plan shall include dimensions of parcels for dedication to the City as easements or road widening.
2. Key Plan, illustrating the location of the subject property, relative to street layout within the surrounding district.
3. Base Plan, referenced to the Plan of Survey and illustrating but not limited to, the following site features:
 - Existing buildings, vegetation, paved areas etc (those to be removed, shown in dashed lines).
 - Location and dimensions of all abutting streets, including surface facilities such as pavement edge, curb, gutter, ditch, culvers, curb cuts, access ramps, sidewalk, etc.
 - Location of buildings on abutting properties.
 - Location of nearest fire hydrant.
 - Location of major storm water drainage features (i.e. streams ditches, swales, ponds, etc.).

- Location and specifications of existing public and privately owned hard services and utilities, including storm and sanitary sewers and connections, water lines, electrical services, telephone, cable.
- The applicant is responsible to contact all public and private utilities to insure adequate servicing of the property development and proper location of service connections.

Proposed Development

Layout

- Location and dimensions of all buildings, including accessory building (definition as per Zoning by-law).
- Dimensions which illustrate compliance with all regulations of the Zoning By-law for the property.
- Curb cuts, access ramps, driveways, loading and parking areas (numbered and dimensioned).
- Curve radii, medians, curbs, walkways, stairs, ramps.
- Label type of paving material on all hard surface areas.
- Building entrances/exits, emergency exits, windows, balconies (in plan view).

Grading

- Existing and proposed grades (metric) at a maximum of 15 m (50') grid interval; Contours at 300 mm (1') intervals may be used alternatively; supplemental elevations at all key locations, including the following:
 - Corners of buildings, building entrances and exits, finished floor, edge and corners of all paved areas, centre line of all driveways and walkways top and based of curb, toe and crown of berm, centre line of open ditches and swales, of and base of walls.
- Bench Mark or elevation reference point.

Planting Layout Design

- All existing trees and shrubs located and identified with caliper sizes and heights, canopy outline may be used for grouping of more than four trees; vegetation to be removed shown in dashed lines
- Location and specifications of proposed plant materials, including the following on –centre location and periphery outline of foliage for deciduous trees and shrubs, coniferous trees and shrubs; outline of groundcover areas; label turfgrass areas and indicate where sodded or seeded
- In chart form, with key reference to plan, list the specifications of all plant materials including species of all plant material including species and variety names, quantity and size at installation.

Lighting

- Location of all exterior light fixtures both wall mounted and freestanding pole mounted or bollard type
- Type of luminaire and wattage

Refuse collection facilities

- Location and type of exterior collection bins
- Location and height of material comprising enclosing wall or fence.

Landscape Structures

- Location and height of all fences or freestanding walls.
- Location and height of all retaining walls
- Location and height of all elevated decks, stairs, railings
- Location and height of trellises, pergolas, gazebos and other non-enclosed shelters.

Servicing

Location and specifications of all proposed site services, including the following:

Sanitary – manhole location, invert elevation, lid plate elevation; pipe size, material and slope, angle of elbow, connection to public sanitary sewer; location of septic bed system and privately owned hard services and utilities, including storm and sanitary sewers and connections, water lines, electrical services, telephone, cable.

Storm – catch basin location, grate elevation, invert elevation; pipe size, material and slope, angle of elbow, connection to public storm sewer, location of tile drain system, connections to foundation drain tile, downspout connects from roof drains or eavestrough.

Water – location and diameter of pipe, pipe material, proposed hydrant location, Siamese connection.

Hydro – location of all buried or overhead lines, depth of cable, location of poles, transformer location and specification, location of service connection for building.

Bell/Cable – location and depth of all buried or overhead lines, location of poles.

Signs

- Location, height and area of all signs in accordance with By-law 1983-99.
- Sign permits are granted by separate application to the Sign Inspector, Building Division of the Planning and Development Services.

Building Elevations

- Each face of proposed building's drawn to scale and illustrating the massing and conceptual design including location and size of window and door openings, projections, overhangs, roofs, etc.