# SITE PLAN CONTROL GUIDELINES

## TOWNSHIP OF BLANDFORD-BLENHEIM

Prepared by the County of Oxford
Community and Strategic Planning Office

April 13, 2011

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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. 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 Control in the Township of Blandford-Blenheim and, to provide guidelines for site plan preparation and review.

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

## 1.2 DEFINITION OF "DEVELOPMENT"

For the purposes of Site Plan Control, *development* is defined in the Planning Act 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 trailers as defined in subsection 164(4) of the *Municipal Act, 2001,* or subsection 3(1) of the *City of Toronto Act, 2006*, as the case may be, 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 Section 10.3.11 of the County of Oxford Official Plan. The Official Plan defines the entire Township as a proposed Site Plan Control Area. Development in the Township is further regulated through the Township of Blandford-Blenheim Zoning By-law, the Township Site Plan Control By-law and other applicable By-laws.

Pursuant to Section 41 of the Planning Act, the Council of the Township of Blandford-Blenheim has enacted a comprehensive Site Plan Control (SPC) By-law. The Township's SPC By-law identifies the development situations and land use 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 land that is subject to Site Plan Control.

Site Plan approval is required for all new commercial, industrial, institutional or medium density residential uses. In particular, 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 3.1.

## 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 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.

# SECTION 2 – SITE PLAN CONTROL PROCESS

## 2.1 REVIEW PROCESS

The Township's Site Plan Control review 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-Submission Consultation** –

The Township requires that the owner/applicant and their agents meet with the Site Plan Administrator, or his/her designate, to discuss the development proposal before submitting an application for Site Plan Control. The applicant will be advised that various Official Plan policies and Zoning By-law provisions will apply to the development. Review of these policies and provisions will assist the applicant to design the placement of the proposed buildings, structures and other built features on the site before submitting 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-submission consultation review. The applicant will be expected to provide such studies in conjunction with the complete application.

**2. Submit Application** –

The site plan review process is initiated by submitting a completed application for Site Plan approval to the Township. Application forms are available at the Township Municipal office, the Oxford County Community and Strategic Planning Office or on-line via: *www.oxfordcounty.ca* (the application is also included as Appendix 'A' to this guideline document). The prescribed application fee and any required deposit as established by the Township must accompany the completed application. The complete application submission requirements are listed in Section 3 of this Guideline. Appendix "B" to this Guideline contains a checklist of information required to be included on the Site Plan drawings.

**3. Initial Review** –

The Site Plan application will be received by the Site Plan Administrator who 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 (with notice to the public) is required. If necessary, the Site Plan Administrator will seek the advice of the County Development Planner to determine compliance with the relevant Official Plan policies. (The types of developments that may be subject to a public meeting are listed in Section 10.3.11 of the County Official Plan).

**4. Agency Review** –

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

i. Township Chief Building Official
ii. Township Fire Chief
iii. Township Road Superintendent

iv. Township Drainage Superintendent
v. Township Police Department
vi. Oxford County Community and Strategic Planning Office
vii. Oxford County Department of Public Works
viii. Oxford County Department of Public Health and Emergency Services, (only required for applications using private sanitary services).
ix. County or Township Accessibility Advisory Committee, if required
x. Conservation Authority agency with jurisdiction, if required.
xi. Any other agency as required (eg. Bell Canada, Union Gas, etc).

The Site Plan Administrator will arrange all meetings between staff, circulated agencies and the applicant/developer and their representative(s). Other agencies, including Provincial ministries, may be circulated depending on the location and scope of the application. For example, the Ministry of Environment will be circulated applications involving private communal sanitary and water systems. One or more meetings with staff may be necessary before the application can be presented at a to the Township Council.

Prior to any public review or public meeting of the Township Council, the Site Plan Administrator will inform the applicant in writing if the circulated agencies require revisions of the site plan drawings or if additional information is required.

**5. Site Plan Report** –

After receiving agency comments, the Site Plan Administrator will prepare a Site Plan Report to Council. The report will outline the nature of the proposal and provide a summary of the comments received. A draft Site Plan Development Agreement will be prepared by staff and appended to the report to Council for Council's consideration. The staff report and draft Agreement will be conveyed to the applicant in advance of the Council meeting for their review.

**6. Council Review** –

At a regular Council meeting, the Township Council will review the proposal, consider the Site Plan Report and the draft Site Plan Development Agreement. Section 41 of the Planning Act authorises the Council to approve, refuse or modify the application and accompanying plans. Council may also modify the draft Site Plan Agreement, if necessary.

Where "conditional" approval is granted, the developer will modify the drawings and plans in accordance with the direction of Council. Approval of the application will require the Owner to enter into a Site Plan Development Agreement with the Township. The Site Plan Development Agreement will include standard development requirements and any necessary special provisions to address all requirements of the review agencies and Council. (See Appendix "D" for an example Site Plan Development Agreement.)

**7. Appeals** –

Under Section 41(12) of the Planning Act, if the Township 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 or conditions imposed by the Township, including any terms of the required Site Plan Development Agreement, the applicant may file an appeal to the Ontario Municipal Board (OMB).

Written notice of appeal, including the reasons for appeal and the prescribed fees, shall be lodged with both the OMB and the Township Clerk, in accordance with the Planning Act.

After receipt of an appeal, the OMB will schedule a hearing and make final determination of the matters and issues under dispute. The Planning Act provides for the OMB to make any decision that Township Council could have made (approve, modify or refuse) in regard to the issues before the OMB. Once the OMB has issued it's decision and/or order, the applicant shall be required to enter into a Site Plan Development Agreement with the Township to implement the OMB decision. The decision of the OMB is final and binding on all parties.

**8. Final Approval** –

Upon receipt of the revised plans, the Site Plan Administrator will prepare the final Site Plan Development Agreement. The approved plans will be attached as a Schedule "A" to the Site Plan Development Agreement. Any recommendations of related studies will be incorporated into the Agreement, as required. The Township Site Plan Administrator will forward three (3) copies of the Agreement to the applicant for signature/execution.

**9. Agreement Execution** –

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

**10. Building Permit** –

Construction of buildings or structures cannot commence until the Agreement is registered and building permits are issued. The Site Plan Administrator will notify the Township Chief Building Official when both the applicant and Township officials have executed the Agreement, and the required performance security or deposit have been received. The applicant may then apply for a building permit.

**11. Post-construction** –

The Township will return the applicant's security deposit when the Township's Engineer or the Developer's Engineer, as the case may be, has indicated to the Site Plan Administrator, in writing, that all inspections of the property have been completed to ensure compliance with the terms of the Site Plan Development Agreement. The applicant will be required to provide to the Township and/or County any professional reports or 'as-built' drawings to confirm the completion of works (i.e., final grading, curbs/gutters, sidewalk, storm water management facilities, etc.) on the subject property and on adjacent municipal lands, prior to the return of any applicable security. The 'as-built' drawings shall be provided in print copy and digital format, as specified by the Township and/or County.

## Figure 1: General Site Plan Review Process

Insert flow chart (here)

# 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 land uses in the following situations:

a) The construction, erection or placement of one or more buildings/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* (as defined in the Township Site Plan Control By-law) 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 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 (5) or more parking spaces; or,
e) An amendment to an existing Site Plan (or related building elevations plan, landscape plan, and/or servicing plan) or an amendment to an existing Site Plan Development 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; or,
- Semi-detached dwelling; or,
- Duplex dwelling; or,
- Converted dwelling containing a maximum of two (2) dwelling units; or,
- Uses, buildings or structures accessory to the uses listed above, provided that they do not generate a requirement for two (2) or more additional parking spaces; or,
- 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 (AB) zone or Special AB zone; or,
- Minor additions and alterations, as defined above.

**NOTE**: **All submissions must meet the requirements of the Township of Blandford-Blenheim's Zoning By-law No. 1360-2002 and the County of Oxford Official Plan**.

The application form must be filed in duplicate and submitted at one of the following locations.

Although applications cannot be accepted electronically, submission of digital copies of the related studies and the drawings, in standard AutoCAD format (DWG) or as PDF files, is encouraged.

| | |
|---|---|
| Township of Blandford-Blenheim | County of Oxford |
| Municipal Office | Community and Strategic Planning Office |
| 47 Wilmot Street South | 21 Reeve Street |
| P.O. Box 100 | P.O. Box 1614 |
| Drumbo, Ontario N0J 1G0 | Woodstock, Ontario N4S 7Y3 |
| Telephone: (519) 463-5347 | Telephone: (519) 539-9800 |
| Fax: (519) 463-5881 | Fax: (519) 421-4712 |
| Website: www.twp.bla-ble.on.ca | Website: www.oxfordcounty.ca |

The application must be accompanied by a fee, payable in cash or cheque made to the "Treasurer of the Township of Blandford-Blenheim", together with the required refundable Deposit, (as prescribed in Appendix "C").

**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 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, by duly adopted resolution of Council, require a formal 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. Where Council has resolved to seek further public input in regard to site-specific development issues, a Public Notice letter shall be prepared by the Site Plan Administrator. Said Public Notice shall contain a reduced copy of the proposed Site Plan drawing(s) and a brief description of the proposal, and it shall be sent to the neighbouring property owners who were previously advised of the related Zone Change application. The Public Notice shall also be sent to any person who did not receive the related notice for the Zone Change application but did make a written request to the Township for notice of the Township's decisions in regard to the proposed development.

## 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 performance security deposit of cash, certified cheque or irrevocable letter of credit, or any combination thereof, to ensure satisfactory provision and maintenance of the facilities, works or matters listed in Section 41(7)(a) of the Planning Act, as approved under the site plan approval process. The performance security shall be administered

in accordance with the following provisions:

a) The applicant shall provide the performance security before the Township Chief Building Official issues a building permit.
b) The amount of the performance security shall be based on 50% of the estimated cost of the facilities or site works (exclusive of any buildings or structures) of the proposed development or $ 1,000.00, whichever is greater. The amount of the performance security shall be listed in the agreement with the applicant.
c) The release of the performance security may be done in phases as each phase is completed. The method by which the release is phased shall be outlined in the agreement with the applicant.
d) The final release of the performance security shall be upon completion of facilities, works or other matters, as noted in the Agreement, to the satisfaction of the Township Engineer, the Township Chief Building Official or the Site Plan Administrator. The applicant's request for final release of the performance security shall be accompanied by any necessary certificates, as required by the Township.

## 3.4 GENERAL REQUIREMENTS FOR DRAWINGS:

The completed application form shall be accompanied by site plan drawings. 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 building cross section plan(s) shall be submitted.

Eleven (11) full-size folded copies 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.

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, five (5) sets of full-size large drawings and three (3) sets of small drawings shall be submitted to be included in the Site Plan Development Agreement to be registered on title. All final approved drawings shall be certified by the appropriate professional(s) who prepared such drawing(s).

The drawings and plans shall meet the requirements set out in Section 3.5.

## 3.5 SITE PLAN DRAWING REQUIREMENTS

The site plan requirements listed below are further summarized 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 lot 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, heights 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 persons with disabilities,
u) dimensions of parking spaces, location of pedestrian and vehicular building entrances;
v) the site or building area to be devoted for each proposed use, if multiple uses are proposed;
w) proposed drive-through location showing dimensions, required number of queue spaces, order boards and drive-through window(s) and any associated traffic control features (pavement arrows and signs);
x) proposed snow storage areas;
y) landscaped open space areas;
z) existing and proposed grades;
aa) on-site storm water management facilities, if required;
bb) location and height of free-standing signs; and,
cc) location and width of walkways.

## 3.6 LANDSCAPE PLAN REQUIREMENTS

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

a) the location of all existing (to be preserved or removed) and proposed trees and shrubs (the symbols used must reflect the branch spread or canopy of existing trees and shrubs, and the proposed trees and shrubs <u>at maturity</u>);

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 the 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 natural gas 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) sanitary drainage piping – existing location size and grade in municipal road allowance and from all buildings to street line showing location of any private drain connections, size and grade;
b) private drain connections - existing and new, location, size and grade;
c) control access (man)holes to be located at the street line on private property;
d) all control access holes 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 of existing and proposed fire hydrants in the vicinity which will service the development; and
c) location of 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's 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.

### 3.7.5 Natural Gas System

The natural gas system features are to be designed in accordance with the technical specifications of the applicable authority's standards and specifications. The following features must be illustrated on the servicing drawing.

a) location of natural gas service in the road allowance;
b) location of the private connection to the service in the road allowance; and,
c) gas meter locations on any buildings or structures.

## 3.8 BUILDING ELEVATION AND CROSS-SECTION DRAWINGS REQUIREMENTS

For residential buildings containing more three (3) or more dwelling units, **ALL** commercial, industrial and institutional buildings, the building elevation/profile and cross section drawings must be submitted in black line format only and shall 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, for each floor, 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

The following objectives and design guidelines are to be applied as the need arises, on a project by project basis, in order to achieve and effect good, orderly development.

### 4.1.1 Location of Buildings and Facilities

The objectives of site plan control for building and facility location are to demonstrate the extent to which the massing and conceptual design of new developments are developed:

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

Objectives for proper orientation of buildings on a development site, include the following:

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 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 features on neighbouring development should be reflected in 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 Accessibility for Ontarians with Disabilities Act, 2005, 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 accessible parking spaces, suitable curb cuts, ramps and hand-rails.

Specific details are set out in this guideline and the County of Oxford's Facility Accessibility Design Standards, which are available on the County of Oxford website, or at the County offices. The Design Standards are not mandatory, but are encouraged for all new or redeveloped buildings and facilities. The Design Standards 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 will address:

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 of 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:

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 shall reflect:

a) Size - A children's outdoor play area shall be sized as follows:
   i. One or Two Bedroom Unit 1 sq. m. per unit
   ii. 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 are to be considered: Also see Sections 5.14 & 5.17 of the Township of Blandford-Blenheim Zoning By-law 1360-2002).

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 that are 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 (sensitive use) 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 peer-reviewed by an independent acoustical engineer on behalf of the Township of Blandford-Blenheim.

Where noise abatement measures are required, site plans and/or landscaping plans shall incorporate the necessary remedial and mitigation 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 expansions to existing commercial uses, must seek to have minimal impacts on nearby sensitive land uses. As such, the 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, locate buildings at the minimum setback line from the street and to a width equal to the maximum frontage of the property so as to:

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:

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 accessible 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. Appropriate signage is required at the designated parking space(s). Specific details are set out in the County of Oxford Facility Accessibility Design Standards, which are available on the County of Oxford website, or at the County offices. The Design Standards 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 5.17.

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 accessible parking and shall have a minimum width of 3.9 m. (12.8 ft.) and a minimum length of 5.5 m. (18 ft.) (Section 5.17.2.2. of the Zoning By-law).

The County of Oxford Facility Accessibility Design Standards (Section 4.3.14) sets out recommendations for the size and number of designated parking spaces that go beyond the minimum required in the Zoning By-law. Requirements for accessible parking signage are included in the Design Standards.

### 4.5.3 Internal Driveways

To ensure adequate internal driveways:

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:

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 5.18.1.8 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,

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. All designated Fire Routes on the site shall be appropriately posted with signs.

### 4.6.3 Road Widenings and Sight Triangles

Site plans shall show the lands to be dedicated to the Township and/or County for road widenings and sight triangles. These lands shall be 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:

a) sidewalks and pedestrian walkways shall be located to join building(s) access points to parking areas, recreational areas and public sidewalks. They should be located in accordance with user needs. Public sidewalks will be installed across the frontage of the site in accordance with the Township standards.
b) public building entrances shall be linked to sidewalks and parking areas by means of a safe, convenient and well-lit walkway system.
c) walkways that cross vehicular lanes shall be identified with changes in paving materials, signs or built elements such as canopies or arches.
d) continuous pedestrian walkways shall be provided 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) pedestrian areas shall be protected from vehicular intrusion with landscaping, curbs or a series of short posts.
g) grade changes shall be minimized between the public sidewalk and private pedestrian areas adjacent to buildings.
h) pedestrian facilities shall be designed to enable disabled persons, the elderly and parents with strollers to 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.
i) Recommended standards are outlined in Sections 4.1.3 to 4.1.6, 4.1.9 to 4.1.10 and 4.4.14 of the County of Oxford Facility Accessibility Design Standards.

## 4.8 SITE LIGHTING GUIDELINES

The type, location, height, intensity and direction of lighting shall be shown on the site plan.

Outdoor lighting shall be installed to provide sufficient illumination of the site for:

a) 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.

Lighting should be kept internal to the site and not adversely affect adjacent residential properties, or adjacent public streets, which could pose a vehicular safety hazard.

Illumination patterns and levels must be designed to ensure that the site is not illuminated more than necessary.

Exterior lighting recommendations are contained in Section 4.4.13 of the County of Oxford Facility Accessibility Design Standards.

## 4.9 LANDSCAPING AND BUFFERING FEATURES GUIDELINES

Landscaping shall be provided to improve the aesthetics and function of the site by:

a) screening unsightly areas and providing privacy;
b) adding visual interest to open space;
c) softening the dominant building at a pedestrian scale;
d) providing definition of public walkways and private amenity areas;
e) controlling access to adjoining properties;
f) providing protection from wind and sun conditions;
g) reducing storm water runoff flows on the site and stabilizing slopes; and,
h) providing planting strips to separate non-residential and residential uses in accordance with Section 5.18 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 to:

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) to 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 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:

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 the preservation, retention and improvement of 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) and shall submit to the Township an appropriate Landscaping and/or Tree Preservation Plan, as prepared by a qualified professional.

### 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.
ix) 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

Site Plan designs should ensure that adequate waste storage facilities and enclosures are provided to permit:

a) the storage of garbage between collections thereby avoiding health, safety, and litter problems;
b) for the efficient and safe collection of garbage by collection vehicles;
c) for 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 location of on-site waste storage facilities is paramount to proper functioning of a site design. Consider the following:

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

Proper grading and disposal of storm, surface and wastewater should be constructed in order to optimize:

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; and,
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 and these designs are to be certified and the drawings appropriately stamped.

### 4.11.1 Storm Water Retention Systems

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 secure the services of a Professional Engineer, who is competent in storm water management practices, to prepare, 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, the applicant will be required to have the Professional Engineer 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 Township 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 (a.k.a. “manholes”) may be required to permit monitoring by the Township and the County. 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 measures shall be followed 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 treed area, to prevent 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 on the boulevard of an exterior side yard;
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;
e) in a visible and well lit area that provides a sense of security; and,
f) for townhouse and 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 installations traversing the site can be properly installed and maintained by the appropriate authority.

The site plan shall show both existing easements and any easements to be granted to the Township, County or applicable utility provider.

The easements shall be free of all buildings and structures.

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

FILE NO. _____

REC'D: _____

DATE APPLICATION CONSIDERED

COMPLETE: _____

# TOWNSHIP OF BLANDFORD-BLENHEIM
# SITE PLAN APPLICATION FORM

**The undersigned hereby request the Township of Blandford-Blenheim to consider a Site Plan Control application pursuant to Section 41 of the Planning Act on the lands hereinafter described.**

**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 it will remain confidential.**

## 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 _____

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: _____

e) This development proposal involves –

New Development _____ or Expansion of Existing Development _____

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

Are there previous site plan or development agreements registered against these lands?

Yes ___ (File no. _____/ Status:_____) No _____

e) Existing use(s) of Subject property:

_____

_____

f) Proposed uses of land and buildings:

_____

_____

_____

g) Official Plan information:

Schedule "B-1" Township Land Use Plan: _____

Schedule "__-__" Village of _____ Land Use Plan: _____

Other Schedules and Appendices _____

_____

h) Zoning By-law No. 1360-2002:

Existing Zoning _____

If this development proposal is 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 Site Plan application can be made without first securing approval of the Minor Variance(s).*

| 2 a) Zoning Provisions | REGULATION by Zoning By-law 1360-2002 | PROPOSED as shown on Site Plan |
|---|---|---|
| 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 SUBSECTION (A) OR (B) OR (C), AS APPLICABLE:**

3(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*

| *Type* | *Number of Units* | *Floor area of Unit Type (sq. m. or sq. ft.)* |
|---|---|---|
| Bachelor | _____ | _____ |
| One-Bedroom | _____ | _____ |
| Two-Bedroom | _____ | _____ |
| Three-Bedroom | _____ | _____ |

List any other Facilities to be provided (e.g. play facilities, underground parking, games rooms, swimming pool, etc.)

_____

_____

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

3(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

Authorization of Owner(s) for Applicant/Agent to Make the Application

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 submit this application to the Township of Blandford-Blenheim on my behalf.

_____

_____

Signature of Owner(s)

## 5. APPLICANT DECLARATION:

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

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) (Name of County)

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

_____
A Commissioner for Taking Affidavits, Etc.

To be completed by Owner:

I, _____, hereby agree to support the application for Site Plan Control if an appeal to the Ontario Municipal Board is filed.

_____

_____
Signature of Owner(s)

## APPENDIX "B" - CHECKLIST FOR SITE PLAN DRAWING REQUIREMENTS

The following is a checklist of the information required to be provided on the site plan drawing(s).

- ☐ 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 and e-mail address.
- ☐ 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

## APPENDIX “C” - APPLICATION FEE

The application fee for Site Plan Approval in the Township of Blandford-Blenheim is $ 350.00, plus a refundable deposit of $ 2,000.00, pursuant to By-law 1658-2011, as amended from time to time.

Checks are to be made payable to the "Treasurer of the Township of Blandford-Blenheim".

***NOTE:*** *The Township may use all of or portions of the refundable deposit for the purposes of securing the services of any professional required to provide review and advice to the Township of any documents provided in support of the Site Plan Control application. Additional payment by the applicant for such outside services may be required and will be identified in the Site Plan Development Agreement.*

# APPENDIX “D” – EXAMPLE SITE PLAN DEVELOPMENT AGREEMENT