Innisfil

Site Plan Control

Applicant Guide

Planning and Development Services



Table of Contents

Introduction

The Town of Innisfil passed a Site Plan By-law designating certain lands as Site Plan Control Areas. All proposed development within these areas is subject to site plan review and approval before a zoning certificate or building permit may be issued.

Site Plan Control and the application review process are required to ensure the following objectives are met:

- The site is safe, functional, appropriate, and makes good use of design, landscaping, lighting, etc.
- The exterior character, scale, appearance, and design features of buildings/ structures are appropriate.
- The proposal suits the character of the area, improves and activates the streetscape (i.e., placemaking, landscaping, paving, street furniture, bicycle parking), and poses minimal land use conflicts to neighbouring uses.
- The site is graded properly and any easements needed for public utilities, servicing, and/or site drainage have been secured.
- Road considerations (e.g., road width, the location/size of driveways, parking lots, loading facilities, garbage collection areas, snow storage/removal areas) are clearly shown and appropriate.
- The site is designed to be convenient and accessible for pedestrians, cyclists, and drivers.
- Fire and rescue vehicles will be able to safely and quickly enter and exit the site in the event of an emergency.
- Sustainable design, such as Low Impact Development (LID) is used to minimize the impact of the development on the natural environment.

Site Plan Process

Preparation and Pre-consultation

A pre-consultation is a meeting between the applicant, Town staff, and external agencies to discuss the proposed development and gain meaningful feedback. It provides the applicant with an opportunity to ask questions and receive guidance on the process, along with a list of requirements for formal submission.

You can submit a digital request for a pre-consultation to the Town's Planning and Development Services department using our fillable Request for Pre-Consultation Form. Requests should be emailed to planningservices@innisfil.ca and pre-consultation meeting fees (as outlined in the Town's Fees and Charges By-law) must be paid. All required submission materials should be provided in digital format (PDF, JPG, PNG, etc.) and use metric units of measurement.

Meetings are scheduled virtually within two to three weeks from the receipt of a complete request.

Preliminary comments are circulated two business days before the scheduled meeting.

Within 10 business days of the pre-consultation meeting, applicants will receive a Record of Pre-consultation, which outlines the information and materials needed to process their formal application. To be considered a complete application, a formal submission must include the Record of Pre-consultation along with all required information and materials.

Submit a Complete Application

Once a complete application is received, Town staff will review the submission within five business days to ensure that all requirements are met, and application fees have been paid.

An application is considered complete when it includes the following:

- A completed Site Plan Application Form
- Confirmation of payment for all required application fees and deposits
- A copy of the Record of Pre-consultation, including the Submission Checklist
- A digital copy of all required plans, drawings, studies, and reports as outlined in the Site Plan Application Requirements
- Documents that are dated, signed, and stamped where applicable by the consultant
- Professional drawings and reports signed and dated by the consultant
- Properly labeled digital files following the Town's File Naming Convention (Appendix A)

Once the application is deemed complete, it will be circulated to the necessary departments and agencies (Appendix D) for review.

Circulation and Comments

Town staff and external agencies will provide comments on an applicant's development proposal within 25 business days. Once all feedback is compiled, it will be emailed to the applicant for their response.

Resubmission

To satisfy the Town's and external agencies' comments, applicants must resubmit their application with changes to the original material until no further revisions are required. Resubmissions that do not adequately address comments will be deemed incomplete.

The following items must be included in a resubmission package:

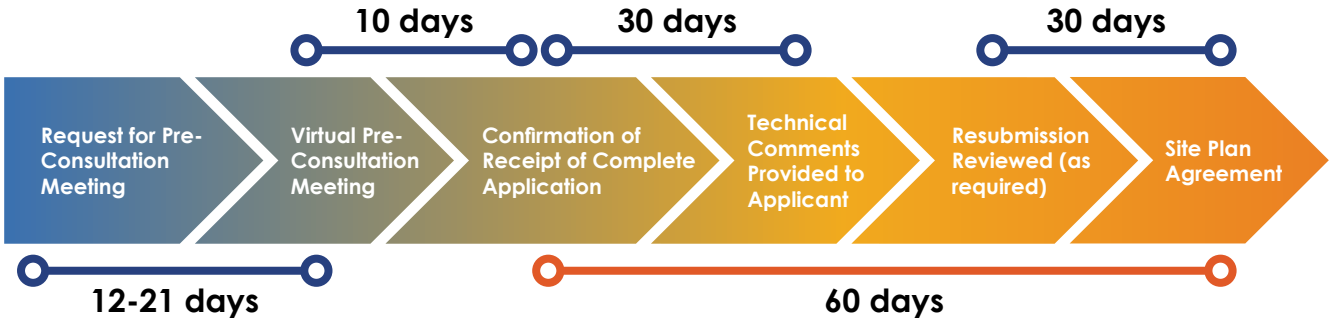
- A cover letter outlining which items are being resubmitted
- A Response to Comments letter detailing how each comment received has been addressed
- Updated plans, drawings, reports, and studies as required based on staff comments
- A digital copy of each plan, drawing, report, and study

Site Plan Agreement

Upon approval of the Site Plan Application with all final drawings, a draft Site Plan Agreement will be sent to the applicant for review. Once the Site Plan Agreement is ready for execution, securities will be collected (see the Financial Considerations section for details). The owner of the property will enter into the Site Plan Agreement with the Town. The agreement will be registered on title by the Town. Once the agreement is executed, the applicant may apply for a building permit.

Note: The Town may issue a Notice of Approval Conditions (NOAC) recommending approval of the Site Plan Application, subject to the applicant satisfying pre-approval conditions outlined in the NOAC. Once all preliminary approval conditions are satisfied, final site plan approval will be issued. The conditions set out in the NOAC must be fulfilled within two years of the date of issuance of the NOAC.

Application Timeline



Site Plan Application Requirements

Applicants need to provide sufficient information to demonstrate their proposal meets all required criteria. Specific studies will be required based on the nature of the application. During the pre-consultation meeting, Town staff will identify which studies and plans are necessary for the application to be deemed complete.

Studies and Reports

Supporting studies and reports could include:

- Active Transportation Study
- Agricultural Assessment and MDS Analysis
- Arborist Report (tree inventory, preservation, and compensation)
- Archeological Assessment
- Community Facility Analysis
- Community Needs Analysis
- Environmental Impact Study (EIS)
- Foundation Survey Report
- Health Impact Assessment
- Heritage Conservation District Conformity Letter
- Landscape Cost Estimate
- Natural Heritage Evaluation
- Noise and Vibration Study
- Odour Study
- Overshadowing Assessment
- Phase 1 and 2 Environmental Site Assessment and Record of Site Condition
- Placemaking Brief
- Planning Rationale Report
- Retail Impact Study
- Salt Management Plan
- Spill Contingency Plan
- Sustainability Checklist
- Traffic Impact Study
- Urban Design Brief

Descriptions of these studies and reports can be found in Appendix B.

Drawings and Plans

Required drawings and plans could include:

- Site Plan
- Architectural drawings (elevations, floor plans)
- Legal Survey Plan
- Grading Plan
- Erosion and Sediment Control Plan
- Landscape Plan
- Pavement Marking Plan
- Tree Protection Plan
- Photometric Plan

To ensure their design meets the standards of construction in Innisfil, applicants should refer to the Town's Engineering Standards.

Site Plan Drawing

A Site Plan drawing illustrates a development proposal using a bird's-eye view and provides a summary of the development that will take place on a site. Including a preliminary Site Plan drawing ahead of a formal pre-consultation meeting is recommended. It should include:

- Proposed building footprint (location, size, and setbacks from lot lines)
- Identification of abutting streets
- Location and number of parking spaces
- Fire route designation
- Property address and lot dimensions
- Driveway entrance locations
- Main building entrance location
- Nearest fire hydrant and/or Siamese connection at the building

Example of a Site Plan Drawing:

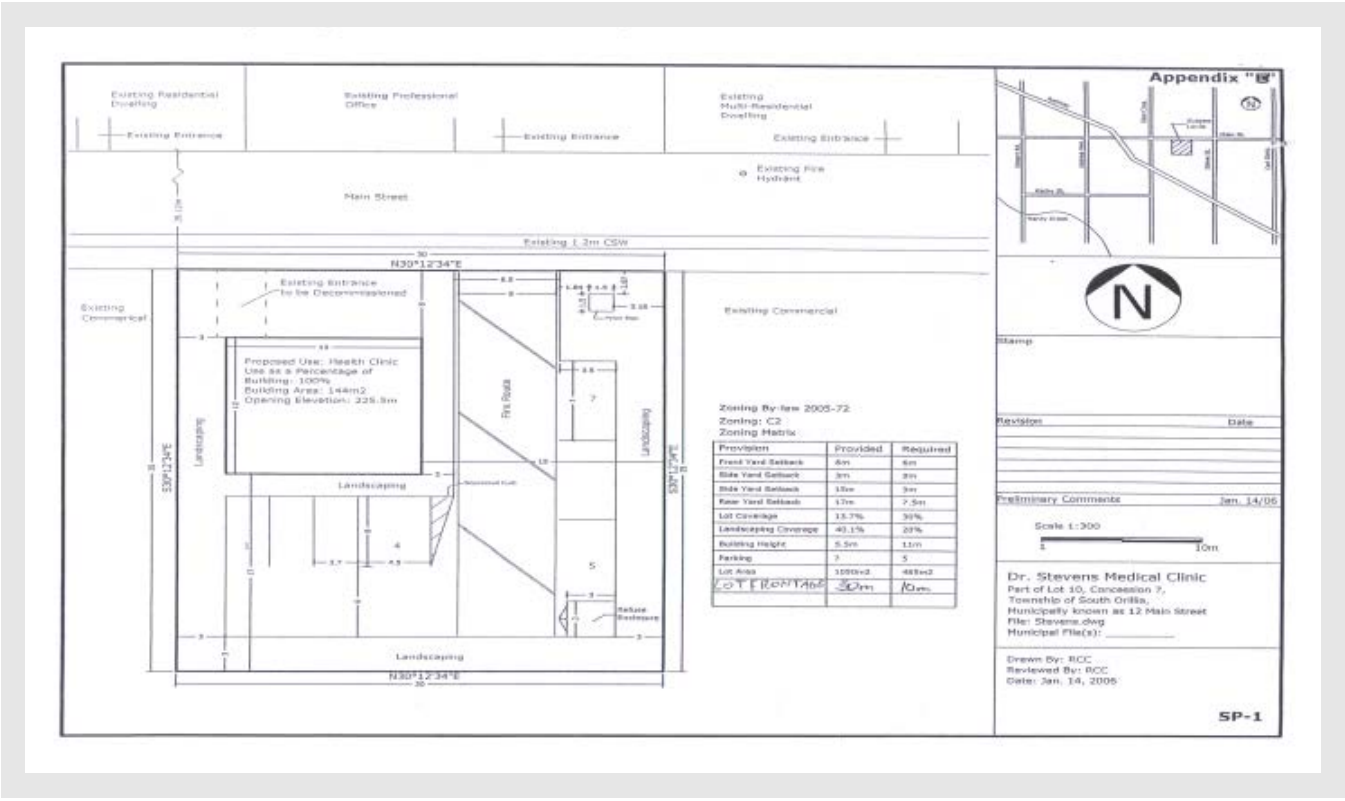


Image sourced from *Guide to Site Plan Control*, Town of Orillia, 2023

Note: A Site Plan drawing used for a complete application requires additional details which can be found in Appendix C.

Financial Considerations

The Site Plan application fee depends on the size of the proposed development. For the current fee schedule, please consult the Town's Fees and Charges By-law.

In addition to the application fee, other financial considerations may include consultant fees, building permit fees, development charges, community benefit charges, inspection fees, parkland dedication fees, and securities.

Development Charges

You can find the full list of development charge (DC) rates and more information in our DC Rates Pamphlets available at Development Charges - Town of Innisfil (innisfil.ca).

Securities

Applicants must provide a detailed cost estimate, including a landscaping estimate, which will form the basis for the security to be held by the Town. The security amount required is 25% of the total cost estimate set out in the Site Plan Agreement.

Evidence of insurance coverage underwritten by an insurance company licensed to do business in Ontario must be provided in the form of a Certificate of Insurance signed by an authorized signatory. Annual renewal certificates must be provided to the Town.

Contact Us

Should you have any questions regarding the site plan application process, please contact the Planning and Development Services department:

In person: 2101 Innisfil Beach Road,
Innisfil ON, L9S 1A1
Monday to Friday, 8:30 a.m. to 4:30 p.m.

By phone: 705-436-3710
1-888-436-3710 (Toll Free)

By email: planningservices@innisfil.ca

To request a copy of the Site Plan Control Applicant Guide in an alternative format, please contact us at 705-436-3710 or removingbarriers@innisfil.ca.

Additional Resources

Planning and Development Services: Planning and Development Services - Town of Innisfil (innisfil.ca)

Development Applications: Development Applications - Town of Innisfil (innisfil.ca)

Request for Pre-Consultation Form: Request for Pre-Consultation Form (PDF)

Site Plan Application Form: Site Plan Application Form (PDF)

Town of Innisfil Engineering Design Standards and Specifications Manual: Engineering Standards - Town of Innisfil (innisfil.ca)

Fees and Charges By-law: Fees and Charges - Town of Innisfil (innisfil.ca)

Development Charges: Development Charges - Town of Innisfil (innisfil.ca)

Building Permit Fee Schedule: Building Permits - Town of Innisfil (innisfil.ca)

Town of Innisfil Official Plan: Offical Plan - Town of Innisfil (innisfil.ca)

Town of Innisfil Zoning By-law: Zoning - Town of Innisfil (innisfil.ca)

Our Shore By-Law: Community Planning Permit System - Town of Innisfil (innisfil.ca)

Appendix A: Town File Naming Convention

All electronic/digital documents received must be named following the Town's File Naming Convention as outlined below. This helps to ensure a timely and effective review process.

In this order, please include the following in the document file name:

Date – Use the format YYYY.MM.DD. The date should match the stamp on the document or the most recent submission date of the document, whichever is more recent.

File Number – The number provided by the Town after the Pre-consultation meeting

Address – The street number and name for the property being discussed

Title – The condensed name of the document (see the tables below for examples)

Example:

2022.06.10	SP-2022-001	2101 Innisfil Beach Road	Landscape Plan
Date	**File Number**	**Address**	**Title**

Sample Condensed Names for Plans and Reports:

Full Name	Condensed Name	Example File Name
Topographic & Boundary Survey	Survey	2022.06.10 SP-2022-001 2101 Innisfil Beach Road Survey
Concept Plan	Concept	2022.06.10 SP-2022-001 2101 Innisfil Beach Concept
Site Plan	Site Plan	2022.06.10 SP-2022-001 2101 Innisfil Beach Site Plan
Landscape Plan	Landscape Plan	2022.06.10 SP-2022-001 2101 Innisfil Beach Landscape Plan

Erosion and Sediment Control Plan	ESC	2022.06.10 SP-2022-001 2101 Innisfil Beach ESC
Grading and Drainage Plan	Grading	2022.06.10 SP-2022-001 2101 Innisfil Beach Grading
Stormwater Management Report	SWM	2022.06.10 SP-2022-001 2101 Innisfil Beach SWM
Planning Justification Report	PJR	2022.06.10 SP-2022-001 2101 Innisfil Beach PJR
Functional Servicing Report	FSR	2022.06.10 SP-2022-001 2101 Innisfil Beach FSR
Geotechnical/Soils Report	Geotech	2022.06.10 SP-2022-001 2101 Innisfil Beach Geotech
Transportation Impact Study	TIS	2022.06.10 SP-2022-001 2101 Innisfil Beach TIS

Appendix B: Supporting Materials and Studies

Planning Rationale Report

A Planning Rationale Report provides a detailed justification for a proposed development that evaluates the proposal against the relevant goals, objectives, policies and general purpose and intent of the Town's Official Plan, the County of Simcoe's Official Plan, the Provincial Planning Statement, the Lake Simcoe Protection Plan, and the Greenbelt Plan where applicable.

Natural Heritage Evaluation

A Natural Heritage Evaluation assesses the ecological value and significance of natural features, such as wetlands, forests, and wildlife habitats, within a specific area. It helps ensure that development projects consider and protect these important environmental assets.

Traffic Impact Study

A Traffic Impact Study evaluates the potential effects of a proposed development on the surrounding transportation network, including roads, intersections, and public transit. It helps planners and developers understand and mitigate any negative impacts on traffic flow and safety.

Shadow Study

A Shadow Study analyzes the impact of a proposed building or structure on sunlight exposure in the surrounding area, particularly on neighboring properties and public spaces. It helps planners and developers understand and mitigate potential issues related to reduced sunlight and increased shadows.

Wind Study

A Wind Study assesses the impact of a proposed development on local wind patterns, including potential changes in wind speed and direction. It helps planners and developers identify and mitigate any adverse effects on pedestrian comfort and building safety.

Cultural Heritage Resource Study

A Cultural Heritage Resource Study is a study to determine the impacts to known and potential heritage resources within a defined area proposed for future development. The study includes an inventory of all heritage resources within the planning application area. The study results in a report, which identifies all known heritage resources, an evaluation of the significance of the resources, and makes recommendations toward mitigation measures that would minimize negative impacts to those resources. This study may be required on a Designated or Listed property on the Town's Heritage Register or where development is proposed adjacent to a known heritage resource. The requirement may also apply to unknown or recorded heritage resources, which are discovered during the development application stage or construction.

Archaeological Assessment

An Archaeological Assessment evaluates a site to identify and document any historical artifacts, structures, or features that may be present. It ensures that significant archaeological resources are considered and protected during development projects.

Municipal Water and Wastewater Servicing Study

A Municipal Water and Wastewater Servicing Study evaluates the infrastructure needs for water supply and wastewater management specific to the proposed development. It ensures that the development can be adequately serviced without negatively impacting existing systems or the environment and aligns with municipal standards and policies.

Master Drainage Plan

A Master Drainage Plan outlines the strategies for managing stormwater runoff and mitigating potential flooding issues for the proposed development. It includes an analysis of the existing topography, soil conditions, and hydrological features, and proposes a network of stormwater management facilities like retention basins, swales, and drainage structures to ensure effective water management.

Functional Servicing Study

A Functional Servicing Study assesses the impact of a proposed development on existing municipal services like water supply, wastewater, and stormwater management. It identifies necessary infrastructure improvements and mitigation measures to ensure the development can be adequately serviced without negatively affecting the existing systems.

Stormwater Management Study/Plan

A Stormwater Management Study/Plan outlines strategies to manage and mitigate stormwater runoff from the proposed development. It includes an analysis of existing site conditions, proposed drainage systems, and best management practices (BMPs) to control the quantity and quality of stormwater, ensuring compliance with municipal, provincial, and federal regulations.

Natural Hazards Study

A Natural Hazards Study assesses the risks posed by natural events like floods, erosion, hazardous soils, karst, and dynamic beach to the proposed development. It identifies these hazards, evaluates their potential impacts, and recommends mitigation measures to ensure the safety and resilience of the development and its occupants.

Hydrology Study

A Hydrology Study compiles a review of the subsurface hydrologic and geologic conditions in a study area to determine the quality and quantity of groundwater that

may have an impact on a proposed development. These conditions may necessitate a temporary discharge to Town or Regional sewers during construction and/or mitigation measures in order to redirect any permanent groundwater flow affecting proper drainage around building foundations.

Four Season Hydrogeology and Water Budget Study

A Four Season Hydrogeology and Water Budget Study evaluates groundwater conditions and water balance throughout all four seasons of the year. It assesses seasonal variations in groundwater levels, recharge rates, and water usage to ensure sustainable water management and inform development planning.

Surface Water Quality Analysis

Surface Water Quality Analysis involves evaluating the physical, chemical, and biological characteristics of surface water bodies like rivers, lakes, and streams. This analysis helps identify pollution sources, assess water quality trends, and ensure compliance with environmental standards to protect aquatic ecosystems and public health.

Guidelines D-4 Landfill Impact Study

The Guidelines D-4 Landfill Impact Study, as outlined by Ontario's Ministry of the Environment, Conservation and Parks, provides a framework for assessing the potential impacts of landfills on surrounding land uses. It aims to protect public health, safety, and the environment by evaluating factors such as landfill-generated gases, groundwater and surface water contamination, odour, litter, and other environmental considerations.

Agricultural Impact Assessment and Minimum Distance Separation Analysis

An Agricultural Impact Assessment (AIA) evaluates the potential impacts of a proposed development on agricultural operations and farmland. It identifies ways to avoid, minimize, or mitigate adverse effects on agriculture, ensuring that development supports the viability of farming in the area.

A Minimum Distance Separation (MDS) Analysis calculates the required distances between new developments and existing livestock facilities or anaerobic digesters to minimize odour conflicts. This analysis helps ensure that agricultural and non-agricultural land uses are compatible and that new developments do not negatively impact existing agricultural operations.

Phase 1 & 2 Environmental Site Assessment and Record of Site Condition

A Phase 1 Environmental Site Assessment (ESA) is a preliminary investigation to identify potential environmental liabilities on a property. It involves reviewing historical records, conducting site inspections, and interviewing knowledgeable individuals to assess the likelihood of contamination.

If the Phase 1 ESA identifies potential issues, a Phase 2 ESA is conducted. This involves collecting and analyzing soil, groundwater, and other samples to confirm and quantify the presence of contaminants.

A Record of Site Condition (RSC) is a document filed with the appropriate regulatory authority, confirming that a property meets environmental standards for its intended use. It typically follows the completion of necessary site assessments and any required remediation.

Noise Study

A Noise Study is a technical assessment that evaluates the impact of noise from the surrounding environment on the proposed development, the impact of noise generated by a proposed development on the surrounding environment, and the impact of noise from the proposed development on itself. The study is intended to recommend mitigation measures to reduce any negative impacts caused by stationary and/or transportation noise sources. A noise study must be prepared by a qualified acoustical consultant. The report must be stamped, dated and signed by a licensed Professional Engineer (P.Eng.).

Vibration Study

A Vibration Study assesses the potential impact of vibrations generated by construction activities or the operation of the proposed development on surrounding structures and environments. It involves measuring baseline vibration levels, predicting future vibrations, and recommending mitigation measures to minimize adverse effects on nearby buildings, infrastructure, and residents.

Illumination Study

An Illumination Study comprises a lighting plan, which demonstrates the location, height, and type of lighting fixtures on the site and proposed buildings, including the location of electrical supply, and a photometric plan, which demonstrates the lighting fixture locations and illumination levels.

Dust/Odour Study

A Dust/Odour Study assesses the potential impacts of dust and odour emissions from the proposed development on the surrounding environment and community. It involves identifying sources of dust and odour, predicting their dispersion, and recommending mitigation measures to minimize adverse effects and ensure compliance with local air quality standards.

Retail Impact Study

A Retail Impact Study evaluates the potential economic and social effects of a proposed retail development on the surrounding community. It typically includes an analysis of market demand, impacts on existing businesses, job creation, tax revenue, and potential changes in traffic and infrastructure needs.

Golf Ball Spray Analysis

A Golf Ball Spray Analysis assesses the dispersion pattern of golf balls hit from a specific location, such as a driving range or tee box. It helps in understanding the spread and trajectory of golf balls to design safer and more efficient golf course layouts, minimizing the risk of stray balls impacting surrounding areas.

Geotechnical Study and Slope Stability

A Geotechnical Study results in a report that compiles the results of surface and sub-surface investigation, soil sampling, and laboratory analysis to obtain information such as soil characteristics (including bedrock), ground water to determine the soil characteristics and/or load bearing capacity based on in - situ conditions. The report shall provide recommendations for construction including but not limited to earthworks, drainage works, landscaping, sewers and other below grade utilities, road and pavement design to ensure that works constructed by others are built to Town and other applicable Standards.

A Slope Stability Analysis evaluates the potential for slope failure and landslides. It involves assessing the soil and rock properties, slope geometry, and external factors like water content and seismic activity to determine the stability of slopes and recommend measures to mitigate risks.

Marina Impact Study

A Marina Impact Study evaluates the potential environmental, social, and economic impacts of constructing near or expanding a marina. It examines factors such as water quality, aquatic habitats, shoreline stability, and the effects on local communities and economies to ensure the development is sustainable and compliant with regulatory standards.

Methane Gas Migration Study

A Methane Gas Migration Study assesses the movement of methane gas from its source, such as landfills or natural deposits, to surrounding areas. It involves monitoring methane concentrations, identifying potential pathways, and recommending mitigation measures to prevent hazardous accumulations and ensure safety.

Urban Design Study

An Urban Design Study is to demonstrate the compatibility of a development proposal with the surrounding context and to address the Town's planning and urban design principles and objectives. The study should be prepared, signed and dated by an urban designer, a licensed architect (OAA), landscape architect (OALA), or planner (RPP MCIP) with a demonstrated specialization in urban design.

Extractive Industrial Site Development and Rehabilitation Plans

As required by the Aggregate Resources Act (ARA), site plans for extractive

development must include mitigation measures, monitoring programs, avoidance areas, temporary avoidance and protection areas, and reference to an adaptive management plan. The proposed final rehabilitation state of the site must be included with details. For more information on plan requirements, please visit Aggregate Resources of Ontario: Site Plan Standards August 2020.

Community Facility Analysis

A Community Facility Analysis assesses the capacity and adequacy of community facilities to meet the needs of the current and future population. The key components include an assessment of existing facilities, demand analysis, impact analysis, and recommendations. This analysis ensures that the development will not negatively impact the community's access to essential services and helps in planning for sustainable growth.

Salt Management Plan

A Salt Management Plan outlines strategies to minimize the environmental impact of salt used for de-icing and other purposes. This helps minimize negative environmental impacts while maintaining safety.

Active Transportation Study

An Active Transportation Study evaluates how a proposed development will support and enhance non-motorized transportation options such as walking and cycling outlining how the development can be connected to existing transportation networks or create opportunities for new active transportation options.

Health Impact Study

A Health Impact Study evaluates the potential effects of a proposed development on the health of the local population to ensure that the development promotes good public health and addresses potential health risks effectively.

Tree Inventory and Preservation Plan

A Tree Inventory and Preservation Plan is required to determine the potential effects of proposed development on existing trees and to ensure the proposal conforms to the relevant Town policies. To understand the potential impacts of a development proposal, the identification of existing trees, and trees on the site 5 years prior to the application, must be included to evaluate the extent of tree preservation, injury or removal. Tree Inventories and Tree Preservation Plans shall be prepared by a Certified Arborist in good standing with the International Society of Arboriculture (ISA), a Registered Professional Forester (RPF) certified in the province of Ontario, or a Landscape Architect certified by the Ontario Association of Landscape Architects (OALA).

Placemaking Brief

A Placemaking Brief includes activity mapping and outlines how the development proposal is consistent with Sections 2, 3.1 and 8 of the Official Plan.

Visual Impact Study

A Visual Impact Study assesses how a proposed development will affect the visual aesthetics of the surrounding landscape and views. It identifies potential visual changes and suggests measures to mitigate negative impacts.

Radio Transmissions Impacts for Emergency Services Study

A Radio Transmissions Impacts for Emergency Services Study evaluates how radio communications might be affected by various components of a proposed development. Some elements of the study may include signal interference, coverage analysis, impact of environmental conditions, and recommendations for mitigation. This study ensures that emergency services can maintain effective communication.

Water Conservation Plan

A Water Conservation Plan in a development application outlines strategies to reduce water consumption, improve efficiency, and promote sustainable water use. It includes measures such as efficient landscaping, water-saving fixtures, and systems for recycling and reusing water.

Coastal Engineering Study or Technical Report

A Coastal Engineering Study or Technical Report is prepared for development along the Lake Simcoe shoreline. It assesses existing coastal conditions (wind and waves) offshore and nearshore, water levels, sediment transport, erosion, currents and shoreline features; and offers mitigation strategies based on coastal conditions.

Fish Habitat Impact Assessment

A Fish Habitat Impact Assessment determines the potential impact caused by the proposed development on fish habitats. This assessment helps protect fish populations and maintain healthy aquatic ecosystems.

Containment and Spill Management Plan

A Containment and Spill Management Plan is required where hazardous materials are stored, handled, and/or processed. It outlines procedures to prevent, contain, and clean up spills of hazardous materials. It includes measures for proper storage, handling, and disposal of materials, and regular monitoring to ensure compliance and effectiveness.

Bonusing Justification Report

A Bonusing Justification Report explains why additional height or density is being requested for a project. It details the public benefits that will be provided in exchange, such as community amenities or infrastructure improvements, and ensures the proposal aligns with local planning policies.

Public Engagement and Consultation Strategy

The Public Engagement and Consultation Strategy is required for Official Plan Amendments, Zoning By-law Amendments, Plans of Subdivision, and Plans of Condominium. A strategy must be prepared detailing how the applicant will contact and engage audiences, as well as how public consultation will be advertised. The Communications Strategy will outline how the public will be informed regarding major milestones (such as major revisions) related to the proposal.

Massing Model

A Massing Model is a simplified 3D representation used to explore a building's shape, form, and layout during the early design stages. It helps architects and planners understand how the proposed development will interact with its surroundings, including aspects like scale, light, and shadow.

Topographical Survey

A Topographical Study provides detailed information about the physical features of a site, including its elevations, contours, and natural and constructed structures.

Environmental Impact Assessment

An Environmental Impact Assessment (EIA) evaluates the potential environmental effects of a proposed development. It involves identifying key environmental issues, potential impacts, and mitigation measures. This assessment is critical to ensure that proposed development does not contribute to negative environmental impacts.

Concept Plan

A Concept Plan shows the proposed ground floor and key elements of the site plan in context, with adjacent street(s) and properties, including site circulation for pedestrians and vehicles, conceptual grades, and proposed hard and soft landscaping on site and on the adjacent street(s) and properties. A streetscape and landscape concept for the space between the proposed building and the curb, on the site and adjacent site, may also be requested.

Appendix C: Detailed Drawing Requirements

The Site Plan drawing of the subject property must show the following:

1. A Key Map on the same drawing as the Site Plan, showing the location of the property in relation to major roads, natural and man-made barriers and features, immediately adjacent lots and properties, and other adjacent lands. Scale +-1:100,000 and a north arrow are required.
2. The dimensions and area of the property being developed (metric) indicating any road widenings, easements, etc.
3. Proposed location, height, dimensions, and uses of all buildings and structures, including massing, conceptual design, and general type of building materials as well as the use of all remaining lands on the site.
4. All setbacks and the location and distance of all structures from septic systems and/or wells on the site.
5. Vehicle and pedestrian access ramps, driveways, lay-bys, walkways, etc., and the proposed direction of traffic flow where applicable.
6. Off-street vehicular loading and parking facilities, either covered or uncovered, dimensioned and numbered, and the surfacing of such areas.
7. Facilities for lighting, including floodlighting, of the land or any buildings or structures on it.
8. Existing and proposed walls, fences, hedges, trees, shrubs, or other groundcover or facilities for the landscaping of the lands or the protection of the adjoining lands.
9. Vaults, central storage and collection areas, and other facilities and enclosures for the storage of garbage and other waste.
10. Grading or alteration of the land's elevation or contour, and provisions for the disposal of stormwater, surface water, and wastewater from the land and any buildings or structures on it.
11. The locations of any freestanding signs.
12. The locations of street hydrants, hydro poles, etc., within 90 metres of the subject property.
13. A zoning information chart providing details on how the requirements of the Town's Zoning By-law will be met (e.g., parking, building floor area, parking area, landscaped area including the percentage of total land area, and number of units).

14. The location of sanitary and storm sewars, service connections, and hydrants, including existing services or abutting streets. Information on sanitary and storm sewars must include invert elevations, slopes, materials, and strength of pipes (if applicable).
15. The location of watermains, service connections, and hydrants, including existing services or abutting streets (if applicable).
16. Existing and proposed elevations, including elevations on adjacent lands and abutting streets.

The Landscape Plan must show the following:

1. A north arrow and bar scale.
2. The location of all material including trees, shrubs, planting beds, and sodded/ seeded areas.
3. A chart listing the name, size, and quantity of planted materials.
4. Berms and swales (type and height/depth).
5. Buildings/structures, pathways, parking spaces, roadways, refuse storage area (required if the Site Plan and Landscape Plan are not incorporated).

Elevation Plans Drawings – Illustrating the building elevations and cross sections together with an indication of materials must accompany the application.

Site Servicing, Grading, and Drainage Plans – As part of the site plan review, site servicing, grading, and drainage plans require the approval of the Town's Site Plan Committee. Requirements for this approval may include provision of a Stormwater Management Report and/or the appropriate stormwater attenuation measures. Plans and reports must comply with the Town's Development Engineering Policies.

Photometrics/Lighting Plan (if required) – All Site Pan applications for commercial, industrial, institutional, recreational or athletic, or multi-family residential developments containing ten units or more require the submission of a Lighting Plan. All exterior lighting should be directed downward and internal to the site and should be in accordance with "Dark Sky Friendly" lighting design. The photometrics of fixtures should be submitted for review with preliminary design of lighting poles and fixtures.

Appendix D: Internal and External Agencies

A site plan application may be circulated to the following departments and agencies.

Internal Recipients:

- Planning
- Engineering
- Community Development Standard Branch (CDSB) and Fire & Rescue
- Economic Development
- InnServices
- InnPower
- Legal
- Heritage Advisory Committee
- Council

External Recipients:

- Canada Post
- County of Simcoe
- Lake Simcoe Region Conservation Authority (LSRCA)
- Ministry of Environment Conservation and Parks (MCEP)
- Nottawaska Valley Conservation Authority (NVCA)
- First Nations and Indigenous Groups
- Bell, Rogers
- Simcoe County District School Board (SCDSB) & Simcoe Muskoka Catholic District School Board (SMCDSB)
- Enbridge Gas