

SITE PLAN PROCEDURES AND GUIDELINES



Revised September 16, 2015

The updates to this document, as per the revision date above, generally reflects the process for pre-consultation as required by the City of Guelph's new Pre-consultation By-law (2015-19937). These updates are provided on an interim basis to assist applicants to successfully submit complete applications for pre-consultation and get the most out of the new process. For more information, please contact Ryan Mallory, Site Plan Coordinator at 519-822-1260 ext. 2492

Further updates to the Site Plan Guidelines through the City's Integrated Operational Review (IOR) are forthcoming as per the timeline set out in the July 2015 - IOR Annual Report. The draft guidelines will be released for stakeholder review and comments prior to adoption of the new guidelines.

The following procedures and development standards/criteria are provided for guidance in the preparation of site plans submitted under Section 41 of the *Planning Act*, R.S.O. 1990. It should be noted that while the standards/criteria are designed to address most situations, they cannot cover each and every situation that may be encountered. Direct consultation should be made with the appropriate service area when the applicant feels that deviations from these standards are warranted. It is the responsibility of the applicant to ensure that the site plans depict appropriate and workable designs, services and facilities.

Site Plan Approval

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Site Plan Approval Procedures

Introduction

Site Plan Control ensures that municipal requirements are met and helps to improve the quality and appearance of the development to everyone's benefit.

The General Manager of Planning, Urban Design and Building Services is authorized to require the submission and approval of plans and drawings (including the requirement of agreements) for development prior to the issuance of building permits. Development generally means:

- The construction, erection or placing of buildings/structures or any additions or alterations which have the effect of substantially increasing the building's size or usability;
- The laying out of a commercial parking lot; or
- The location of three or more mobile homes.

Certain classes of development are exempt from site plan approval:

- Low density residential, including single-detached dwellings and buildings or structures accessory thereto, but not including zero lot line dwellings, lodging houses, coach houses, garden suites, group homes or other residential care facilities;
- Farm related development including buildings and structures for agricultural use;
- Buildings or structures used for flood control or conservation purposes; and
- The working areas of licensed pits or quarries.

Completeness of the Application

The information requested in the application must be provided by the applicant, and will be used to process the Site Plan under Section 41 of the Planning Act. If information, including copies of the required plans or reports and the applicable fee are not provided, the City may return the application or refuse to consider the application further until receipt of all the required information and fees have been provided.

Purpose

Site Plan Approval is an essential component of the development review process. As such it is intended to:

- Conform to the policies and objectives of the Official Plan;
- Comply with the regulations of the Zoning By-law and other appropriate by-laws/regulations (e.g. Sign By-law, Tree By-law, etc.);
- Ascertain to have sufficient municipal services and on-site facilities;
- Eliminate or reduce negative impacts on adjacent land uses

The purpose of this document is to outline an administrative procedure which provides standards for development proposals. These standards allow the developers and City staff a common objective to work from, as well as providing the community some level of predictability for new development. The intent of these guidelines is assist in streamlining the approval process.

Introduction and purpose

The City of Guelph has created a multi-disciplinary SPRC to enhance effectiveness and reduce timelines of the City's site plan approval process. The SPRC meets on a regular basis to review site plan submissions and resolve issues.

The flow chart, which follows, shows the steps required to obtain site plan approval and where the SPRC fits into the overall process. The SPRC is comprised of staff members with expertise in the following areas:

- Planning and Zoning
- Building
- Engineering
- Landscape Planning
- Parks Planning
- Signs
- Urban Design
- Traffic Investigations
- Environmental Planning
- Heritage Planning
- Economic Development
- Accessibility

The staff from these departments will focus on specific elements of your site plan submission. Schedule "E" includes a contact list and responsibilities for the members of the SPRC, for your information.

When does SPRC meet?

The SPRC meets every two weeks on Wednesday. Please refer to the SPRC schedule that is available on the City of Guelph's website. Agenda items are typically scheduled every 45 minutes to allow opportunity for discussion and resolution of issues.

How will I know when my application will be discussed?

When you apply for site plan approval, your application will be checked for completeness (see Schedule "A" checklist) and scheduled for the next available SPRC meeting. The next available meeting is determined based on whether the application is a pre-consultation or formal, as well as room on the agenda.

The City of Guelph has hundreds of active site plan files at any one time. Please take this into account when considering your construction timeline. All site plan submissions and resubmissions must be circulated through the SPRC for approval and must therefore follow the deadline and meeting date schedule. For all resubmissions that are not required to come back to a SPRC meeting, submission deadlines still apply and comments and/or approval will be sent by the next meeting date.

A pre-consultation submission has to be received two weeks prior to the meeting and a formal submission must be received three weeks prior to the meeting. A longer review period may be required for large or complex developments. You will be notified of the date and time of the meeting in which your submission will be considered. It is important that you are on time for the meeting, in order to ensure that the SPRC stays on schedule and meets the time commitments for other applicants. Staff comments will be emailed to you prior to the meeting. Any comments not available ahead of the meeting will be provided at the meeting.

What happens at the meeting?

The Chair will welcome you to the meeting and introduce the application and the staff members present. The Chair will then lead discussion through each section of the comments to discuss any issues or concerns with the plans. The meetings are intended to be informal and you are encouraged to ask questions or comment at any time for the purpose of resolving issues. At the conclusion of the discussion, the Chair will indicate that the plans are either:

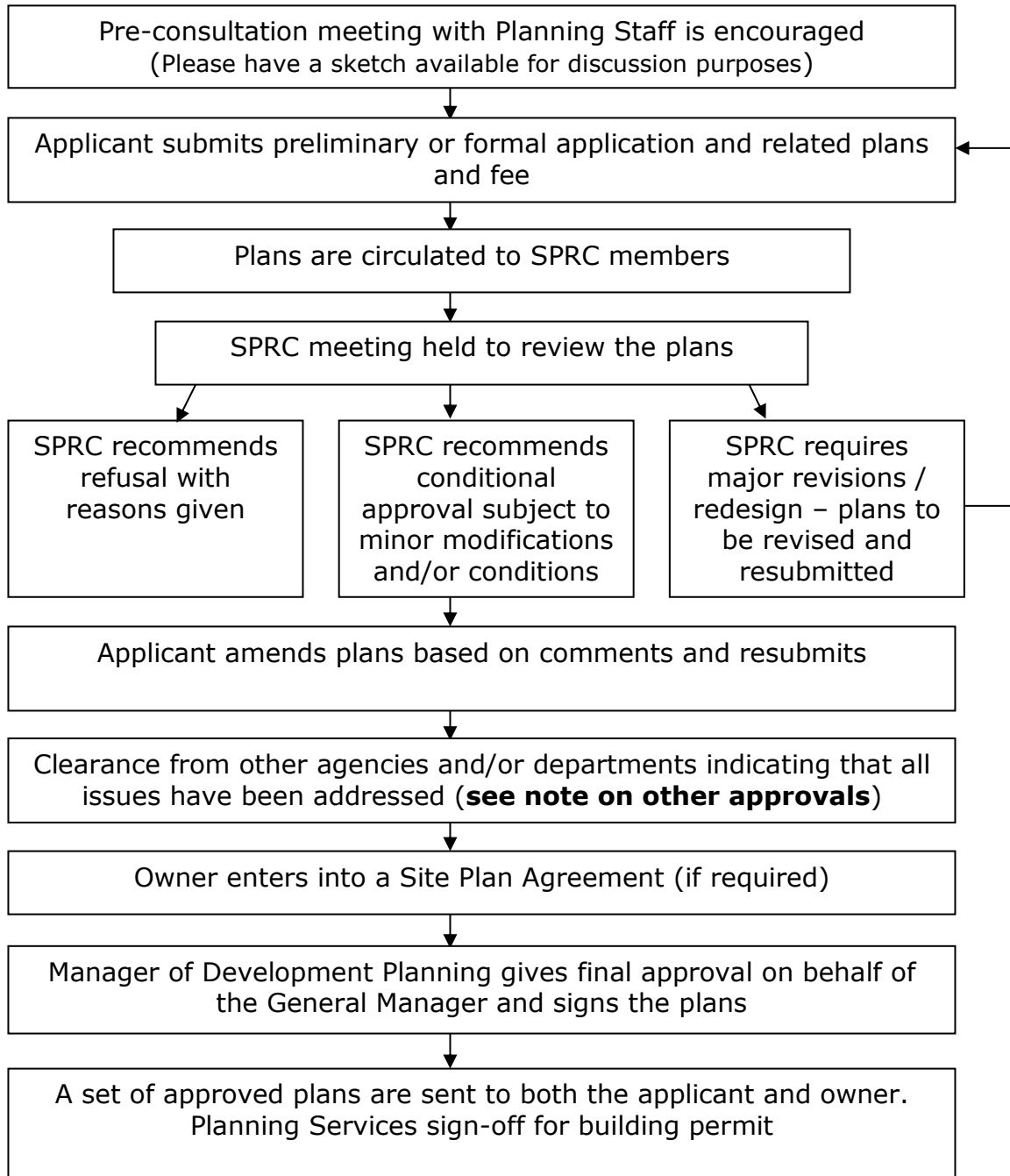
- In need of revisions – Major revisions are required. Formal resubmission required.
- Conditionally approved – Minor revisions/modifications are required to be submitted. Foundation Building Permits can be applied for.
- Approved – No revisions required. Site Plan Agreement is to be executed by applicant.
- Refused – Site Plan Application will not be approved.

It is possible that full site plan approval could be recommended by the SPRC at the meeting. In most cases, some minor modification will be required to the plans. In these cases, the SPRC will decide whether a formal resubmission will be required or conditional approval can be granted subject to a final submission of revised plans. Site plan approval will not be granted to pre-consultation submissions. Following the meeting, a letter will be sent to you summarizing the comments and outcome of the meeting and your next steps to achieve site plan approval.

Who do I contact for more information?

The Site Plan Coordinator can be contacted for information on the site plan approval process and the coordination of the SPRC. You are also encouraged to contact individual members of the SPRC for clarification of comments and resolution of issues related to specific site plan elements (see Schedule "E").

Site Plan Flow Chart



Other Approvals

Prior to the site plan being approved the following additional approvals/clearances may need to be in place and are the responsibility of the applicant:

Y/N	City Approvals	Y/N	External Agencies
	Heritage Guelph		Bell Canada
	Committee of Adjustment – Minor Variance		Canada Post Corporation
	Committee of Adjustment - Easements or Rights-of-Way		Grand River Conservation Authority
	Road Widening Dedication		Guelph Hydro
	Dedication/Lifting of Reserve		Union Gas Limited
	Encroachment Agreement		Rogers Cable TV Ltd.
	Site Plan Agreement Registration and Conditions		Ministry of Environment
	Zoning By-law Amendment		Ministry of Transportation
	Removal of Holding Provision		Canadian National Railway Properties
	Tree By-law		Guelph Junction Railway (GJR)
	Demolition Control By-law		
	Site Alteration By-law		
	Parkland Dedication/Cash-in-lieu		
	City Council Review and Approval		
	Public Notification		
	Cost estimate and deposit for work in the right-of-way		

Other relevant documents

The following is the list of other relevant documents, which are available online at guelph.ca or by clicking on the following links.

- Official Plan
<http://guelph.ca/wp-content/uploads/OfficialPlan-December2012Consolidation.pdf>
- Design Principles For Storm Water Management Facilities
<http://guelph.ca/wp-content/uploads/Design-Principles-Stormwater-Management.pdf>
- South Guelph District Centre Urban Design Study And Guidelines
http://guelph.ca/wp-content/uploads/South_Guelph_District_Centre.pdf
- Stone Road Corridor Urban Design Guidelines
<http://guelph.ca/wp-content/uploads/StoneRoadCorridorUrbanDesignGuidelines.pdf>
- Trails Master Plan
<http://guelph.ca/wp-content/uploads/GuelphTrailMasterPlan.pdf>
- River Systems Management Study – Final Report
<http://guelph.ca/wp-content/uploads/RiverSystemsManagementStudy.pdf>
- Facility Accessibility Design Manual (FADM)
<http://guelph.ca/living/accessibility/facilities/>
- Hanlon Creek Business Park Stormwater Management Design Report (Jan.2009)
http://guelph.ca/wp-content/uploads/HCBP_SWM_Report.pdf
- Hanlon Creek Business Park EIR (Feb.2009), supplemental document (July 2010)
http://guelph.ca/wp-content/uploads/HCBP_Supplemental-EIR-report.pdf

Schedule "A"

Complete Submission

The plans will be date and time stamped and will be circulated for review only when the submission is complete. The City's response time targets will begin when the submission is complete.

NOTE:

All submissions are to be made to Planning Services, located on the 3rd floor, City Hall. Submissions to Service Guelph may cause your application to be delayed. Please clearly instruct courier services to deliver submissions to the 3rd floor. A transmittal cover sheet, which can be found on the website (guelph.ca), shall be included with all submissions. A complete submission is explained as follows:

Pre-consultation

Drawing submission:

- Submit 15 copies of the site plan,
- Completed application form (Schedule "F"), the fee and
- Completed Building Code Analysis form (Schedule "G") if the information is known.

Formal Site Plan Submission:

- Refer to the Summary of Comments from the previous meeting.
- The required drawings and number of copies is indicated in the Conditions box.
- Any additional required supporting studies will be listed.
- Outstanding fees will also be listed.

** Please note all Site Plan approvals require a Site Plan Agreement. Payment for the Agreement is a separate payment and due upon formal application submission.

As-built submission (Post-construction):

- If changes on site are not possible, as-built plans will be required to be submitted to the SPRC for review and approval.
- Submit 8 copies of the as-built plans
- Submit 3 copies of the revised storm water management report (as required)
- Completed application form (Schedule "F") and
- As-built review fee.

***NOTE: All plans shall be folded to a maximum size of 8 1/2" X 11" (letter size) with the title block visible in the lower right hand corner of the drawing sheet.**

ROLLED AND/OR STAPLED DRAWINGS WILL NOT BE ACCEPTED

Schedule "A-1"

Checklist for Pre-consultation Submission

Yes No

		Site Plan Application Transmittal Form (can be found at guelph.ca)
		Covering Letter outlining the proposed development
		Completed Site Plan Application Form (Schedule 'F')
		Completed Building Code Analysis Form (Schedule 'G')
		Plans to be Arch D (24" x 36") folded to (8½" x 11 ")
		Site Plan drawing (SP-1) - see below for required details

Site Plan (SP-1): Provide 15 copies of the plan.

To be stamped and endorsed by a professional (OALA, OAA, OLS, P. Eng* or RPP)

* Traffic geometrics shown on the Site Plan must be signed and stamped by P.Eng, otherwise a separate Traffic Plan is to be submitted stamped and signed by a P.Eng.

Yes No

		Zoning Chart and Regulations (see sample Schedule "A-3")
		Adjacent existing structures, land uses and zoning
		Dimensions of all yards and setbacks
		Driveways, parking stalls, aisles fully dimensioned
		Loading areas fully dimensioned
		Garbage and storage enclosures
		Sidewalks, ramps and curbs
		Existing & proposed free standing signage & details
		Existing & proposed fire routes
		Existing & proposed hydrants
		Existing & proposed fire department connections (if applicable)
		Existing & proposed principle building entrances
		Sight line triangles
		Bicycle parking area(s)
		Snow storage area(s)
		Municipal address, legal description and Site Plan File number (once assigned) on the title block
		Metric Scale (1:100, 1:200, 1:250, 1:300, 1:400, 1:500)
		North Arrow (including construction North)
		Key plan
		Name and contact information of applicant and property owner
		Surveyed property limits (including bearings and dimensions)
		Existing and proposed structures and parking areas
		Easements, Road widenings and Rights-of-way
		Adjacent Street Names
		Above ground utilities – existing & proposed (utility poles, lighting, street signs, transformer, utility pedestals, fire hydrants etc.)

Schedule "A-2"

Checklist for Formal Site Plan Submission

Yes No

		Site Plan Application Transmittal Form (can be found at guelph.ca)
		Covering Letter response to previous SPRC comments
		Completed Site Plan Application Form (only if new information is provided)
		Completed Building Code Analysis Form
		Site Plan Application fee
		Site Plan Agreement fee
		All Plans and Reports as indicated in the previous SPRC Comments
		Plans to be Arch D (24" x 36") folded to (8½" x 11 ")
		Bound Reports

All drawings/plans shall include:

Yes No

		Municipal address, legal description and Site Plan File number (once assigned) on the title block
		Metric Scale (1:100, 1:200, 1:250, 1:300, 1:400, 1:500)
		North Arrow (including construction North)
		Key plan
		Name and contact information of applicant and property owner
		Surveyed property limits (including bearings and dimensions)
		Existing and proposed structures and parking areas
		Easements, Road widenings and Rights-of-way
		Adjacent Street Names
		Above ground utilities – existing & proposed (utility poles, lighting, street signs, transformer, utility pedestals, fire hydrants etc.)

Site Plan (SP-1): Refer to 'Summary of Comments' from previous meeting for number copies of the plans to be provided.

To be stamped and endorsed by a professional (OALA, OAA, OLS, P. Eng* or RPP)

* Traffic geometrics shown on the Site Plan must be signed and stamped by P.Eng, otherwise a separate Traffic Plan is to be submitted stamped and signed by a P.Eng.

Yes No

		Zoning Chart and Regulations (see sample Schedule "A-3")
		Adjacent existing structures, land uses and zoning
		Dimensions of all yards and setbacks
		Driveways, parking stalls, aisles fully dimensioned
		Loading areas fully dimensioned
		Garbage and storage enclosures
		Sidewalks, ramps and curbs
		Existing & proposed free standing signage & details
		Existing & proposed fire routes
		Existing & proposed hydrants
		Existing & proposed fire department connections (if applicable)
		Existing & proposed principle building entrances

	Sight line triangles
	Bicycle parking area(s)
	Snow storage area(s)
	Municipal address, legal description and Site Plan File number (once assigned) on the title block
	Metric Scale (1:100, 1:200, 1:250, 1:300, 1:400, 1:500)
	North Arrow (including construction North)
	Key plan
	Name and contact information of applicant and property owner
	Surveyed property limits (including bearings and dimensions)
	Existing and proposed structures and parking areas
	Easements, Road widenings and Rights-of-way
	Adjacent Street Names
	Above ground utilities – existing & proposed (utility poles, lighting, street signs, transformer, utility pedestals, fire hydrants etc.)

Landscape and Details Plan: Refer to 'Summary of Comments' from previous meeting for number copies of the plans to be provided.

LP-1 Drawing (LP-2 Details (if required))

To be stamped and endorsed by a full member of the OALA. *On-Street townhouse projects do not require a Landscape Plan to be submitted.

Yes No

	Plant list, indicating size, species & quantity of proposed and transplanted plant material
	Proposed trees, shrubs & groundcovers
	Existing trees & shrubs to remain or transplanted, indicating size, species & condition
	Existing trees & shrubs to be removed, indicating size, species & condition
	Indicate surface treatment – sod, seed, mulch, etc
	Dripline of trees on adjacent properties within 1.0m of property line
	Methods to protect all existing landscaping during all phases of construction (include a detail)
	Fencing or other property demarcation details
	Planting details
	Snow storage area(s)

Grading and Drainage Plan: Refer to 'Summary of Comments' from previous meeting for number copies of the plans to be provided

GP-1 Drawing - To be stamped and endorsed by professional (P. Eng)

Yes No

	Road, curb, sidewalk, boulevard and/or ditch
	Existing and proposed elevations
	Finished floor elevation
	Swales, ditches & channels
	Roof water leader discharge points
	Applicable storm water management devices and/or areas

		Retaining walls
		Catchbasins
		Culverts
		Erosion and sediment control
		Snow storage area(s)

Site Servicing Plan: Refer to 'Summary of Comments' from previous meeting for number copies of the plans to be provided.

SSP-1 Drawing - To be stamped and endorsed by professional (P. Eng)

Yes No

		Road, curb, sidewalk, boulevard and/or ditch
		Existing and proposed site services
		Watermain, sanitary and storm sewers within right-of-way
		Manholes, catchbasins, water valves and fire hydrants
		Culverts
		Applicable storm water management devices and/or areas

Building Elevations and Floor Plans: Refer to 'Summary of Comments' from previous meeting for number copies of the plans to be provided.

EP-1 Drawing - To be stamped and endorsed by professional (P. Eng or OAA)

Yes No

		Provide all elevation drawings of the proposed building(s)
		Identify exterior materials and colour treatment proposed
		Dimension heights of major roofs & parapets
		Identify window materials and colours
		Provide all floor and roof plans (if required)

Schedule "A-3"

Regulations	Required	Provided	Conforms
Minimum Lot Area	650m ²		
Minimum Lot Frontage	15.0m		
Maximum Density (units/ha.)	100		
Minimum Front and Exterior Side Yard in accordance with Section 4.24	6.0m		
Maximum Side Yard in accordance with Section 5.4.2.1	½ of building height, 3.0m min.		
Maximum Rear Yard	20% of lot depth or ½ of building height whichever is greater, 7.5m min.		
Maximum Building Height in accordance with Sections 4.16, 4.18 & D.A.M. No.68	8 storeys and 45° angular plane applied to a street or 40° applied to a river park		
Minimum Distance Between Buildings in accordance with Section 5.4.2.2	½ of total height of the 2 buildings with windows to habitable rooms - 1.5m; 2 buildings with no windows to habitable rooms - 1.5m		
Minimum Common Amenity Area in accordance with Section 5.4.2.4	30m ² min. for 1-4 storey buildings; 20m ² min. for 5-10 storey buildings (additional units located in any yard other than the required Front or Exterior Side Yard)		
Minimum Land Coverage in accordance with Section 4.2	20% of lot area for 1-4 storey buildings; 30% of lot area for 5-10 storey buildings		
Off-street Parking in accordance with Section 4.3	Side or Rear yard NOT within 3 m. of any lot line, 1.5 spaces/unit (up to 20 units) 1.25/ unit (per additional units)		
Buffer Strips	Where R.4 zones abuts any other Residential, Institutional, Park, Wetland or Urban Reserve Zone		
Accessory Buildings or Structures in accordance with Section 4.5	within 0.6m. of any lot line & max. 30% of any yard other than the required Front or Exterior Side Yard; max. 10% of lot area; 3.6m max. height		
Garbage, Refuse Storage and Composters In accordance with Section 4.9	Within the main building or any accessory building; in container or composter located in a Side or Rear yard.		
Floor Space Index (F.S.I.)	building coverage = 1 times lot area		
Fences: Front, Side or Exterior Side Yards Rear Yard	1.6m max. 0.8m max. within 4mts. of a Street Line 1.8m max.		

Sample Zoning Chart

Schedule "B"

Planning Design Criteria

1.0 Bicycle Parking Requirements

Bicycle parking facilities shall be provided in accordance with the applicable specifications contained in Table I below.

Table I - Bicycle Parking Requirements

Use	Number of required spaces
Multiple dwellings (apartment, stacked, cluster townhouses)	1 per dwelling unit that does not have an exclusive use garage, plus 2 visitor spaces per 20 units.
Primary or Secondary Schools	4 spaces per classroom
Office	5% of required automobile parking
Commercial	5% of required automobile parking
Recreational Centre	10% of required automobile parking
Hotel / Motel	5% of required automobile parking
Industrial	4% of required automobile parking

- Spaces for residential bicycle parking should be located indoors and in a secure location
- Bicycle parking should be located in proximity to the principle entrance and on a concrete pad with the dimensions noted below.

Dimension requirements:

Bicycle Stall	1.8 m length x 0.6 m width
Access Aisle	1.2 m clear
Headroom	1.9 m minimum vertical clearance

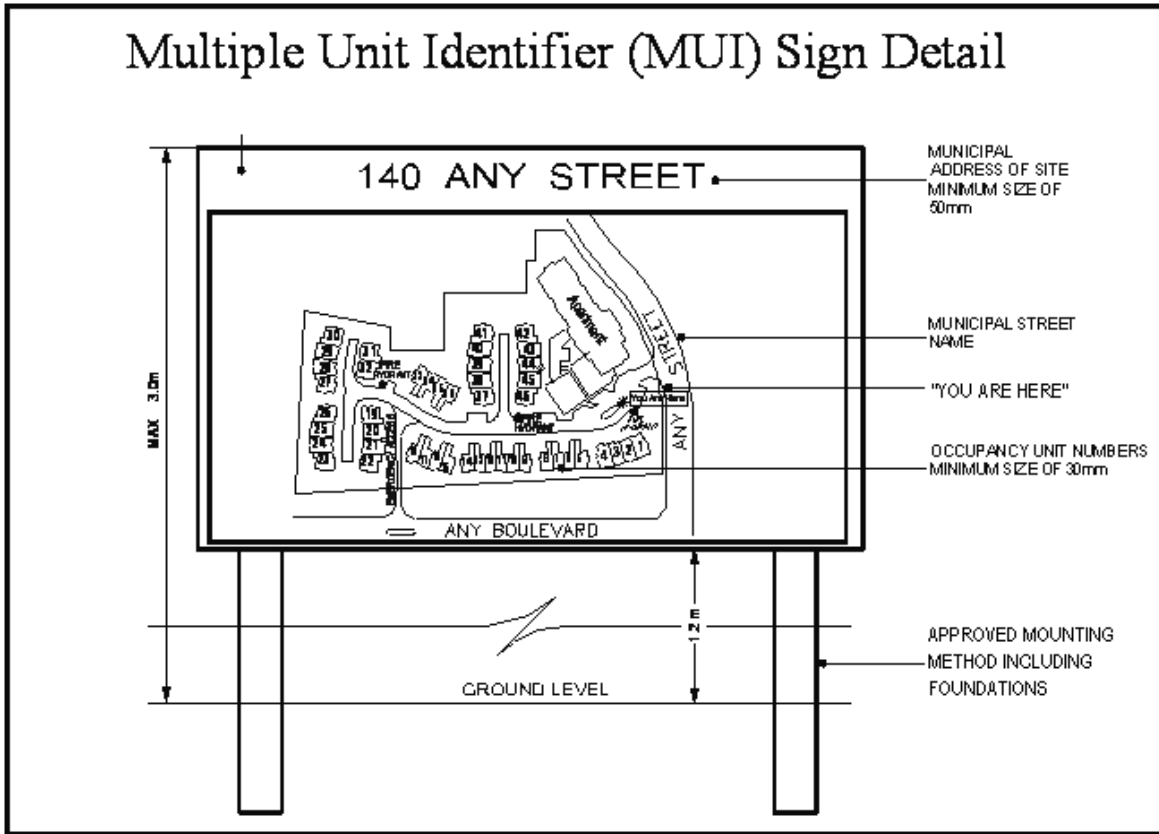
2.0 Multiple Unit Identifier Signs

- 2.1 Lots containing more than one building intended for occupancy, including residential (excluding street fronting townhouses), commercial, institutional and industrial buildings may be required to prominently display a multiple unit identification (MUI) sign at each entrance to a public thoroughfare showing the layout of the site, the municipal address, the building identifiers and occupancy unit identifiers.

- 2.2 If required as per 2.1 above, the owner shall prepare and submit a colour concept plan of the MUI sign in accordance with the design, construction and location requirements set out below, and obtain approval of the MUI sign prior to the issuance of any building permits/ or site plan approval.
- 2.3 All MUI signs shall be designed and constructed by the owner, as follows:
- all signs shall use reflective letters and markings
 - all signs shall have contrasting lettering and backgrounds
 - the sign shall identify the municipal address of the site in 50mm block letters
 - each building identifier and occupancy unit identifier must be identified separately and clearly with numbers and/or letters at least 30mm in size
 - each sign shall have a 1.2m clearance from grade and shall not exceed 3.0m in height from grade, or 6.0m² in total area, unless otherwise approved by the City's SPRC .
 - all abutting public streets, internal roads, fire routes and emergency access roads shall be identified
 - the location of the Fire Department water connections and on-site hydrants shall be displayed in red
 - an identification "YOU ARE HERE" label shall be clearly displayed in white letters on a red background
 - all signs shall be constructed of durable material by the sign industry and maintained in a legible condition in perpetuity
- 2.4 The location of all MUI signs shall be shown on the Site Plan and Landscape Plan drawings. Planting in the vicinity of the sign shall be of a low growing variety (a maximum mature height of 1.0m) and maintained so as not to obstruct the sign.
- 2.5 All MUI signs must be installed prior to the occupancy of any units within the development, in accordance with the following location requirements:
- a MUI sign is required to be installed on the right side of each entrance driveway to the site within 10m of the property line.
 - a MUI sign may not be located within the driveway sight line triangle commencing at each edge of the vehicular access on the **Lot** side of the sidewalk or curb (whichever is closer to the **Lot Line**) and measuring a distance of 4 metres away from such edges at a 90 degree angle and commencing at the edge of the **Lot** side of the sidewalk and measuring a distance of 5 metres toward the **Lot** at a 90 degree angle. (see section 4.6 of the City of Guelph Zoning bylaw for additional sight line triangle regulations)
 - a MUI sign must be located on the owner's property not more than 1.2m from the edge of pavement of the internal driveway, situated at a 45-degree angle to

the driveway. When a sidewalk is located between the MUI sign and the driveway, the sign must not be located less than 0.6m from the sidewalk and not exceeding 1.8m from the edge of the pavement of the internal driveway.

- 2.6 All MUI signs must accurately reflect any changes to the site as a result of redevelopment or building additions and must be changed at the time of undertaking the building or site alterations. All changes shall require the approval of the City's Chief Fire Official.



3.0 Loading Space Requirements

Loading spaces, as required in Section 4.14 of Guelph's Comprehensive Zoning By-law, must be provided in accordance with the following criterion:

<u>Gross Floor Area</u>	<u># of Spaces</u>
0-500 m ²	1
501 – 2300 m ²	2
Each additional 9300 m ² or portion thereof	1 additional space

- The minimum dimensions for a loading space are the following: 3.6 m wide by 9 m long, with a vertical clearance of 4.2 m.
- A loading space shall be located to the rear of a building's front wall or to the rear of an exterior side wall facing a public right-of-way, it should be landscaped and screened.
- A loading area shall be surfaced with a capped, hard top material (asphalt).
- Off-street loading facilities should be so arranged that they avoid interference with the movement of traffic on public streets or with internal, on-site circulation.

Schedule "C"

Engineering Design Criteria

All plans shall be based on the following design criteria:

1.0 Grading and Drainage:

- Proposed elevation of property line abutting the street line shall be 2% higher than curb, if there is a curb, or 2% higher than centre line of the road measured from the edge of pavement;
- Desirable grade of ditches and swales is 2.0%- minimum grade is 0.5%;
- Desirable surface grade is 2.0% - minimum grade is 1.0%;
- Maximum landscaped slope is 3:1 (H:V);
- Desirable driveway slope is 4.0% (max 8.0%);
- All retaining walls over 1.0 metre in height must be designed by a Professional Engineer and will require a separate building permit;
- All elevations shall be referred to a City Bench Mark and shall be in geodetic metric datum;
- Grading and drainage certification to be provided to the City upon completion of construction;

2.0 Sediment and Erosion Control:

- All sediment and erosion control devices must be designed in accordance with current Grand River Conservation Authority (GRCA) Erosion & Sediment Control Guideline for Urban Construction;

3.0 Site Servicing:

- Minimum grade of first leg of sanitary sewers are 2.0%;
- Minimum grade on storm sewers are 0.50%;
- Piping must be insulated if minimum burying depth cannot be achieved (water 2.0m, 2.4m if cover is predominantly gravel, sanitary and storm 2.6-2.8m to top of pipe);
- Sanitary manhole and a water valve or curbstop required at property line. Storm manhole required at property line only for industrial and commercial properties;
- Interconnected catchbasins are not permitted;
- The design of sewers and watermains shall meet the requirements of all provincial and municipal guidelines or standards;

- The owner/applicant is directly responsible for obtaining all necessary approvals required by the Ministry of the Environment (M.O.E.) for onsite servicing and stormwater management.

4.0 Stormwater management:

- Specific areas of the City, such as the Hanlon Business Park and the Hanlon Creek Business Park, are subject to specific Storm Water Management Criteria limiting the outflow of storm water to a specified rate and requiring the design of a storm water management system by a Professional Engineer. In other areas of the City a storm water management system designed by a Professional Engineer may be required as determined by the City Engineer. Contact Engineering directly for a site specific storm water criteria;
- New developments in all areas of the City shall address storm water run-off quality through the application of storm water quality best management practices to the satisfaction of the City Engineer;
- All storm water on site shall be directed to on site catchbasins; an on-site SWM facility or to a City maintained storm sewer or ditch;
- The Professional Engineer who designed the storm water management system shall certify to the City that they supervised the construction of the storm water management system and that the storm water management system was built as approved by the City and that it is functioning properly; and the drawing showing the sewers, catch basins and watermain that is external to the building shall be dated, signed and stamped by a Professional Engineer;

5.0 Site access and traffic circulation:

- A minimum clearance of 1.5m is required from an access to any above ground utility structures;
- All traffic geometrics and site access must be designed, stamped and signed by a Professional Engineer.

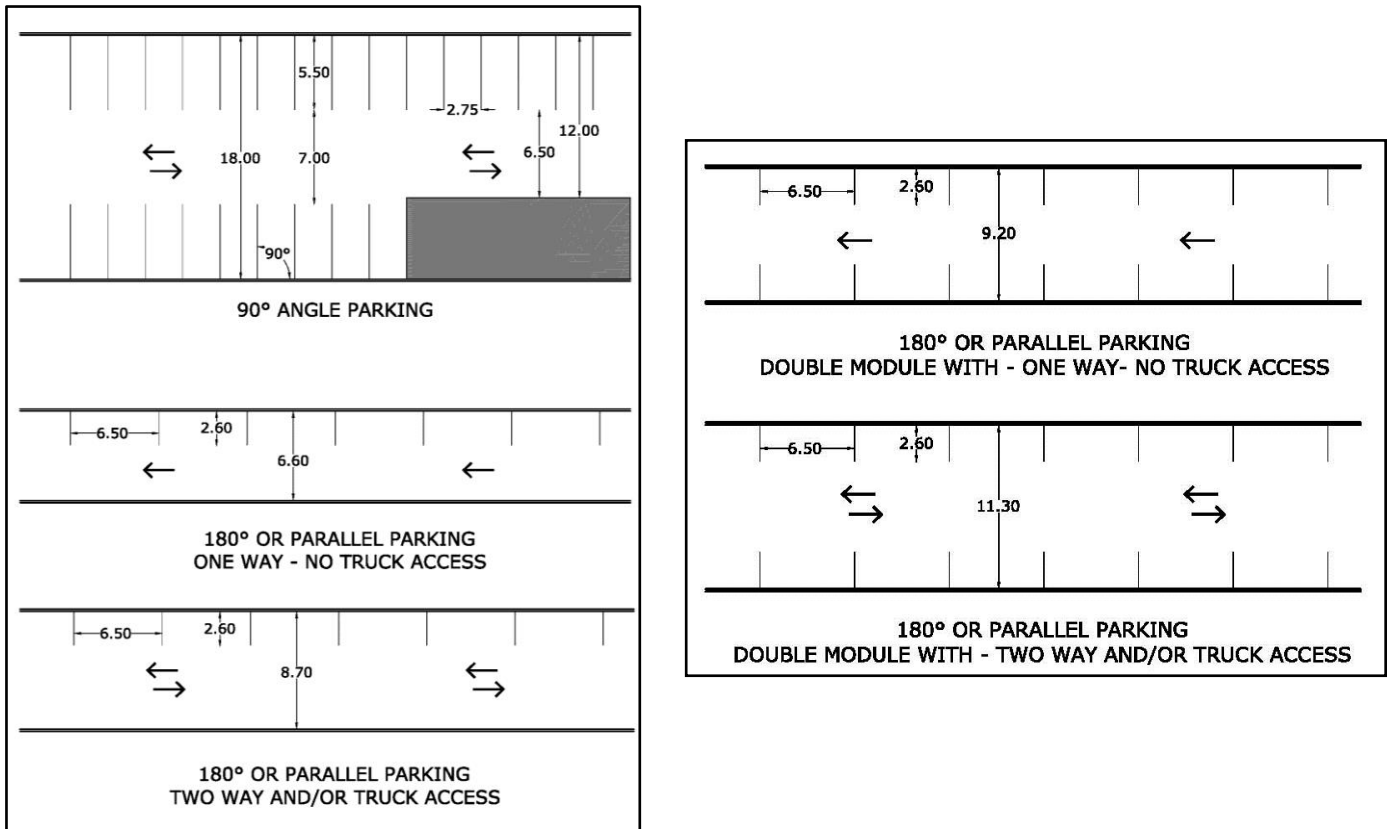
6.0 Vehicle Parking Design

Off-street parking, as required in Section 4.13 of Guelph's Comprehensive Zoning By-law, must be provided in accordance with the applicable specifications contained in Table I below. See Figure 1 illustrating these specifications. The parking space dimensions apply only to surface, non-structured parking facilities; module dimensions required for the development of structured parking facilities shall be determined in consultation with the City Engineer.

Table I - Dimensions for parking

Angle of Parking One or Two Way:	Stall Depth	Stall Width	Double Module Width	Single Module Width
90 Degree	5.5 m	2.75 m	18.0 m	12.0 m
180 Degree (parallel)	6.5 m	2.6 m	*9.2 m ** 11.3 m	*6.6 m **8.7 m

Figure 1



7.0 Access Design

Access to and from residential, commercial and institutional areas must be provided in accordance with the applicable specifications contained in Tables I and II, Figures 2 and 3 illustrate the terms used in this section. Separation distances between access driveways from intersections, as well as other driveways are controlled to minimize traffic congestion and conflict points. Specific design dimensions promote safe, convenient access to and from these areas.

Table I – Layout of Accesses

Access Classification	Roadway Classification	Throat Width (W) or Lane Width (LW)	Radius (R)*	Distance Between Accesses (S)
Multi-Residential	Local/Collector	6.0m	6.0m	7.0m
	Arterial	7.5m		25m
Small Volume Commercial and Institutional (2-way access)	Local/Collector	7.5m	9.0m	23-30m
	Arterial	8.0m		60m
High Volume Commercial and Institutional	Collector	8.0m	12.0m	60m
	Collector (divided access)	3.0m left 3.6m through 3.6m right 1.2m island	12.0m	60m
	Arterial	9.0m	12.0m	100m
	Arterial (divided access)	3.0m left 3.6m through 3.6m right 1.2m island	12.0m	100m
Industrial	Collector	9.0m (max. 15.0m)	12.0m	40-60m
	Arterial			

* Access radii cannot extend beyond the limit of a line drawn from the side yard property line perpendicular to the street right-of-way.

Figure 2

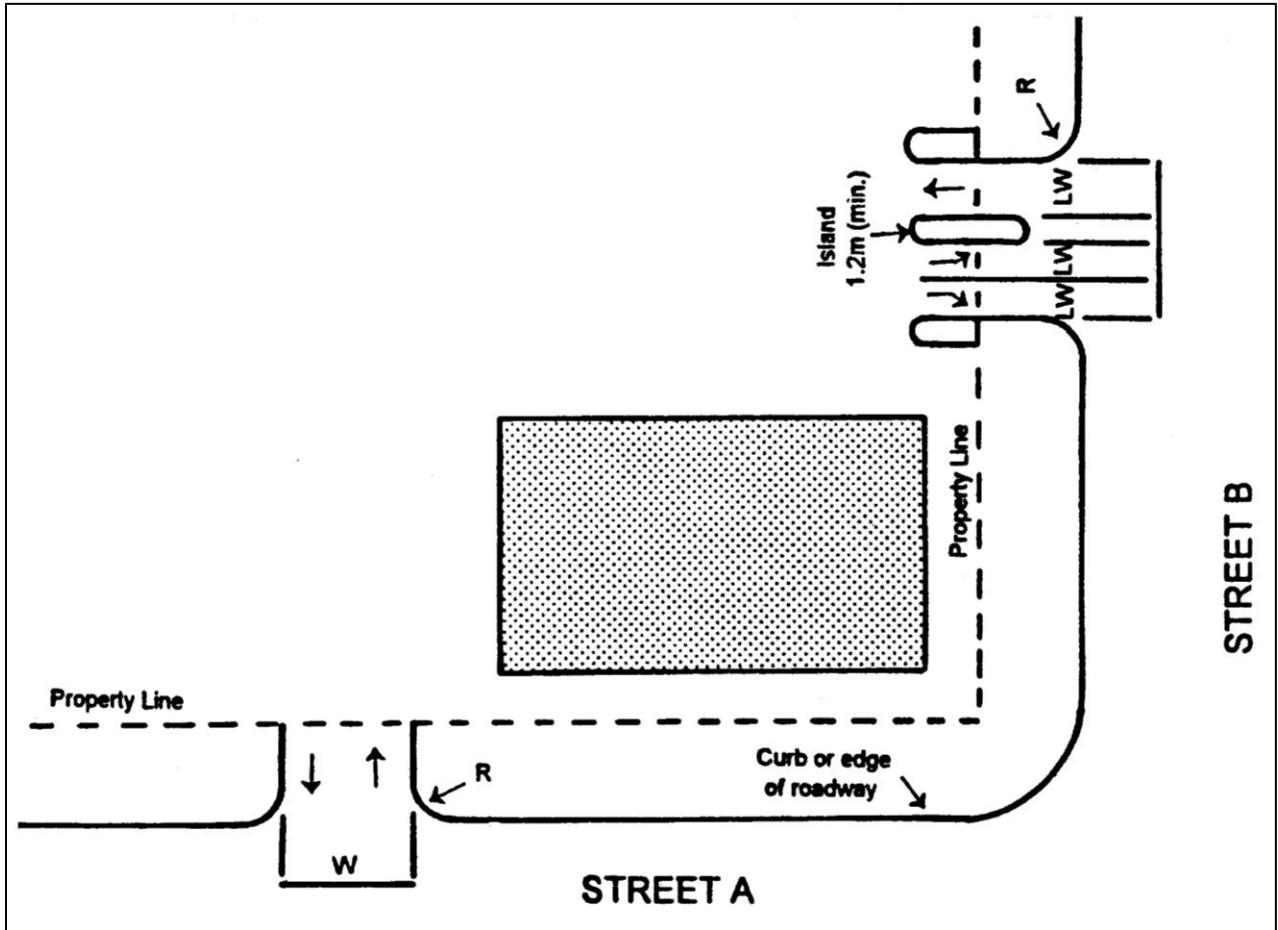


Table II – Number and Location of Accesses

Access Classification	Roadway Classification	Distance from Non-Signalized Intersection (D)	Distance from Signalized Intersection (D)
Multi-Residential	Local/Collector	15m	30m*
	Arterial	30m	60m**
Small Volume Commercial and Institutional (2-way access)	Local/Collector	30m	30m
	Arterial	60m	60m***
High Volume Commercial and Institutional	Collector/Arterial	60m	60m***
Industrial	Collector/Arterial	30m	60m***

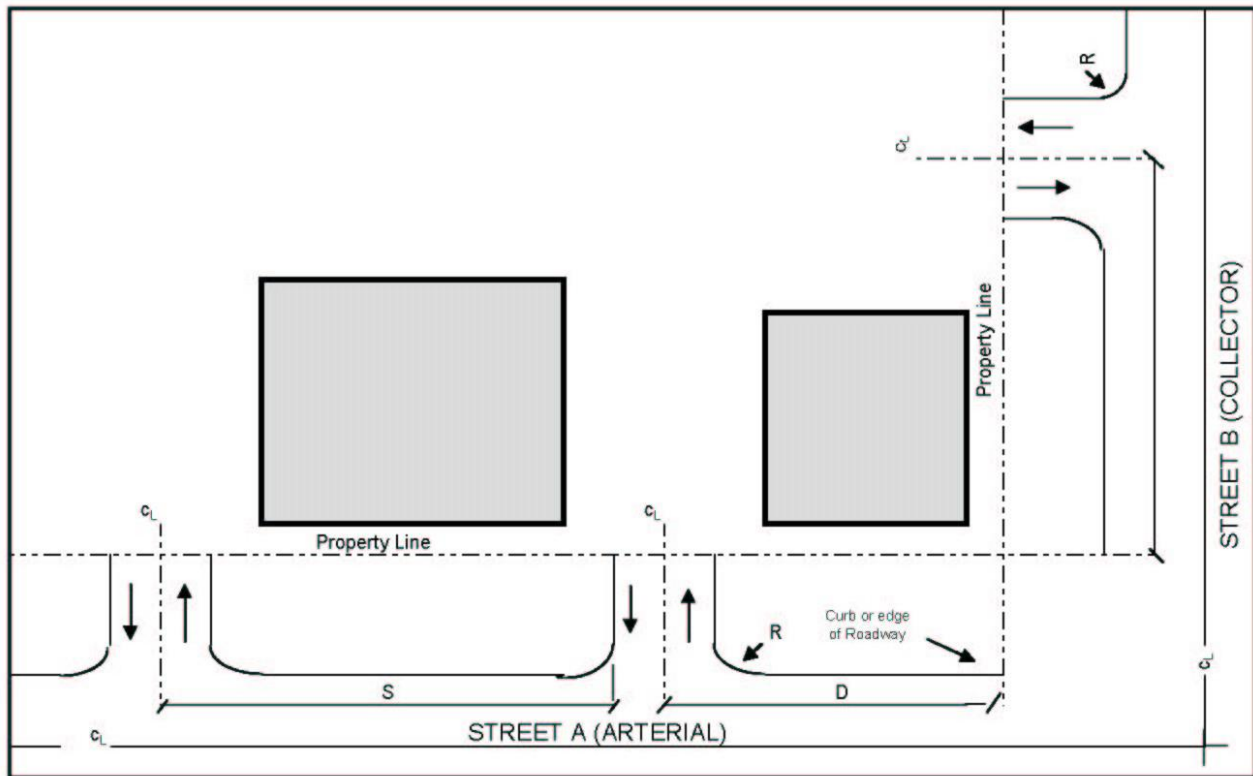
* Multi-Residential of up to 30 units

** Multi-Residential of over 30 units

*** Full movement accesses will not be allowed within 100 metres of a signalized intersection on arterial roadways. Site specific turning movement restrictions will be determined by the City of Guelph Traffic Services Division upon application.

Note: Should a site require a right in/out access, layout shall conform to current T.A.C.C. specifications.

Figure 3



Schedule "D"

Landscape Design Criteria

All landscape plans shall be based on the following design criteria.

1.0 Landscape Standards

1.1 Plant Material Specifications

- All plant material to conform to the latest edition of the Canadian Nursery Trades Association Standards.
- All sod is to conform to the latest edition of the Canadian Nursery Sod Growers Standards.
- All shrubs are to be planted in continuous planting beds.
- Place a minimum of 100mm of shredded pine-bark mulch or equivalent mulch on all planting beds and maintain planting beds weed free.
- No planting shall be permitted within a drainage swale.
- Minimum acceptable sizes for plant material are as follows:

Deciduous trees	60mm caliper (measured at 1m from ground)
Coniferous trees	1500m height
Deciduous shrubs	600mm height (species exceptions)
Coniferous shrubs	800mm height, 400mm spread (species exceptions)
- The spacing of plant material should account for the ultimate size and form of the selected species and also the purpose of the planting whether it be for screening, shade, aesthetics, naturalizing, rehabilitation, etc.

1.2 Tree Protection Measures

- Prior to construction, install tree hoarding and/or snow fencing (min. 1200mm high) a minimum of 900mm beyond the drip line of existing vegetation to protect trees and root systems (the extent or type of hoarding may differ if direction is given by the project Arborist).
- Boundary trees (including root systems) on abutting lands should be protected during construction by the same means as those on the subject lands.
- Provide a detail of the tree hoarding to be used.
- Refer to **Tree Preservation Plan (2.2)**
- Tree protection measures are to be indicated on the landscape plan, tree preservation plan and grading plan.

1.3 Landscape Screening

- Landscape screening maybe required to reduce the visual impact of parking, loading areas and other non compatible uses and is to consist of at least one of the following:
 - Berm (1 meter high minimum, maximum 33% side slopes) and planting consisting of shrubs and coniferous/deciduous trees.
 - Planting consisting of shrubs and trees with 50% of the planting being that of coniferous type or character (e.g. leaf/needle cover all year round).

Fencing (wood privacy fence in keeping with the Zoning Bylaw requirements).

1.4 Street Tree Planting along Public Roads

- Co-ordinate location of street trees with above and below ground utilities.
- Provide an average of one tree for every 8 meters of frontage to be considered for planting.
- Specify high branching trees with a minimum 1.850 meter high clearance from the ground.

1.5 Parking Lot Landscape

External: the landscape planting area around the perimeter of the parking lot.

- A three (3) metre wide minimal perimeter landscape planting area shall be provided within the subject property for all parking lots. The landscape planting area shall NOT include any paving except pedestrian walkways, parking lot and driveways which may be needed for access to the site.
- Berms are encouraged to be incorporated within the planting area to provide additional visual buffering. The slope of the berm shall not exceed 3:1 for sodded areas (berms planted with groundcover and shrubs may be steeper to a maximum of 2:1). Berms shall be graded to appear as smooth, rounded, naturalistic forms. This area may also include a 910mm high max brick, stone or architectural grade concrete wall to aid in the visual screening of the parking lot – ensuring that all structures, landforms and planting are at a maximum of 800mm high within the Sightline Triangle(s).

Internal: the landscape planting area defined within the perimeter curb edge of the parking lot.

- Islands (and circulation aisles) should be oriented in the direction of pedestrian movement.
- All landscape areas must be protected from encroachment of automobile traffic by a continuous concrete curb.
- Plant material shall be carefully chosen that is:
 - Pollution, salt and drought tolerant
 - Easy to maintain
 - Free of fruit and berries
 - Hardy – strong limbed
- All efforts shall be made to provide groundcovers or plant material, rather than sod in island planting.
- Plant material shall not obstruct a driver's view of approaching traffic.
- Consideration will be given in the design and location of winter snow storage.
- It is also highly encouraged that irrigation systems for areas of high stress, such as planted islands, be considered during the development stages.

2.0 Drawing submission requirements

2.1 Landscape Plan

The Landscape Plan shall conform to the Site Plan, drawn to the same scale and include the following information:

- Bear a Landscape Architect's "Ontario Association of Landscape Architects" membership stamp, signature and date (On-street townhouse projects are exempt from this requirement).
- Location of all above ground utilities (hydrants, manholes, watervalves, etc).
- Location of all proposed and any existing features –such as walkways, curbs, interior roads, parking lots, fencing, garbage enclosures, steps, ramps, retaining walls, slopes, berms, exterior lighting , all portable or permanent signage, benches, play equipment, planters, edgers, and also including top of bank and watercourse features.
- A Plant List (table) – indicating, size, species, quantity, spacing, proposed and transplanted material, special notes.
- Location of all proposed trees, shrubs and groundcover.
- Exact locations of all existing trees (100mm caliper and greater) to remain be removed or transplanted, indicating size, species and condition. A Tree Inventory by an OALA member and/or a certified arborist is required. The Tree Inventory shall give detailed information about the tree, as well as give recommendation for its removal and the reasons associated.
- Indicate all surface treatments – sod, seed, mulch, driveways, walkways, patios, etc.
- Indicate dripline of trees on adjacent properties within 1m of property line.
- Methods to protect all existing landscaping during all phases of construction.
- Location, height and material of all fencing, screen walls and retaining walls.
- Location of Storm Water Management features.
- Identify existing and proposed snow storage areas or methods of snow disposal.

2.2 Tree Preservation Plan

A Tree Preservation Plan may be required when a site contains a large quantity of trees over 100mm that may be affected by the proposed development and indicating them on the Landscape Plan may become busy and confusing. For this Plan the following items shall be included.

- Exact locations of all proposed and any existing trees (100mm caliper and greater) to be retained, relocated or removed.
- Exact location and type of tree protection measures for retained material.
- Refer to the City's Tree Bylaw

- Location of all existing features –such as walkways, curbs, interior roads, parking lots, fencing, garbage enclosures, steps, ramps, retaining walls, slopes, berms, exterior lighting , all portable or permanent signage, benches, play equipment, planters, edgers, and also including top of bank and watercourse features.
- Layout of proposed site development.
- Location of all above ground utilities (hydrants, manholes, watervalves, etc).
- Location of Storm Water Management features.
- Proposed grades and the existing grades along the property lines and base of trees to remain.

3.0 Security requirements

As a condition of Site Plan Approval, the applicant is required to provide securities to the City to ensure the proper and timely completion of the approved site works including all landscaping and tree protection.

The amount of the securities required is determined from a detailed cost estimate for the sited works, listing items, quantities, unit costs and total costs. The cost estimate is to be prepared by the applicant and submitted to Planning Services for approval.

Upon approval of the cost estimate by Planning Services, the applicant will be required to provide securities in the amount of the approved estimate in one of the following two forms:

- (i) A certified cheque payable to the City of Guelph, in the amount of 50% of the approved security value, or
- (ii) An irrevocable, renewable Letter of Credit from one of the acceptable Financial Institutions and payable to the City*.

Security for performance provided under this section will be released when the work is finally completed to the satisfaction of the City.

Upon completion of the required works, 50% of the original amount of securities will be retained for a period of one year for the purpose of ensuring the continued compliance with the approval of Site Plan drawings.

*Applicants are also encouraged to contact the Finance Department for any questions relating to the standard form of Letter of Credit and acceptable Financial Institutions.

If any or all of the required works have not been completed within two years of the commencement of construction on the site, the City may, after due notice, proceed to have the outstanding works completed and use the posted securities to pay for this work.

Schedule "E"

SPRC – Contact information and roles

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Site Plan Coordinator 519 837 5616

Contact	Title	Extension	Email address
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Ryan Mallory	Site Plan Coordinator	2492	ryan.mallory@guelph.ca
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Coordination of SPRC, comments, Site Plan Agreements and posting of security

Connie Fach	Planning Clerk	2363	connie.fach@guelph.ca
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Role: Coordination of fees, plan circulations and agendas

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Planning 519 837 5616

Contact	Title	Extension	Email address
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David deGroot	Urban Design Planner	2358	david.deGroot@guelph.ca
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Michael Witmer	Planner	2790	michael.witmer@guelph.ca
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Randy Harris	Senior Planning Technician	2377	randy.harris@guelph.ca
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Douglas McGlynn	Planning Technician	2362	douglas.mcglynn@guelph.ca
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Rino DalBello	Planner/Urban Design	2780	rino.dalbello@guelph.ca
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Role: Coordination of SPRC, comments, Site Plan Agreements and posting of security and comments on zoning regulations and site design

Rory Templeton	Landscape Planner	2436	rory.templeton@guelph.ca
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Role: Comments on accessibility, landscape and site design

Prachi Patel	Environmental Planner	2563	prachi.patel@guelph.ca
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Engineering 519 837 5604

Contact	Title	Extension	Email address
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Kime Toole	Engineering Technologist 2	2250	kime.toole@guelph.ca
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Julius Bodai	Engineering Technologist 2	2332	julius.bodai@guelph.ca
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Michelle Thalen	Engineering Technologist 1	2333	michelle.thalen@guelph.ca
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Role: Grading, drainage, servicing, SWM, site access and circulation, road widening and easements

Julie Tot	Traffic Technologist II	2048	julie.tot@guelph.ca
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Role: Comments on site access, circulation and traffic control requirements

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Building 519 837 5615

Contact	Title	Extension	Email address
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Tammy Hogg	Plans Examiner	2305	tammy.hogg@guelph.ca
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Role: Comments on Building code implications and fire routing

Bill Bond	Zoning Inspector	2382	bill.bond@guelph.ca
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Role: Comments on compliance with Sign By-law

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Economic Development 519 837 5600

Contact	Title	Extension	Email address
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Jim Mairs	Manager of Economic Development	2821	jim.mairs@guelph.ca
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Role: Comments on development in City Business Parks and compliance with offers to purchase and covenants

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Parks Planning 519 837 5618			
Contact	Title	Extension	Email address
Helen White	Park Planner	2298	helen.white@guelph.ca
Jyoti Pathak	Park Planner	2431	jyoti.pathak@guelph.ca
Accessibility			
Contact	Title	Extension	Email address
Leanne Warren	Accessibility Services	2670	Leanne.warren@guelph.ca

Schedule "F"

City of Guelph Application for Site Plan Approval

Subject Site:	
*Street Address:	
*Legal Description:	
Registered Owner:	
Company Name:	
Contact Name:	
Address:	
Email Address:	
City:	Postal Code:
Phone:	Fax Number:
Applicant:	
Company Name:	
Contact Name:	
Address:	
Email Address:	
City:	Postal Code:
Phone:	Fax Number:
Mortgagee:	
Name:	
Address:	
City:	Postal Code:
Phone:	Fax Number:

New Construction <input type="checkbox"/>	As Built <input type="checkbox"/>
No. of Residential Units:	Site Area:
Proposed Use:	Gross Floor Area:
*Current Zoning:	Existing: New:
*Official Plan Designation:	

I hereby apply for Site Plan Approval and declare that the statements made in this application and the information contained in the accompanying plan(s) are true. I understand that Site Plan Approval (and where appropriate, a letter of intent, a letter of credit or cash and/or a site plan agreement) may be required prior to any building permits being issued. If I am not the owner of the property, I have the complete authority from the owner to apply for site plan approval and to proceed with the development as indicated on the accompanying plan(s).

*** Mandatory information**

Applicant Signature

Date

Personal information contained in this application form (name, address, phone number, e-mail address) is part of the public record and by signing such application form the applicant acknowledges that such information can be disclosed to the public.

Schedule "G"

City of Guelph Building Code Analysis

Project Location: _____
 Phone: _____ Fax: _____

Completed By: _____
 E-mail: _____

Item	Ontario Building Code Analysis	OBC Reference																						
1	Project Description <div style="float: right; text-align: right;"> <input type="checkbox"/> New Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Change of Use </div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																				
		Part 3	Part 9	Part 11																				
2	Major Occupancy(s) _____ Group _____ Div. _____																							
3	Building Area (m ²) Existing _____ New _____ Total _____																							
4	Mezzanine Area (m ²) Existing _____ New _____ Total _____																							
5	Gross Area (m ²) Existing _____ New _____ Total _____																							
6	Number of Storeys Above Grade _____ Below Grade _____																							
7	Height of Building (m) _____																							
8	Number of Streets/Access Routes _____																							
9	Building Classification 3.2.2. _____																							
10	Sprinkler System Existing: <input type="checkbox"/> Yes <input type="checkbox"/> No Proposed: <input type="checkbox"/> Yes <input type="checkbox"/> No																							
11	Standpipe Existing: <input type="checkbox"/> Yes <input type="checkbox"/> No Proposed: <input type="checkbox"/> Yes <input type="checkbox"/> No																							
12	Fire Alarm Existing: <input type="checkbox"/> Yes <input type="checkbox"/> No Proposed: <input type="checkbox"/> Yes <input type="checkbox"/> No																							
13	Water Service/Supply is Adequate <input type="checkbox"/> Yes <input type="checkbox"/> No																							
14	High Building (3.2.6) <input type="checkbox"/> Yes <input type="checkbox"/> No																							
15	Type of Construction <input type="checkbox"/> Combustible <input type="checkbox"/> Noncombustible <input type="checkbox"/> Both																							
16	Occupant Load Existing _____ New _____ Total _____ <input type="checkbox"/> m ² /person <input type="checkbox"/> Design																							
17	Washroom Facilities (Number of Water Closets) Existing: Men _____ Women _____ Proposed: Men _____ Women _____																							
18	Barrier Free Design <input type="checkbox"/> Yes <input type="checkbox"/> No(Explain)																							
19	Hazardous Substances <input type="checkbox"/> Yes <input type="checkbox"/> No																							
20	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;">Required Fire Resistance Rating (FRR)</th> <th style="width: 15%;">Horizontal Assemblies FRR (Hours)</th> <th style="width: 15%;">Listed Design No. or Description (SB-2)</th> <th style="width: 15%;">FRR of Supporting Members (Hours)</th> <th style="width: 15%;">Listed Design No. or Description (SB-2)</th> </tr> <tr> <td></td> <td>Floors _____</td> <td></td> <td>Floors _____</td> <td></td> </tr> <tr> <td></td> <td>Roof _____</td> <td></td> <td>Roof _____</td> <td></td> </tr> <tr> <td></td> <td>Mezz. _____</td> <td></td> <td>Mezz. _____</td> <td></td> </tr> </table>	Required Fire Resistance Rating (FRR)	Horizontal Assemblies FRR (Hours)	Listed Design No. or Description (SB-2)	FRR of Supporting Members (Hours)	Listed Design No. or Description (SB-2)		Floors _____		Floors _____			Roof _____		Roof _____			Mezz. _____		Mezz. _____				
Required Fire Resistance Rating (FRR)	Horizontal Assemblies FRR (Hours)	Listed Design No. or Description (SB-2)	FRR of Supporting Members (Hours)	Listed Design No. or Description (SB-2)																				
	Floors _____		Floors _____																					
	Roof _____		Roof _____																					
	Mezz. _____		Mezz. _____																					
21	Spatial Separation – Construction of Exterior Walls																							
	Wall	Area of EBF (m ²)	L.D. (m)	L/H or H/L	Permitted Max. % of UPO	Proposed % of UPO	FRR (Hours)	Listed Design or Description	Noncombustible Required															
									Construction	Cladding														
	North																							
	South																							
	East																							
	West																							
22	Other (Describe)																							