

SITE PLAN

Site Plan Application Manual



TABLE OF CONTENTS

<u>Sections</u>	<u>Page No.</u>
FORWARD	
1.0 SITE PLAN AUTHORITY.....	1
2.0 CITY OF BARRIE SITE PLAN APPROVAL PROCESS	2
2.1 Site Plan Approval Categories	2
2.1.1 Delegated Site Plan Review	2
2.1.2 Council (Bumped-up) Approval.....	2
2.1.3 Exemption	2
2.2 City of Barrie Pre-Consultation Process	3
2.2.1 Pre-Consultation Approval Process	4
2.3 Site Plan Review and Approval Process	5
2.4 Public Notification	8
2.5 Simplified Applicant Requirement Flowchart	9
3.0 PRE-CONSULTATION CONCEPT PLAN SUBMISSION REQUIREMENTS ..	10
4.0 SITE PLAN SUBMISSION REQUIREMENTS	11
4.1 SITE PLAN DRAWING REQUIREMENTS.....	12
4.1.1 Professional Design Requirements.....	12
4.1.2 Plans and Drawings	12
4.1.3 Site Plans	13
4.1.4 Site Servicing/Grading Plans	15
4.1.4.1 Erosion & Sediment Requirements	16
4.1.4.2 Stormwater Management Plans	16
4.1.5 Electrical Plan	17
4.1.6 Landscape Plans.....	17
4.1.7 Elevation Plans.....	18
4.1.8 Digital Data Control	19

Site Plan Application Manual - February 2010

5.0	SITE PLAN AGREEMENT AND REGISTRATION	21
6.0	FEE SCHEDULE	22
6.1	Application Fee	22
6.2	Administration Fee	22
6.3	Proof of Insurance.....	22
6.4	Legal Fees	22
6.5	Security Fees (Letters of Credit)	22
6.5.1	Engineering Department.....	23
6.5.2	Parks Planning and Development Section.....	23
6.6	Engineering Fees.....	23
6.7	Conveyance of Land For Park Purposes.....	24
6.8	Conveyance of Land for Environmental Protection.....	24
	APPENDIX A - DEPARTMENTAL CONTACTS & ROLES	25
	APPENDIX B - SITE PLAN APPLICATION FORM INFORMATION.....	28
	APPENDIX C - SITE PLAN CONTROL REQUIREMENTS FOR PROCESSING	29
	APPENDIX D - PUBLIC NOTICE SIGN	34

SITE PLAN APPLICATION MANUAL

FORWARD

This manual has been prepared by the Planning Services Department to assist both developers and the general public in understanding the Site Plan approval process within the City of Barrie. The manual outlines:

- the Site Plan application process;
- submission requirements for pre-consultation and site plan approval;
- costs (including fees, securities, etc.); and
- timelines.

Matters considered necessary for good development such as site layout, landscaping, drainage, municipal services, vehicle and pedestrian access, and site and building design are not adequately covered under the rigid context of zoning by-laws. A common perception remains amongst many that development proposals can proceed simply because they have satisfied existing zoning requirements, and not because they were appropriately planned and designed in the context of site plan control.

For this reason the Ontario provincial government introduced Site Plan Control in their planning legislation (Section 35(a) of *The Planning Act 1973*), thus providing the legislative authority for municipalities to implement the Site Plan Control process.

The City of Barrie's goal is to ensure that the urban environment is developed in a safe, convenient, efficient and aesthetically pleasing manner. Additionally, the site plan process ensures developments are environmentally sensitive, accessible, functional and achieve the preferred design objectives of the City.

Pursuant to By-law 99-312, the City of Barrie has been designated as a Site Plan Control Area. Therefore, in general, any multi-unit residential, commercial or industrial fronting on

Site Plan Application Manual

specific major roads, and institutional developments within the City's municipal boundaries must obtain site plan approval prior to the issuance of a building permit.

The provisions of By-law 99-312 designated site plan control areas within the City of Barrie pursuant to Section 41 of *The Planning Act*. **Applicants are advised to contact the Planning Services Department to confirm whether or not the particular development is subject to site plan approval.**

NOTE: Contact the Legal Services Department for the current Site Plan By-law or visit City of Barrie website at: <http://www.barrie.ca/docs/By-law99-312.pdf>

The Director of Planning Services, the Manager of Development Control and the Manager of Policy Planning have been delegated the approval authority for all site plan approvals, and modifications have been made to the review process to serve both the City's and the development industry's best interests.

Should you have any questions regarding the Site Plan Application Manual, please contact the Planning Services Department at:

City of Barrie
Planning Services Department
70 Collier Street, Box 400
Barrie, ON L4M 4T5

Tel. (705) 739-4208
Fax (705) 739-4270
E-mail: Planning@barrie.ca

This manual is subject to periodic updates, therefore it is recommended that applicants contact the above to confirm current site plan requirements.

The Planning Services Department wishes to acknowledge the efforts of the City of Barrie Development Advisory Committee and the Barrie Land Developers Association in the preparation of this document.

1.0 SITE PLAN AUTHORITY

Site Plan Control is a planning tool provided to municipalities under Section 41 of *The Planning Act* (RSO 1990). Its purpose is to provide municipalities with the ability to control or influence matters such as:

- the massing and conceptual design of buildings;
- the relationship of proposed buildings to their surroundings;
- vehicular and pedestrian access and walkways;
- exterior design (character, scale and appearance of buildings) and their sustainable design;
- sustainable design elements (plantings, street furniture, bicycle parking facilities, waste and recycling enclosures);
- facilities designed for accessibility;
- traffic direction signs;
- road widenings;
- loading and parking facilities and their surface treatment;
- emergency vehicle access;
- lighting;
- landscaping (trees and plantings);
- easements to the municipality for the construction, maintenance or improvement of drainage and municipal services and utilities and stormwater management.

The Planning Act provides the authority to require that a developer/owner enter into an agreement with the municipality to ensure that these matters are provided and maintained in accordance with the approved plans. Site Plan approval is between the developer/owner and a municipality. Third parties including members of the public are generally not considered to have any authorized status in the consideration of a site plan application, although public input is considered in design matters.

2.0 CITY OF BARRIE SITE PLAN APPROVAL PROCESS

2.1 Site Plan Approval Categories

Development applications on lands subject to Site Plan Approval will be reviewed as follows:

2.1.1 Delegated Site Plan Review

All developments may be granted Site Plan approval by the Director of Planning Services, the Manager of Development Control or the Manager of Policy Planning and will require a registered Site Plan Agreement and submission of securities from the owner.

2.1.2 Council (“Bumped-up”) Approval

The approval of these applications may be “bumped-up” to a Council approval where:

- a) in the opinion of the Director of Planning Services, an application has a high profile or high municipal interest;
- b) a Ward Councillor requests that the application be reviewed and approved by Council; or
- c) City staff and the applicant are unsuccessful in negotiating a settlement of an issue(s) and/or conditions identified during the review process and Council direction is required.

Where an application is “bumped-up” to Council, a Staff Report is prepared by the Planning Services Department to General Committee incorporating recommendations and conditions of approval. Council ratification of the General Committee motion is required.

2.1.3 Exemption

Proposals for minor additions or development that, in the opinion of the Director of Planning Services, Manager of Development Control or Manager of Policy Planning have no significance (i.e. patio, vestibules, signs, additions, etc.) may be exempt from site plan review and approval.

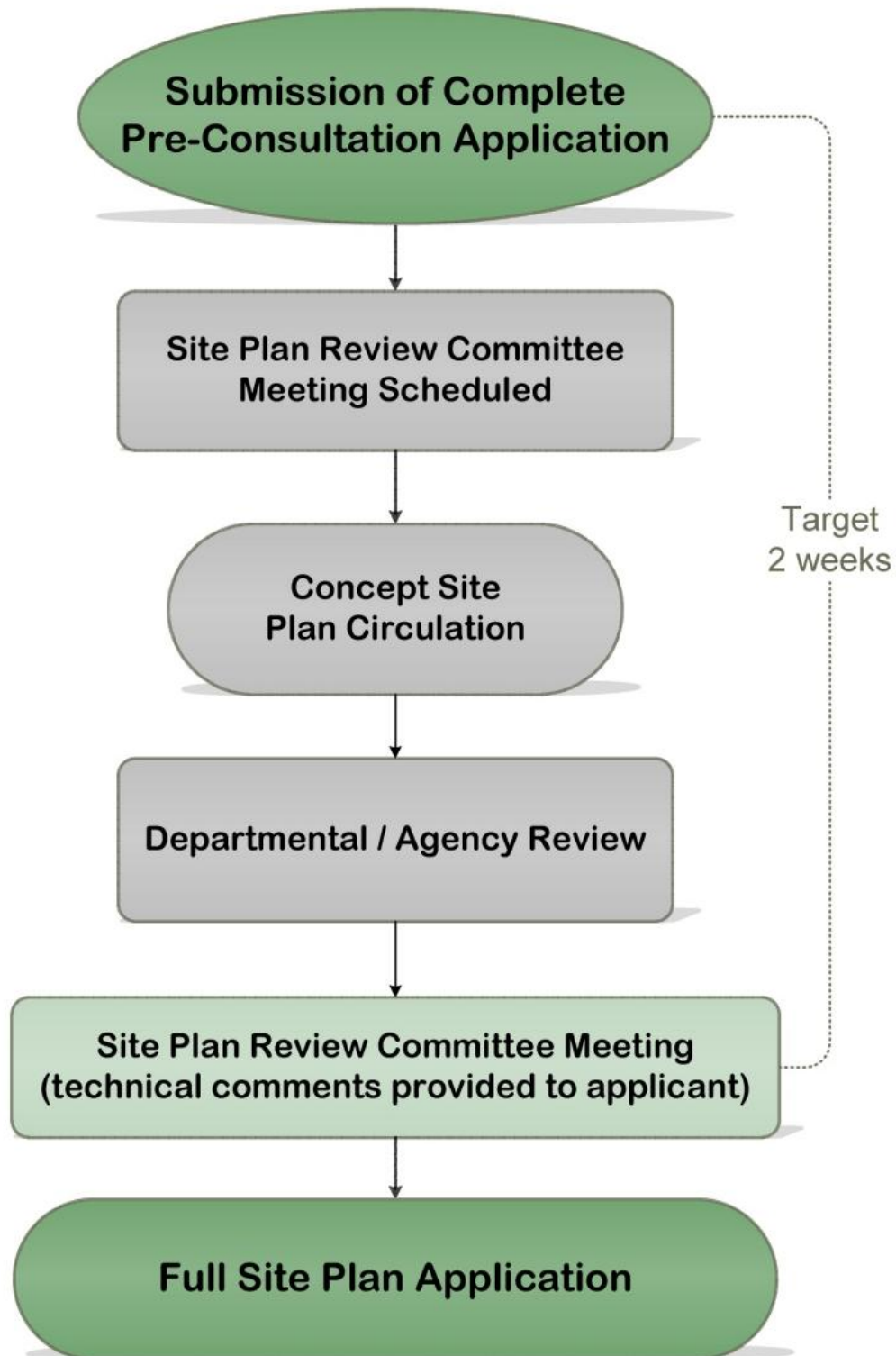
2.2 City of Barrie Pre-Consultation Process

The City of Barrie provides an optional Pre-Consultation service for the review of concept site plans prior to making formal application for Site Plan Approval. The intention is to identify any issues that need to be addressed and to inform the applicant of the City's interests, fees and the anticipated costs of development. By participating in Pre-Consultation applicants will benefit from a detailed review and comments that may minimize the need for extensive revisions and associated consultant fees, thereby reducing the overall cost of an application for full site plan approval. In addition, the target processing time for full site plan approval is reduced to 6 weeks from 8 weeks if applicants have participated in Pre-Consultation.

Upon submission of the Pre-consultation for Concept Site Plan Review Application and the required plan information identified on the form, the submission is circulated to internal departments and public commenting agencies, as applicable. Within 2 weeks from submission of a complete application, a meeting is scheduled with the applicant and City staff to discuss the comments from circulated departments, answer any questions with regard to formal submission of a Site Plan Control Approval Application and to provide the applicant with written correspondence including regulations, standards, policy and urban design criteria.

2.2.1 Pre-Consultation Approval Process

This process is encouraged in order to reduce time and costs when proceeding to full Site Plan Application.



2.3 Site Plan Review and Approval Process

2.3.1 City staff recommend that applicants take advantage of the Pre-Consultation application process. At minimum, it is advisable, and to the applicant's benefit, to discuss the proposed development application with City staff prior to making a formal site plan submission. A list of Departmental Contacts and Roles is attached as Appendix A.

2.3.2 During the pre-consultation meeting, the Planning Services Department will attempt to determine which Site Plan Approval process will be applied to the proposed development, the costs associated with the application, and any issues that may need to be addressed in the application. It is the applicant's responsibility to submit a complete Site Plan Approval Application (see Appendix B) and appropriate plans to the Planning Services Department for consideration by staff, and Council (if required).

2.3.3 Within 2-3 days of receipt of an application, a Project Manager in the Planning Department will be assigned to the file. At that time, the Project Manager, in consultation with the Planning Technicians and other applicable departments, will review the application for the purposes of deeming it complete. Upon receipt of a completed application, a file is opened by the Planning Services Department, a Project Manager is assigned and copies of the Site Plan drawings are circulated by the Project Manager to the Ward Councillor.

The Project Manager is responsible for the review and processing of the application. This responsibility carries through the entire process from the time that the application is submitted up to and including final approval and registration of the agreement. All correspondence, submissions, etc. should be directed through the Project Manager to ensure continuity during the review and approval process.

NOTE: Site plan approval is one of several prerequisites to the issuance of a building permit. Building permit applications for all structures are to be completed and submitted directly to the Building Department for review and approval.

- 2.3.4** Incomplete or illegible applications cannot be processed and will result in delays in scheduling of the Site Plan Review Committee meeting. For a description of the required drawings, refer to Section 4.0.
- 2.3.5** The application shall be accompanied by a letter or report from the applicant's consultant(s) which briefly outlines how the application is in conformity with the City's Urban Design Manual, and where an application is not in conformity, the reasoning and justification for the departure.
- 2.3.6** Staff will schedule a Site Plan Review Committee Meeting (for which applicants/consultants are advised to attend), for the next Thursday meeting available within a minimum of 2 weeks from the date of confirmation of a complete application. In addition to scheduling the Review Committee meeting, the Project Manager reviews the application, consults with and co-ordinates written comments from City Departments and agencies to determine the conditions of the Site Plan Control Requirements for Processing. A sample of the Site Plan Control Requirements for Processing is attached as Appendix C.
- 2.3.7** If the plans are acceptable to City staff following Plan review and the Site Plan Review Committee Meeting, the Site Plan Control Requirements For Processing with appropriate conditions is prepared and signed by the Director of Planning Services, the Manager of Development Control or the Manager of Policy Planning.
- 2.3.8** The Project Manager will consult with the appropriate City Department(s), senior City staff, if necessary, and/or the appropriate external agencies. These may include the following:
- Engineering Department (Parks Planning and Development);
 - Fire & Emergency Services;
 - PowerStream Barrie Hydro Distribution;
 - Bell Canada;
 - Building Services Department (Zoning Branch);
 - Legal Services Department;
 - Chief Administrative Officer;

- Mayor and Ward Councillor;
- Accessibility Committee; and
- other affected agencies (applicable Conservation Authority, MTO, Hydro One, etc.).

2.3.9 For clarification of site plan requirements of a particular department or agency, applicants are advised to contact the Project Manager directly. The Project Manager will contact the particular department or agency, if necessary, to obtain the requested clarification. Copies of any correspondence should be sent to the Project Manager in the Planning Services Department for file management purposes.

2.3.10 If following the Site Plan Review Committee Meeting and consultation process the application is deemed not to conform with the City's Urban Design Manual, the Project Manager will advise the applicant accordingly and require a revision to the Site Plan drawings in accordance with the comments provided during the consultation process. The applicant will resubmit the revised drawings to the Planning Services Department for further review and processing. If the revised application is deemed to conform to the City's Urban Design Manual, the application will proceed to the issuance of Site Plan Control Requirements for Processing approval. A covering letter from the applicant or the applicant's consultant is recommended to briefly address modifications to the plan and reasoning where recommended modifications are not incorporated into the resubmitted plan.

2.3.11 Where applications require Council approval by way of a 'bump-up', a Staff Report would be prepared by the Planning Services Department to General Committee incorporating recommendations and conditions of approval. Council ratification of the General Committee motion is required.

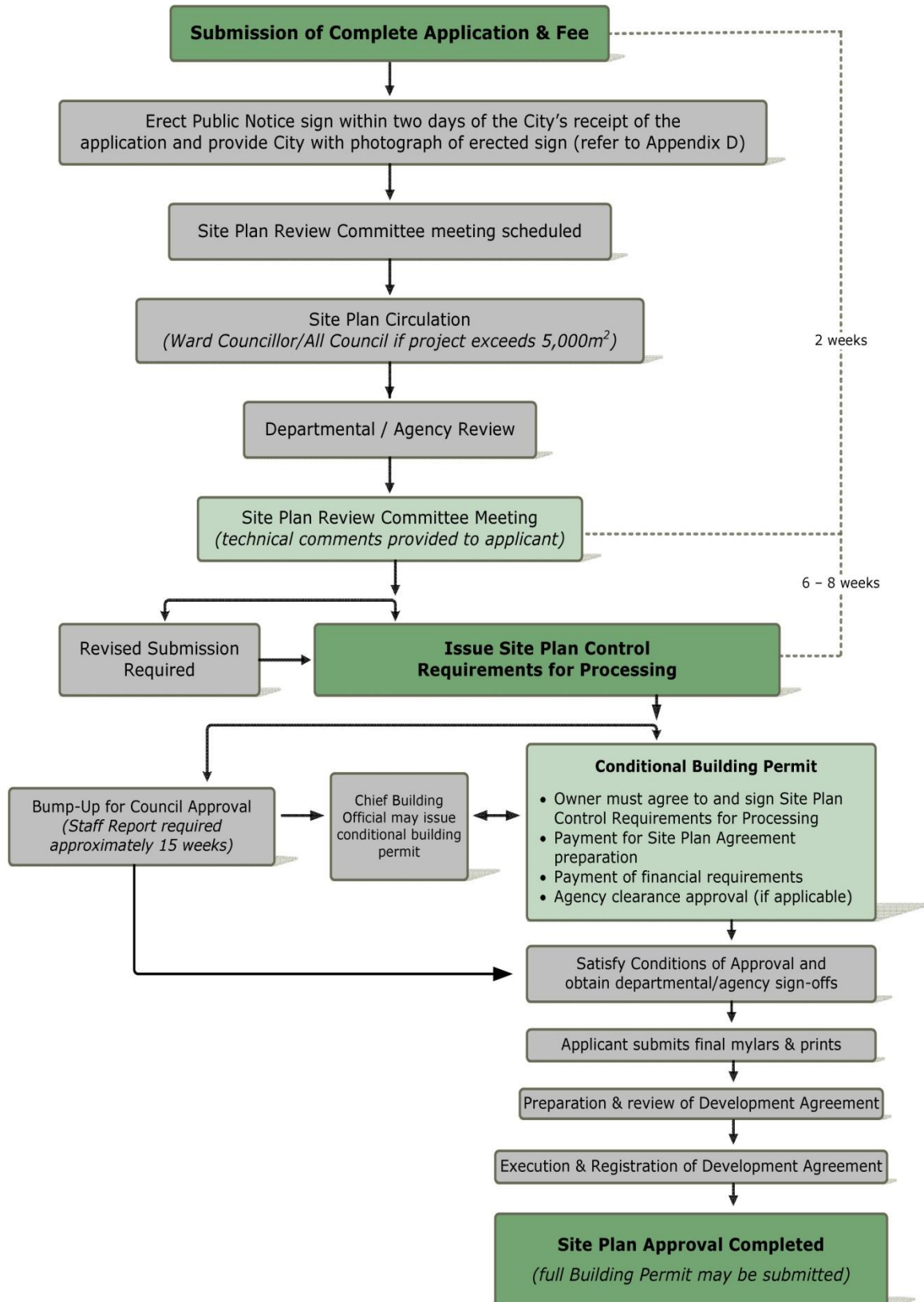
2.4 Public Notification

Although Section 41 of the *Planning Act*, 1990 Statutes of Ontario, does not legislate any direct input at the Site Plan Application level, the following practices have been adopted by the City to allow for public input:

- Within two days of receipt of the application, the owner/applicant is responsible for the erection of a public notice sign on the property. Refer to Appendix D Public Notice Sign for information regarding the size, location and contents of the public notice sign. No sign shall be erected until the application has been submitted to the City. A photograph of the sign erected on the property must be submitted within two days of receipt of the application. Signs erected on the property are to be removed 2 weeks following approval.
- Upon receipt of the site plan application, the Project Manager shall notify the Ward Councillor in which the site is located, and provide the Councillor with a copy of the site plan application, drawings, and reports. Where in the opinion of the Ward Councillor an application may have an impact on an adjacent residential use(s), the Ward Councillor may request that the applicant meet with the affected resident(s), or the local ratepayers group if such a group exists, to present and discuss the development proposal. The applicant is required to provide to the Project Manager documentation of the meeting including the names and addresses of those who attended the meeting, the nature of the discussions including any concerns expressed and a summary of any efforts to address those concerns. The Project Manager will provide the Ward Councillor with the documentation.
- All plans submitted to the Planning Services Department for the normal processing of applications are considered accessible to the public.
- Current and previous site plan files can be viewed by the public at the:

City of Barrie
Planning Services Department
70 Collier Street, 9th floor
Barrie, ON L4M 4T5
Tel. (705) 739-4208
Fax (705) 739-4270

2.5 Site Plan Approval Process



3.0 PRE-CONSULTATION CONCEPT PLAN SUBMISSION REQUIREMENTS

The following information must be submitted along with the application form and fee, in order to deem an application complete for processing.

10 full scale paper copies of the Concept Plan which include:

- Location (lot lines, main intersection)
- Lot Area (m2)
- Proposed use(s)
- All Proposed Buildings & Structures
- Loading Spaces
- Building Area (GFA)
- Number of Units / Storeys
- Natural Features Affecting the Site
- Landscape Areas and Proposed Features
- Roads
- Proposed Access / Driveways
- Surrounding Property Access / Driveways
- Proposed Servicing Details – sanitary, water and storm
- Parking areas and number of spaces
- Zoning Standards Matrix:
 - Zoning Category (e.g. General Commercial C4)
 - Setbacks and Lot Lines
 - Lot Coverage
 - Height of Building
 - Parking Requirements
 - Lot Area
 - Gross Floor Area
- Building elevation drawings including exterior materials and colours may also be submitted for preliminary review, if available.

4.0 SITE PLAN SUBMISSION REQUIREMENTS

The following items are required for a Site Plan Approval submission in order to deem an application complete for processing:

- completed application form in duplicate (a copy of the application form is available on the City's website or in the Planning Services Department);
- non-refundable application fee payable to the Treasurer of the City of Barrie (see Section 6.0 Fee Schedule);
- a complete set of drawings which include (please refer to the Site Plan Application form for number of copies required):
 - ☑ site plan;
 - ☑ servicing/grading plan(s);
 - ☑ vegetation assessment, tree preservation and landscape plans;
 - ☑ electrical plans;
 - ☑ elevation drawings;
 - ☑ one (1) copy of the Floor Plan;
 - ☑ ten (10) 11' X 17" reductions of the Site Plan drawing are required to be submitted for all developments with a gross floor area greater than 5,000m² for Council circulation and information.
 - ☑ thirty (30) 11" X 17" reductions of all drawings will be required for submission to General Committee in the event that an application is "bumped up" to Council for approval. These drawings should reflect any changes recommended by the Site Plan Control Review Committee;
 - ☑ three (3) copies of the storm drainage report and related calculations (additional copies may be required if outside agencies are to be circulated); and,
 - ☑ If required, three (3) copies of the Traffic Impact Study (additional copies may be required if outside agencies are to be circulated).

NOTE: All plans must be stapled in sets and folded. Failure to do so will result in additional service charges.

4.1 SITE PLAN DRAWING REQUIREMENTS

4.1.1 Professional Design Requirements

The design of all site features regulated by the Site Plan process should be carried out by persons trained and experienced in such matters. To ensure that proper design principles have been considered and incorporated into the project, it is City policy to require the developer to engage the services of design professionals. The design professionals will include but not be limited to professional engineers, planners, architects, and landscape architects. The use of a specific designer to perform the design of the site plans is subject to the approval of the Departments of the City of Barrie and PowerStream Barrie Hydro Distribution.

Where a professional designer has been retained to provide the design of a project, the owner must also retain the designer to review the construction work to verify compliance.

All plans submitted for site plan review shall bear the title box of the professional.

4.1.2 Plans and Drawings

All plans and drawings where applicable must be in metric units only, preferably 1:200 – 1:500, and provide the following information:

- key plan, ownership name, project name, municipal address, legal description, date of submission and revision box;
- clear property boundaries (survey);
- north arrow and scale;
- drawing title and number, date of drawing, and all revision dates;

- all existing or proposed street widenings, sight triangles and 0.3m reserves adjacent to the subject property;
- abutting roads including the location and width of any traffic islands, utility poles, fire hydrants, bus shelters and sidewalks;
- all existing driveway entrances to the subject property as well as existing access and driveway entrances of adjacent properties, including those of the properties on the opposite side of the road to the subject site;
- watercourses, swales, culverts, retaining walls, embankments, catch basins, utilities and other man-made or natural features on or adjacent to the site; and
- any easement(s) and whom the easement(s) are in favour of.

NOTE: Information on plans may be consolidated when appropriate providing the information being reflected is legible. This may result in fewer drawing sheets being submitted.

4.1.3 Site Plans

Site Plans must provide the following information:

- a site plan data chart and Zoning By-law conformity statistics (Zoning Matrix), which shall include:
 - the existing (or proposed) zoning;
 - the total lot area and any phasing limits (if applicable);
 - the lot frontage;
 - the minimum yards;
 - the total building coverage;
 - the gross floor area (by proposed use);
 - the total number of units (residential);
 - the paved parking area;

- ☑ the parking calculations;
- ☑ the total landscaped area; and
- ☑ the building height;
- the location of temporary signs, seasonal garden centres, portable classrooms and temporary construction facilities and sales trailers;
- dimensions of the front, side and rear yards and the distance between each building on the subject site;
- identify adjacent property features to provide context with new proposal;
- the layout of parking spaces (including barrier free), loading spaces, traffic aisles, driveways, one-way drives, fire routes, curve radii, direction of traffic flow where applicable showing all dimensions;
- the layout of pedestrian access to site and walkways to buildings;
- the location of site amenities such as furniture and pedestrian lighting;
- the location of both internal and external refuse collection areas and detail of proposed external refuse facility, if applicable;
- the location of all loading and man doors;
- the location of all proposed signage, (see City of Barrie Sign By-law);
- asphalt paving and base specifications for both light and heavy duty asphalt;
- the proposed curbs, including depressed curbs for pedestrian accessibility;
- specifications for all interlocking and/or decorative paving stones;
- the proposed boulevard treatment; and
- the extent and type of existing and/or proposed fencing.

4.1.4 Site Servicing/Grading Plans

Site Servicing/Grading Plans must provide the following information:

- existing and proposed contours (metric) and/or spot elevations within the project site, along the property boundaries, and approximately 10m within the adjacent properties including top and bottom of slopes, berms stairs and ramps;
- the finished floor elevation of the ground floor and entrances to all buildings;
- proposed storm water management water quality techniques, and erosion and sedimentation control measures to be used during and after construction;
- retaining walls (top and bottom of wall spot elevations) and denote railings where applicable;
- localized high-point for all driveway entrances, where applicable;
- inverts and top of grate elevations for catch basins and manholes (geodetic elevations), and limits of storm water retention;
- the location and size of existing municipal services and utilities within 90m of each property line;
- all existing and proposed curb cuts;
- Consulting Engineer stamp and signature; and
- snow loading areas.

General Notes to Appear on Plans:

At all entrances to the site, the road curb and sidewalk will be continuous through the driveway, the driveway grade will be compatible with the existing sidewalk and curb depression will be provided for each entrance.

- Sidewalk to be removed and replaced as per City of Barrie standards as directed by the Engineering Department.

- All underground service materials and installations to be in accordance with the City of Barrie's latest standards and codes.
- All surface drainage shall be self contained, collected and discharged at a location to be approved prior to the issuance of a Building Permit. Drainage of abutting properties shall not be adversely affected.
- All storm sewer materials and construction methods must correspond to current municipal and provincial standards and specifications.
- Storm sewer (and/or private sewers within right-of-way) and connections 250mm diameter and larger are to be concrete CK.ES or concrete CLII with type "B" bedding throughout except as risers, unless otherwise noted.
- All catchbasin manholes are to be as OPSD Standard drawing 700.03.

4.1.4.1 Erosion & Sediment Control Plans

Erosion and Sediment Control Plans must provide the following information:

- That the site be surrounded by a silt control fence prior to the commencement of any site grading.
- That a stone mat be installed at the construction entrance of the site.
- That the owner or his consultant monitor all silt controls on a regular basis.
- That the site be inspected after every rainfall and appropriate repairs to the silt control facilities be carried out as required.
- That the Erosion and Sediment Control Plan reflect any proposed Tree Preservation Areas.

4.1.4.2 Stormwater Management Plans

Stormwater Management Plans must provide the following information:

- That storm water quantity controls be installed such that peak flows are limited to predevelopment levels for the 1:2 through 1:100 year storm events. (Where feasible, extended detention (24 hour detention) should be provided for runoff from a 25 mm storm event.)

- That where feasible a 1 metre long reduced diameter pipe orifice is to be used to control flow.
- That water quality treatment be provided in accordance with Enhanced Level requirement of the 2003 MOE Storm Water Management Practices Planning and Design Manual, and the City's current Stormwater and Drainage Policy Manual (2009).
- That notes be provided in the site plans requiring maintenance of all water quality control devices.
- The Grading/Stormwater Management Plan may be combined on the same sheet. All other plans must be submitted separately on individual sheets and must not be combined.

4.1.5 Electrical Plan

Electrical plans must provide the following information:

- the location of transformers as approved by PowerStream Inc.;
- the position of all outdoor lighting fixtures (free-standing and wall mounted); and
- make, model and manufacturer of wall mounted and exterior site lighting standards reflecting the provision of Dark Sky Lighting.

4.1.6 Landscape Plans

Landscape Plans must provide the following information:

- the location, size, species and condition of existing trees and shrubs;
- identification of existing trees to be preserved, removed or replanted, and proposed tree protection measures (e.g. hoarding plans);
- proposed landscape areas and treatment such as berming, planting, sodding and walkways, etc.;
- a plant list stating botanical and common name, height, caliper and quantity of proposed planting and plant location codes with planting specifications;

- amenity space details (if applicable);
- existing municipal boulevard plantings;
- garbage loading areas;
- site furniture and amenities;
- streetscape and site plant material;
- landscape plantings to screen garbage enclosures and loading areas from public view;
- landscape plantings to screen utilities from public view which must not interfere with the operation of/or impede access to PowerStream Barrie Hydro Distribution's devices (i.e. transformer);
- labeled sodded, mulched and naturalized seeded areas;
- details of all proposed fencing and/or retaining walls/railings;
- snow loading areas, building access locations, building overhangs;
- all items that are to be provided by developer of subdivision (e.g. fencing, street trees); and
- all overhead and buried utilities, including light standards hydrants, transformers including identification of all registered easement boundaries.

4.1.7 **Elevation Plans**

Elevations Plans must provide the following information:

- the compass direction of each facade and drawing scale (elevation drawings are required for all sides of every proposed building);
- all exterior building materials;
- the location of all doors, windows, balconies, awnings, etc. and detail of building materials where applicable;
- the height and number of floors of each building;
- the location of all wall-mounted signage and lighting;

- the location of roof-top mechanical equipment including roof-top flow control devices if required, and details of the proposed screening; and
- signage elevation details.

4.1.8 Digital Data Control

The Digital Database Control network has been established for three major reasons:

- To provide the framework for accurate digital property mapping.
- To provide updated topographic data to be implemented into the 1:2000 Ontario Base Mapping (O.M.B.) revision program, and
- As the reference network of all survey and land development projects undertaken within the City.
- It is mandatory for all new development to be processed in a digital format using UTM (Zone 17) NAD83 datum (83 adjustment). Upon registration of a subdivision in the Land Registry Office, and after completion of construction, digital information must be provided to the City so that the subdivision fabric and “as-built” servicing drawings can be directly input into the City’s digital mapping program.
- The City of Barrie has established a survey control network consisting of approximately 120 monuments in inter-visible pairs. The control data has been produced using NAD83 (83 adjustment) and is published in 6 degree UTM co-ordinates, which has been approved by Ministry of Natural Resources for input into the COSINE database.
- As per the City’s digital mapping program, it is the intention of the City of Barrie to require that all surveys and land development activities (including major site plan with buildings 25 units or larger and/or 25,000 sq. ft. or larger), be tied to this network and submitted in digital format.

Specifications for the digital CAD data, and control information can be obtained from the Engineering Department.

In addition to the items above, plans produced on a CAD system shall be submitted either electronically or on a CD ROM. The requirements for such a submission are as follows:

File Format: .DWG (AutoCad 2004 or later)

Disk Format: 700 MB CD
Datastick

Applications will not be processed until all of the above requirements are met and all application fees are paid in full.

5.0 SITE PLAN AGREEMENT AND REGISTRATION

The following must be provided to the Legal Services Department by the Applicant prior to the Site Plan Agreement being registered on title. This information may be provided after site plan submission.

- Recent abstract from the Land Registry Office detailing the following:
 - ☑ the full legal description of all lands pertaining to the site plan application;
 - ☑ the full name of the owners and complete mailing addresses;
 - ☑ the full name and title of the signing officers;
 - ☑ the full name of all mortgagees and complete mailing addresses;
 - ☑ the full name and title of the signing officers for the mortgagees;
 - ☑ the full details of any liens registered against the lands pertaining to the site plan application; and
 - ☑ a recent 40 year search, as required.
- One (1) complete set of mylars (plus four (4) complete plan sets and three (3) engineering plan sets) of the approved plans, showing all changes as required. All the information on the mylars must be clearly legible otherwise delays will result in registering the agreement.
- Payment of the fees and securities in accordance with Section 6.0 Fee Schedule.

6.0 FEE SCHEDULE

All Fees are collected in accordance with the City of Barrie Fees By-law and should be reviewed for confirmation prior to payment.

Securities and administration fees associated with the registered site plan agreement will be paid to the Legal Services Department (Agreements Officer) prior to the release of final approvals.

6.1 Application Fee

The Site Plan Application fee is to be paid at the time of application submission and is non-refundable. Cheques are to be made payable to Treasurer, City of Barrie.

6.2 Administration Fee

Administration fees are collected by the City to cover the cost of review and approval of the site plan application by municipal staff (Engineering, Legal and Parks). These fees are payable upon final approval of the site plan and prior to registration of a Site Plan Agreement and/or issuance of a building permit.

6.3 Proof of Insurance

Documentation regarding proof of the owner's general comprehensive liability insurance policy in the required amount naming the City of Barrie as an additional insured, is to be provided to the Legal Services Department.

6.4 Legal Fees

Site Plans requiring a registered site plan agreement must submit a legal fee retainer towards the preparation and registration of the agreement to Legal Services Department or as they may otherwise direct.

6.5 Security Fees (Letters of Credit)

Letters of Credit will be required as security that the developer will complete the site servicing and landscaping works, per the approved plans. The required amounts are based

on the required and approved works and may be submitted as a single letter of credit in accordance with Appendix C.

6.5.1 Engineering Department

Developers must submit itemized cost estimates for appropriate works within the boundaries of the site (grading, servicing, drainage) and municipal works (roads and servicing) as prepared by their Civil Consulting Engineer for review and approval by Engineering staff.

6.5.2 Parks Planning and Development Section

Developers must submit an itemized cost estimate (supply and installation of all fencing/planting/topsoil and sod, etc.) as prepared by their Landscape Consultant for review and approval by the Parks Planning and Development Section.

NOTE: The letter of credit is to be provided to the Legal Services Department and will be reduced as per the Site Plan Agreement conditions.

6.6 Engineering Fees

Engineering Fees are collected by the City for the following:

- Administrative fees for the review and inspection of site servicing and landscape works in accordance with the Site Plan Control Requirements For Processing (see Appendix C);
- Cash deposit for road clean-up associated with the site construction;
- Right-of-Way Activity Permit prior to the commencement of work on the municipal right-of-way;
- Any water service charges arising out of or attributable to the development of the site plan including tapping fee and water meter payment; and
- A sanitary connection fee and water service fee as determined by the Engineering Department.

6.7 Conveyance of Land for Park Purposes

Pursuant to Section 42 of the *Planning Act*, 1996, the City requires, as a condition of development or redevelopment, that the developer convey to the City for parks and other public recreational purposes 2% of the land proposed for commercial or industrial development or 5% of the land proposed for other types of development. The City may at its own discretion require payment of cash-in-lieu of conveyance with the value of the land for which cash is being substituted determined as of the day before the day the building permit is issued or, where more than one building permit is required for development, the day before the first permit is issued. The conveyance of land (or cash-in-lieu) for park purposes is not required where a previous conveyance or payment was made on the lands subject to the application, unless the proposed development or redevelopment of the lands will increase the density of development, or the land originally proposed for development or redevelopment for commercial or industrial purposes (2% conveyance requirement) is now proposed for development or redevelopment for other purposes (5% conveyance requirement).

6.8 Conveyance of Land for Environmental Protection

The City may request, as a condition of development or redevelopment, that the developer convey to the City any identified environmentally sensitive lands, free and clear of encumbrance to the satisfaction of the City, and which shall not be acceptable as part of the dedication for parkland as required under *The Planning Act*.

APPENDIX A

DEPARTMENTAL CONTACTS & ROLES

INFRASTRUCTURE, DEVELOPMENT & CULTURE		
	Phone	Fax
Planning Services Department	(705) 739-4208	(705) 739-4270
Role: Lead Department for processing Pre-Consultation and Site Plan Applications - coordination of Site Plan Review Committee meeting, circulation, comments, Site Plan Control Requirements for Processing, Site Plan Agreements.		
Building Services Department (Zoning)	(705) 739-4212	(705) 739-4240
Role: Review of plans in accordance with Ontario Building Code implications, Zoning By-law compliance and building permit applications.		
Engineering Department		
Development, Policy and Standards	(705) 739-4207	(705) 739-4247
Infrastructure Planning	(705) 739-4207	(705) 739-4245
Role: Review of plans in regards to grading, drainage, servicing (water), stormwater management (SWM), site access and circulation, road widenings/improvements and easements, dark sky lighting and site alteration permits.		
Parks Planning and Development	(705) 739-4207	(705) 739-4245
Role: Comments on landscape designs and elements, walkway connections, parkland dedication and cash-in-lieu determination, Endangered Species Act Clearance, Tree Preservation Plan and Tree Removal Permits.		

COMMUNITY OPERATIONS		
	Phone	Fax
Barrie Fire and Emergency Services 65 Vespra St., Barrie L4N 2H8	(705) 728-3199	(705) 728-4439
Role: Comments on fire route, fire department connections, private hydrant requirements and fire route agreement.		

Site Plan Application Manual

STRATEGY AND ECONOMIC DEVELOPMENT

	Phone	Fax
Strategy and Economic Development Department	(705) 728-9850	(705) 739-4246
Role: Provide co-ordination on municipal industrial land transactions and development projects.		

CORPORATE SERVICES

	Phone	Fax
Legal Services Department	(705) 792-7916	(705) 739-4278
Role: Provides legal advice to City and co-ordinates preparation/execution/registration of Site Plan Agreements.		

CITY COUNCIL

Ward Councillor

Role: Plans and Site Plan Control Processing Requirements are circulated to the Ward Councillor for review and comment prior to issuance of conditions to the applicant. City Council is circulated reduced site plans for review and comments when the proposed development exceeds a gross floor area greater than 5,000 m².

EXTERNAL AGENCIES

	Phone	Fax
PowerStream	(705) 722-7222	(705) 722-6168
Role: Review of electrical servicing requirements (transformers) and administration of the "Conditions of Service" document.		
Nottawasaga Valley Conservation Authority	(705) 424-1479	(705) 424-2115
Role: Provides review of stormwater management treatment (as determined in consultation with City staff at the time of application), protection of natural heritage resources and prevention of natural hazards for sites within their regulated areas.		
Lake Simcoe Region Conservation Authority	(905) 895-1281	(905) 853-5881
Role: Provides review of protection of natural heritage resources and prevention of natural hazards (Memorandum of Understanding between LSRCA and City of Barrie 2009) for sites within their regulated areas.		

EXTERNAL AGENCIES		
	Phone	Fax
Ministry of Transportation (MTO) - Corridor Management		
J. Hendrix	(416) 235-5382	(416) 235-4267
P. Dorton	(416) 235-4280	(416) 235-4267
Role: Provides review of site plan applications dependent on locational criteria of HWY 400 corridor (stormwater management, grading, signage and land use permits).		
Hydro One - Real Estate		
P. Dockrill	(877) 955-1155	(905) 946-6242
Role: Provides review of site plan applications, landscaping and servicing impacts within or adjacent to the Hydro One corridor lands.		

APPENDIX B

APPLICATION FORM

Please refer to the following link on the City of Barrie's website for the Pre-Consultation and Site Plan application forms. Forms can also be picked up from the Planning Services Department on the 9th floor of City Hall.

<http://www.barrie.ca/Content.cfm?C=584&SC=1&SCM=0&MI=355&L1M=4>

APPENDIX C

SITE PLAN CONTROL REQUIREMENTS FOR PROCESSING

Section 41(13) b of *The Planning Act* allows Council to delegate by By-law Council's authority to approve site plans to an appointed officer of the Municipality.

Council By-law 99-312, as amended, has delegated Site Plan Approval authority to the Director of Planning Services, Manager of Development Control and Manager of Policy Planning. This authority permits the appointed officer(s) to recommend that the City Clerk prepare site plan agreements for execution and registration on title.

The appointed officer hereby grants Preliminary Approval to Site Plan Application File D11-**** located at **** on lands owned by **** upon registration of the development agreement for the above noted property to be prepared and completed in accordance with the following requirements:

This approval shall relate to the following plans as amended, if necessary:

	<u>Designer/Architect</u>	<u>Plan No.</u>	<u>Date/Rev.</u>
a) Site Plan			
b) Building Elevations			
c) Landscape Plan/Details			
d) Tree Preservation Plan			
e) Site Servicing			
f) Erosion Control Plan			
g) Site Grading			
h) Stormwater Management Plan			
i) Electrical Site Plan			

A conditional permit under Subsection 8(3) of the *Building Code Act* may be considered on its individual merits prior to the registration of a development agreement provided that in addition to the requirements under the Ontario Building Code the owner shall:

- agree in writing to satisfactorily address all conditions listed below;
- provide all required securities;
- provide all required administration fees, payment of costs associated with the preparation of a development agreement;
- provide a clearance letter or permit from the applicable conservation authority if required;

- comply with zoning by-law requirements;
- pay all applicable fees (i.e. building permit, cash in lieu of parkland, City of Barrie Act, development charges).

Prior to the appointed officer recommending that the City Clerk execute the Site Plan Agreement, the following requirements shall be satisfied and/or addressed:

Revisions

- A. That the plans be amended to reflect the following:
- i)
 - ii)
 - iii)
 - iv)
 - v)

Engineering

- B. The owner/applicant will be required to retain an experienced civil consulting engineer to provide the design, inspection, and certification of the installation of water and sanitary servicing for the proposed development, all to an appropriate connection/outlet. Detailed water servicing requirements are available through the Engineering Department.
- C. The owner/applicant will be required to retain an experienced civil consulting engineer to provide the design, inspection, and certification of the installation of the storm servicing works including parking lot construction and grading, all to the satisfaction of the Engineering Department.
- D. The owner/applicant will be required to retain a licensed experienced civil consulting engineer to provide a detailed Stormwater Management Report. The consultant will also be required to obtain, if necessary, MOE approvals for the implementation of any stormwater management works on-site, all to the satisfaction of the Engineering Department.
- E. Before any site alteration within the subject property, the owner/applicant or his agents will apply for a Site Alteration Permit, as described within By-law 2006-101. Prior to the commencement of any works within the site, all requirements, obligations, and control measures, as described within By-law 2006-101 will be in place and undertaken to the satisfaction of the City of Barrie. Furthermore, it will be the owner/applicant's responsibility, through his professional consultant to maintain the said work for the duration of the subject property.
- F. The water distribution system within the limits of this site plan is privately owned and shall be maintained by the owner/applicant, and any hydrant installed on-site shall be

- deemed privately owned. All hydrants have to be maintained as per fire code/insurance requirements.
- G. The owner/applicant will be responsible for obtaining a Right-of-Way Activity Permit prior to the commencement of work on the municipal right-of-way.
 - H. That the drawings be revised as necessary to reflect the Digital Data Control Requirements. That the drawings be processed in digital format using UTM (Zone 17) NAD83 datum (76 adjustments).
 - I. That an Electrical Site Plan be submitted and the owner agree and understand that all site lighting shall be arranged to deflect light away from adjoining properties and adjoining streets, and which will require full cut-off fixtures for exterior parking lot lighting and fully shielded fixtures for wall mounted exterior lighting. Shielded shall mean that 100% of the lumens emitted from the light fixture are projected below an imaginary horizontal plane passing through the highest point on the fixture from which light is emitted; all to the satisfaction of the Engineering Department.

PowerStream Barrie Hydro Distribution

- J. That the owner comply with all requirements of PowerStream Barrie Hydro Distribution as related to electrical servicing for the development, as stated in their "Conditions of Service" document.

Parks

- K. The owner will be required to retain a qualified Landscape Architect (and Arborist as applicable) to provide the design, inspection and certification of all landscape works, all to the satisfaction of the Parks Planning and Development Section.
- L. That the owner submit an Inventory/Assessment by a qualified consultant (or Arborist as applicable), of all existing vegetation and natural features on and adjacent to the site, with preservation recommendations and details to be approved and coordinated with the application for a Site Alteration Permit, and or Grading Plan submissions, all to the satisfaction of the Parks Planning and Development Section.
- M. That the landscape plans be amended, as required, to reflect recommended revisions concerning landscape areas, treatments, planting densities, screening/fencing, outdoor amenity spaces, site furnishings and pedestrian linkages, in accordance with the City of Barrie Urban Design Manual, all to the satisfaction of the Parks Planning and Development Section.
- N. That the owner/applicant provide a letter of clearance pertaining to the *Endangered Species Act* that demonstrates that the site is clear of any flora or fauna identified under the *Act*. The letter must be received prior to the commencement of any site works and as a condition of registration. In the event the site contains any endangered species it is the responsibility of the Owner/Applicant to contact both the City of Barrie and the Ministry of Natural Resources and to take appropriate action.

Financial

- O. That the owner pay the required cash deposits, securities and administration fees associated with site plan development for the following:
- i) Letters of credit in the approved format for appropriate works (such as drainage, servicing, grading and landscaping) within the boundaries of the site plan, equal to 50% of the value of those works (to a maximum of \$500,000 and a minimum of \$10,000) to the satisfaction of the Engineering Department;
 - ii) Letters of credit in the approved format for municipal works (such as roads and servicing) outside of the site plan boundary, equal to 100% of the value of works to the satisfaction of the Engineering Department;
 - iii) Proof of the owner's general comprehensive liability insurance policy in the amount of \$5,000,000 naming the City of Barrie as an additional insured;
 - iv) Administration fees for the review and inspection of site servicing and landscaping works equal to 5% of the estimated cost of site servicing (minimum \$1,000) and 5% for landscaping (minimum \$500) plus applicable taxes;
 - v) Any water service charges arising out of, or attributable to the development of the site plan including tapping fee and water meter payment;
 - vi) Cash deposit for road clean-up associated with the site construction (\$2,000 refundable deposit made payable to the City of Barrie);
 - vii) A retainer in the amount of \$3,000 payable to Burgar Rowe, City of Barrie Solicitor, for legal and administration fees associated with the preparation and registration of the site plan agreement (additional fees may be required);
 - viii) Administration fees of \$1,850 associated with the City of Barrie Legal Services Department.

Planning and Building

- P. That the owner/agent ensure that all plans are consistent throughout.
- Q. That all sign locations be identified on the plans and details be provided and be in compliance with the City of Barrie Sign By-law 2005-93.
- R. That the plans conform to all provisions of the City of Barrie Zoning By-law or approval by the Committee of Adjustment for any variances be granted.
- S. That the owner/applicant be responsible for obtaining the necessary approvals from any other applicable agency, if and as may be required.
- T. That the fire access route conforms to the Ontario Building Code and that the owner enters into a fire route agreement, if required.

Site Plan Application Manual

- U. That the owner agree and understand that all garbage and recycling containers are to be kept inside the building(s) in an appropriate garbage room or externally within an enclosure constructed of materials similar to that of the main building and screened from public view, otherwise the City shall act as the owner's agent and will have the containers removed at the owner's expense.
- V. That all roof top mechanical devices be identified on the plans and shall be screened from public view by way of roof top location or by way of a parapet building extension to the satisfaction of the Planning Services Department.
- W. That prior to the registration of the site plan agreement, the applicant shall provide the Planning Services Department with the written confirmation that all conditions of PowerStream Barrie Hydro Distribution, the Parks Planning & Development Section, Engineering, Fire Services, Building Services and the Planning Services Departments have been completed to their satisfaction.
- X. That the final mylar plans (plus 4 complete plan sets and 3 engineering plan sets) be approved by the appointed officer and attached as schedules to the Site Plan Agreement. All final mylars and prints are to be stamped and signed by the associated professional consultant.
- Y. The Site Plan Control Requirements shall remain in effect for a period of one year from the date referenced below following which a subsequent application may be required.
- Z. That if a building permit is not issued within two (2) years of this approval, this Certificate of Preliminary Approval shall become null and void.
- AA. That the owner provide a letter or provide signature below, agreeing to the above Site Plan Control Requirements prior to any building permits, conditional or otherwise, being considered.

Ryan Windle, M.C.I.P., R.P.P.
Manager of Development Control

Date

Owner acceptance and agreement with the SITE PLAN CONTROL REQUIREMENTS FOR PROCESSING

Please sign, date and return to the City of Barrie Planning Services Department.

Owner's Signature

Date

Personal information contained on this form is collected under the authority of the Planning Act, R.S.O., 1990 P. 13 and will be used to process Site Plan Control Approval applications.

Any questions should be directed to: Manager of Development Control, City of Barrie, 70 Collier Street, P.O. Box 400, Barrie, ON L4M 4T5 (705) 726-4242 ext. 4324.

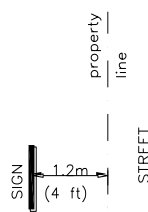
APPENDIX D

PUBLIC NOTICE SIGN

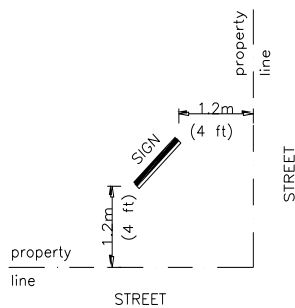
PUBLIC NOTICE

THE APPLICANT IS RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH THE PREPARATION AND POSTING OF A PUBLIC NOTICE.

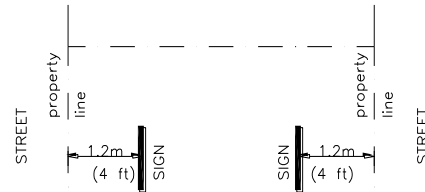
LOCATION



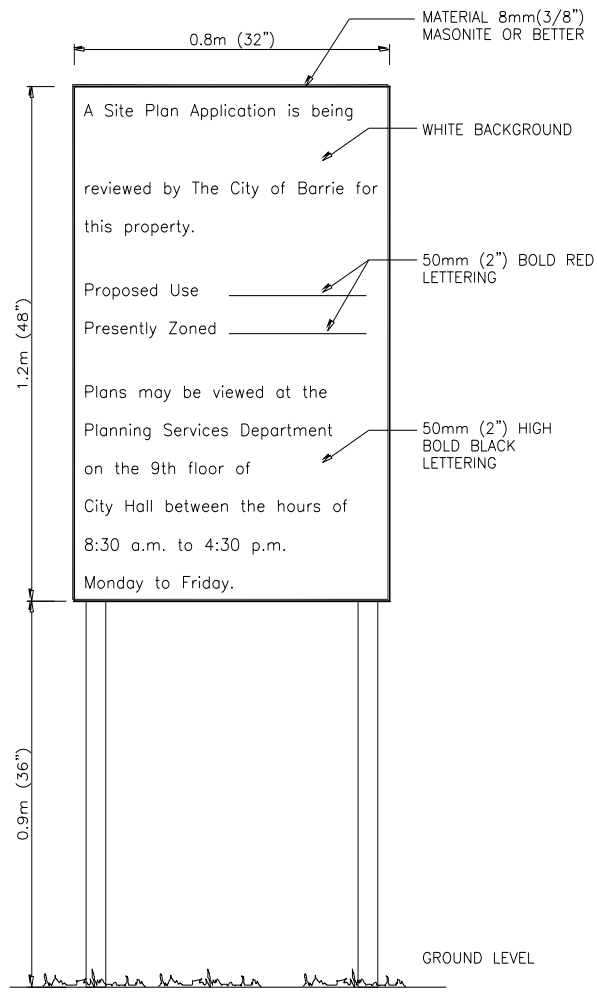
FACING ONE STREET



CORNER LOT



THROUGH LOT



* PROPOSED USE SHOULD INDICATE SQUARE FOOTAGE, TYPE OF DEVELOPMENT AND NUMBER OF UNITS WHERE APPLICABLE.

PLEASE PROVIDE A PHOTOGRAPH OF THE SIGN ERECTED ON THE PROPERTY AS PART OF YOUR APPLICATION.



Planning Services Department

70 Collier Street, 9th Floor
Mailing Address: P.O. Box 400, Barrie ON, L4M 4T5
Tel: 705-739-4208
Fax: 705-739-4270