

CITY OF CAMBRIDGE SITE PLAN APPROVAL PROCESS REFERENCE GUIDE

APPLICATIONS WILL ONLY BE PROCESSED WHEN:

1. 1 original and 5 copies of the completed application form is submitted
2. Application fee is paid:
 - \$100.00/unit for residential or
 - \$100.00/100 m² of building area for non-residential
 - Minimum fee \$3,000.00, Maximum fee \$10,000.00
 - Amendments \$2,500.00
3. **FOLDED** copies of required number of drawings are submitted (maximum **FOLDED** size of the drawings to be 8 1/2" X 14"):
 - Adjacent to a Regional road: **14 sets**; or
 - Adjacent to a Local road: **12 sets**
4. 1 compact disc containing all of the required drawings in PDF format; and
5. 1 copy of reduced site plan (8½" x 11")

ROLLED OR STAPLED DRAWINGS WILL NOT BE ACCEPTED

Did you know? Copies of the site plan application form, meeting schedule, and this reference guide can be obtained at www.cambridge.ca (Choose "City Departments", "Planning Services Department", "Planning Operations", "Site Plan Approvals")

WHAT IS SITE PLAN APPROVAL?

Site Plan Approval is a form of development control, authorized under Section 41 of the Planning Act and implemented through the City of Cambridge By-law 3-86 and subsequent amendments. This means the City has the authority to influence the design of certain types of development in addition to meeting requirements of the City's Zoning By-law and the Ontario Building Code.

Site Plan Control applies to all development within Cambridge with the exception of single family dwellings, two-family dwellings, detached triplexes, buildings that are accessory to such dwellings, and farm buildings. Site Plan Approval is required prior to the issuance of a Building Permit for all developments which are subject to site plan control. Site Plan Approval is required for a new building, addition, or commercial parking lot. ***Please contact the Planning Services Department to determine whether or not your specific development proposal requires Site Plan Approval (please have a sketch available for discussion purposes).***

THE PURPOSE OF SITE PLAN APPROVAL

The purpose of Site Plan Approval is to allow the City of Cambridge and, where applicable, the Regional Municipality of Waterloo and other jurisdictional agencies, to review the following:

- overall site design;
- the impact of the proposal on surrounding land uses;
- siting of structures and buildings (massing and location);
- exterior design of the buildings (character, scale, appearance and design features);
- the widening of public roads which abut the site;
- easements, access, parking and loading facilities;
- grading and site drainage;
- provision for disposal of storm, surface and waste water;
- landscaping and buffering;
- accessibility features;
- amenity areas; and,
- curbs, signs, walkways, lighting, fencing, and storage of waste.

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 City will review the application in consideration of internal functioning (e.g. parking, emergency vehicle access, and traffic flow), aesthetic contribution, serviceability, energy efficiency, as well as spatial, aesthetic and functional relationships with adjacent properties and the street network. Once a formal application for Site Plan Approval is made, the Planning Services Department will circulate the application to commenting departments and agencies.

SITE PLAN SUBMISSION REQUIREMENTS

- 1) 1 original and 5 copies of the completed application form
- 2) A cover letter that describes the project if the site plan:
 - a) is associated with any other development application (e.g. zoning amendment, minor variance); or
 - b) contains both existing and proposed development; or
 - c) is an amendment to a previously approved site plan.
- 3) Application fee:
 - a) \$100.00/unit for residential, or
 - b) \$100.00/100 m² of building area for non-residential
 - c) Minimum fee \$3,000.00, Maximum fee \$10,000.00
 - d) Amendments \$2,500.00
- 4) Drawings Required: (14 sets adjacent to Regional Road, 12 sets adjacent to local road):
 - a) Site Plan (refer to Appendix A for required information and example drawing)
 - b) Grading and Servicing Plan (refer to Appendix B for required information)
 - c) Landscaping Plan and Details (Note: that this plan must be stamped by a Landscape Architect. Refer to Appendix C for required information)
 - d) Elevation Drawings (including information on colour, material, and proposed signage)

- e) Floor Plans
 - f) Perspective Drawings (Note that the rendering should provide context with surrounding properties e.g. superimposed on a photograph with views from the major streets.)
 - g) Lighting Plan
- 5) Stormwater management report (4 copies adjacent to a Regional Road, 2 copies adjacent to a local road)
 - 6) Traffic study (if required, 4 copies adjacent to a Regional Road, 2 copies adjacent to a local road)
 - 7) Salt Management Plan, if required
 - 8) Record of Site Condition, if required
 - 9) 1 compact disc containing all of the required drawings in PDF format; and
 - 10) 1 copy of reduced site plan (8½" x 11") for the purpose of fire route and accessible parking by-laws

WHAT STEPS SHOULD BE TAKEN TO OBTAIN SITE PLAN APPROVAL?

1. **Zoning:** Check with the Planning Services Department to determine if the site is properly zoned to accommodate the proposed development and complies with the City's zoning regulations.
2. **Preliminary Review:** A preliminary site plan should be discussed with the Planning Services Department prior to a formal application. Staff may suggest time-saving changes to the plan at this early stage of the process. Also, the applicant may be informed of additional requirements for approval and of approvals required from other agencies.
3. **Formal Site Plan Application:** An application for Site Plan Review will not be processed unless the submission requirements noted on page 2 of this guide are met.

Site Plan and Building Permit review may be processed concurrently. In which case, two copies of both the site plan and building plans may be submitted to the Building Division and an Application for Building Permit be completed. However, a Building Permit will not be issued until final site plan approval is granted.

4. **Circulation:** The application will be assigned a development planner as a Project Manager will coordinate the circulation of drawings to various City departments, the Region and other agencies, as required. If changes are recommended, the Project Manager will consult with the applicant on any recommended changes. If the recommended changes are substantial, a meeting may be arranged with the applicant or a request made for the submission of revised drawings.
5. **Site Plan Control Agreement & Securities:** Upon submission of acceptable final drawings, the applicant will be required to submit four executed copies of the Site Plan Control Agreement. Additionally, a detailed cost estimate at market value for site works will be required. This estimate will be reviewed and an agreed cost for posting of security determined.

The security deposit shall be an amount equal to 50% of the cost of site works up to a maximum of \$200,000.00 and a minimum of \$5,000.00 unless otherwise determined by the City. The acceptable forms of security include an Irrevocable Letter of Credit for a one year period (with automatic renewal) following standard City format, a certified cheque or cash.

6. Final Site Plan Approval: Final approval will be granted only when:
 - the final drawings meet with City requirements;
 - four (4) executed copies of the Site Plan Control Agreement have been submitted; and,
 - security in a format and of a value acceptable to the City has been submitted.
7. Approval: The Commissioner of Planning Services has delegated authority to approve site plans. In situations when the Planning Services Department recommends refusal, an applicant may request a Public Meeting for a decision by City Council. If the applicant is not satisfied with Council's decision, an appeal to the Ontario Municipal Board may be made.
8. Building Permit Issuance: Following final site plan approval, a building permit will be issued if all conditions relating to building permit application have been met.

HOW LONG DOES IT TAKE?

The time required for processing an application varies, depending on completeness and accuracy of the submitted plans and complexity of the proposal. On average, it takes six to eight weeks from the date of Formal Site Plan Application. If drawings are complete and meet all concerns on the first submission, processing time will likely be shortened. Processing time will be longer if Council approval of the site plan is required.

The City of Cambridge has hundreds of active site plan files at any one time. Please take into account when considering your construction timeline, that all site plan submissions and resubmissions MUST be circulated through the site plan committee for approval and MUST therefore follow the deadline and meeting date schedule.

HOW TO OBTAIN RELEASE OF SUBMITTED SECURITY

It is your responsibility to contact the Planning Services Department for an inspection of site works when all site work has been completed. If, at the time of inspection, the site has been developed and maintained in conformity with approved plans and meets all conditions of approval, the security will be released. Should any deficiencies be found, you will be notified in writing and security will be retained until deficiencies have been corrected. Please note that inspection fees may apply.

HOW TO CHANGE AN APPROVED PLAN

After final Site Plan Approval, should you wish to make changes to the approved plans, you will be required to seek an AMENDMENT to the approved site plan. The procedure for seeking an

amendment to the approved site plan is the same as for standard Site Plan Approval, and a formal application should be made to the Planning Services Department.

WHERE TO APPLY

Applicants must submit a completed application package as outlined on page 2 of this guide to the Planning Services Department, located on the 3rd Floor of Cambridge City Hall, 50 Dickson Street. Application forms are available at this location or can be obtained through the City's website, www.cambridge.ca.

APPEAL

If the applicant disagrees with the decision of the Planning Services Department, the applicant may request that the application be referred to City Council for a decision. If the applicant disagrees with the decision of City Council, the applicant may request that the application be appealed to the Ontario Municipal Board (OMB). This must be done by a written notice submitted to the Secretary of the OMB and notification should be given to the Clerk of the City of Cambridge. The OMB's decision is final.

NOTICE

Cambridge City Council has authorized the collection of inspection fees for site plan approvals and partial releases of Letters of Credit. The fee will be collected for each additional inspection beyond the initial one performed by Planning Services Department staff or for each request made for a partial release of a Letter of Credit. If a developer requests an inspection of a site and all required site work has not been completed in accordance with the approved plan, additional fees will be required prior to any additional inspection being performed.

Appendix A: Site Plan Requirements &**Example Drawing****GENERAL PAGE LAYOUT INFORMATION**

- North arrow and standard scale
- Symbol key with legend
- Owner's name, site address and legal description of the property
- Leave an area for Approvals stamping and site plan number in the bottom right area of the drawing as shown on the example drawing

GENERAL SITE PLAN INFORMATION

- Dimension the site as taken from a survey
- Identify the location and use of all existing and proposed buildings and structures on the site. Please clearly distinguish between existing and proposed facilities.
- Show the traveled portions of roadways, municipal sidewalks, transit stops (if adjacent to the site) and access driveways including those of adjacent properties. Label street names.
- Parking area layout, pedestrian connections, ramps, loading areas (including minimum dimensions, typical dimensions, curbing and surface material).
- Identify accessible parking facilities per the City's accessibility policies. Also consider accessibility in the design of pedestrian facilities (e.g. connections to municipal sidewalks and internal circulation).
- Show secure bicycle parking
- Location, height and type of all proposed fencing
- Location of all existing and proposed poles (including guys), transformers, hydrants on the site and on public lands abutting the site. Include dimensions to trees and buildings for Hydro facilities.
- Identify all site lighting
- Identify the location of snow storage
- Identify all existing and proposed easements, rights-of-way and lands to be dedicated for public purposes

ZONING INFORMATION

- Include a Site Data table as shown on the example drawing
- Minimum setbacks of structures (buildings, signs, parking) from property lines
- Show amenity areas including their functional use (e.g. equipment and furniture that defines the area for recreational use)
- Landscape strips and fencing, if required
- Location and type of enclosure to be used for storage of garbage and other waste material. If waste material is stored within the building, include a note in the Site Data table.

FIRE INFORMATION

- Location of closest fire hydrant (identify as existing or proposed)
- Designated fire routes with the notation “fire route to be posted and designated under municipal by-law” (to be minimum 6.0m wide with minimum 12.0m centreline turning radius, maximum 8% slope)
- State whether or not the building is to be sprinklered
- Show location of fire department connections (standpipe/siamese)
- Identify the location of multi-unit identification sign, if applicable. Include details with the Landscape Details.

BUILDING INFORMATION:

- Finished floor elevations of buildings
- Maximum dimensions of buildings and minimum distance between buildings
- Location of all building entrances

(Insert Site Plan example here)

Appendix B. Grading & Servicing Plan**Requirements****GENERAL INFORMATION**

- Symbol key and legend
- Proposed and existing structures and buildings, driveways, parking areas and curbs
- Clearly identify existing services (storm, water, sanitary) and specify if existing services that are to be used
- Location, size and depth of cover of storm, water and sanitary services
- Invert of storm, sewer and water laterals at the point of connection
- Identify the type of surfacing (e.g. sod, gravel, asphalt, etc.)
- Location of all existing and proposed manholes, poles (including guys), transformers, hydrants on the site and on public lands abutting the site
- Location of existing and proposed siamese or standpipe connection
- Identify all existing and proposed easements, rights-of-way and lands to be dedicated for public purposes

GRADING

- Existing and proposed grade elevations (referenced to Benchmark elevation) include relative street grade elevations and grade at property lines
- Direction of surface drainage flow through use of drainage arrows
- If catchbasins are to be used, show proposed storm sewer hookups and storm laterals including size, location, and catchbasin rim elevation
- If storm water management design is required, state maximum detention time of pond, maximum flow and maximum storage volume for a 5 and 100 year return period storm
- Swales and drainage ditches (indicate slope and side slopes and, where required, cross-sections)
- Elevations of individual internal driveways where a depressed driveway may exist

NOTE

- Drainage must remain internal to the site unless approved by the City of Cambridge Engineering and Public Works Department

Appendix C. Landscape Plan and Details Requirements

- Show a legend with key symbol
- Proposed and existing structures and buildings (including entrances and doorways), driveways, parking areas, pedestrian connections (sidewalks, pathways etc.) and curbs
- Label existing plant material to remain
- Label vegetation to be removed
- Identify all proposed plant material, planting beds, and seeded or sodden areas
- Include a plant list showing key, numbers of plants, botanical and common names and plant size at installation date
- Include dimensions between trees and hydro facilities. Note that Cambridge & North Dumfries Hydro reviews the setback dimensions and species of trees adjacent to their facilities to ensure long-term conflicts are minimized.
- Provide details for play areas, special activity areas, open space areas
- Show the location of outdoor lighting
- Show the location and treatment of garbage collection areas;
- List type of play equipment and site furniture indicating manufacturer, model and quantity (if applicable)
- Location, height and type of proposed and existing fencing

NOTES

- The City promotes the use of low-maintenance plant materials, particularly native and drought tolerant species.
- The City promotes the consideration of CPTED (Crime Prevention through Environmental Design) principles in site design.
- Landscape plans must be prepared by a landscape architect (drawings must be stamped).

MORE INFORMATION MAY BE OBTAINED FROM:

City of Cambridge
Planning Services Department
3rd floor, 50 Dickson Street
P.O. Box 669
Cambridge, Ontario, N1R 8S1

Telephone: 519.740.4650 ext. 4528
TTY 519.623.6691

ADDRESS APPEALS TO:

Secretary and Chief Administrative Officer
Ontario Municipal Board
180 Dundas Street West
Toronto, Ontario, M5G 1E5

Telephone: 416.598.2266

and

City Clerk
City of Cambridge
Corporate Services Department
2nd floor, 50 Dickson Street
P.O. Box 669,
Cambridge, Ontario, N1R 8S1

Note: This brochure is intended for guidance purposes only. Procedures, fees and processing times may change without notice.