

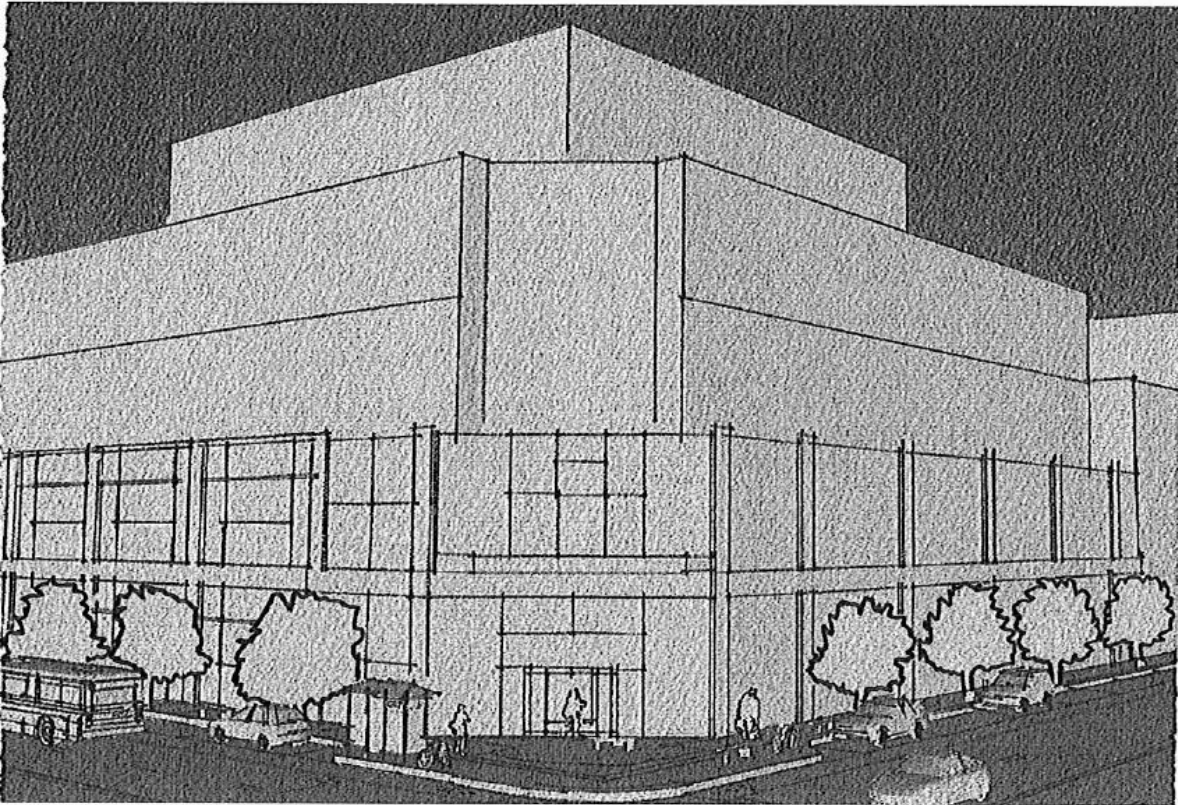


City of Cambridge

Site Plan Review

Reference Guide

Development Planning Section



What is site plan review?

Site Plan Review is a design (site design/building design) and technical review process of a development application submitted to the City for new multiple unit residential; commercial; industrial; mixed use, intuitional building(s) and commercial parking lots. Site Plan Review may also apply to large building renovations or building additions.

What is the purpose of site plan review?

- The purpose of Site Plan Review is to review the site design and technical aspects of items such as the following:
 - High quality building design (massing, conceptual design, exterior design) and site design;
 - The impact of the proposal on surrounding land uses (shadows, lighting, massing, fit, compatibility, etc.);
 - Orientation and siting of buildings and relationship to the street and public realm;
 - Site access, arrangement of parking facilities, loading facilities, vehicle movement;
 - Pedestrian connections and circulation;
 - Design of semi-public spaces (i.e. parking lots);
 - Overall landscape design;
 - Site engineering (site servicing, site grading, erosion control, stormwater management);
 - Site Lighting/photometric;
 - Accessibility;
 - Sustainable design elements (i.e. heat island mitigation, bio-swales, green roofs, permeable pavers); and,
 - Heritage conservation.

Where does the City get the authority for site plan review?

The City is delegated the authority for Site Plan Review through Provincial Legislation (section 41 of the *Planning Act*). Moreover, the City's Official Plan and the City's Site Plan Control By-law No. 68-10 both implement the objectives of Site Plan Review in the *Planning Act*.

The following types of development are **exempt** from Site Plan Review:

- Single detached residential;
- Semi-detached residential;



- Triplex dwellings;
- Farm related structures; and,
- Minor building additions and alterations.

Development proposals shall comply with the City's Official Plan, Site Plan Control By-law, Zoning By-law, as amended and other applicable City Standards and applicable legislation.

Does the City have Urban Design Guidelines?

The City has adopted Urban Design Guidelines for the downtown areas of Hespeler, Galt and Preston; please refer to the City of Cambridge website at www.cambridge.ca to download a copy. In addition to the Core Area Guidelines, the City has approved urban design policies in the 2012 Official Plan that provides Goals and objectives for site development within the City. Staff will be reviewing site plans based on this section of the Official Plan to ensure that new developments are consistent with the goals and objectives of the 2012 Official Plan.

Who reviews the site plans?

The Site Plan Review Committee will review the application and supporting drawings/reports submitted to the City for approval. The Site Plan Review Committee is comprised of City Staff (Planning, Transportation, Engineering, Landscape Architecture, Accessibility, Economic Development, Building, Fire, Heritage and Legal Services) as well as external agencies (Hydro, Grand River Conservation Authority, Region of Waterloo, Ministry of Transportation and Hydro One). The applicable staff will review and provide comment in regards to their respective area of expertise and jurisdiction.

How Does the Site Plan Approval Process Work?

- 1. Pre-consultation:** Contact the Planning and Development Department to see if you are required to submit for pre-consultation prior to submitting a formal Site Plan Application. The Site Plan Pre-consultation form is available on the City's Website at <http://www.cambridge.ca/article.php?ssid=245>. Meetings are held every three (3) weeks and the meeting schedule can be found on the last page of the pre-consultation application form.
- 2. The purpose of pre-consultation is to:**
 - Achieve an efficient site plan review process;
 - Identify any potential issues upfront (Provincial, Regional, Local) and identify any matters that could affect the site plan review process;

- Identify development and design priorities;
- Identify required drawings and reports/studies to be submitted in with a complete site plan application;
- Provide written preliminary site plan review comments for the concept plan submission after the pre-consultation meeting; and
- Review project timelines and application fees.

3. Submit the formal site plan application:

- Ensure the application is **Complete**;
- Provide the appropriate **Application Fee**;
- **Consult** the Site Plan Review Meeting Schedule to ensure you are submitting before the application deadline;
- Submit the **required** drawings and studies;
- Provide a response letter addressing the Site Plan Review Committee’s comments from Pre-consultation;
- Submit the required number of drawings **(12) local road** and **(14) regional road plus (6) copies of all reports**;
- Drawings to be **Folded 8 ½ x 14, Collated and not Stapled**;
- One (1) compact disk of the drawings in PDF format. Drawings files are to be individual PDF files not exceeding 2mb in size and shall be labeled utilizing the following format: *drawing name_number.pdf* (i.e. Site Plan_SP1.pdf).

4. Site plan review process:

Step 1	Once the application has been received and deemed complete (the appropriate fee, completed application and required drawings and studies). The application will be circulated to the Site Plan Review Committee and outside agencies for comments.
Step 2	The Planner coordinating the file will consolidate the comments received from the departments and outside agencies in a draft report which will be sent to the applicant prior to the site plan meeting.
Step 3	The Planner will contact the applicant to confirm the delegation time in advance of the site plan meeting. Delegations are typically 30 minutes in length for standard applications and may be allocated 60 minutes for more complex applications. Please come prepared to discuss the most important comments in the draft site plan comments.



Step 4	Following the site plan meeting, the Planner will make any necessary changes to the comments based on the discussion at the meeting and will send the finalized comments to the applicant generally within one (1) week of the meeting date.
Step 5	Once the revisions are completed, the applicant shall submit two (2) hard copies of the plans folded and collated along with a compact disk (CD) of the drawings in PDF format. Electronic drawings can also be emailed to the Planner. Resubmissions shall include a response letter regarding how all the committee comments were addressed.
Step 6	The Planner will circulate the drawings for comments usually allowing for a minimum of five (5) business days for the committee to review and for review. Applicant to follow Step 5 for resubmissions. Once the comments are received for the resubmission, the Planner will consolidate the/any comments into a report and send them to the applicant for review.
Step 7	Once the revisions have been completed to the satisfaction of staff, the applicant is required to submit eight (8) final copies of the plans folded and collated including a compact disk (CD) of the final drawings following the standard file name format. Please ensure the Site Plan Approval Stamp is located on bottom right hand corner of the Site Plan Only.
Step 8	The applicant shall prepare a cost estimate for the onsite works for the engineering, landscaping, etc., for staff's review and review. The cost estimate shall follow the City's standard format (available online at www.cambridge.ca). The cost estimate will be included as a Schedule to the Site Plan Agreement.
Step 9	Staff will prepare the Site Plan Agreement for the applicant to review. The applicant will be required to execute four original (4) copies on legal sized paper (8.5 x 14)
Step 10	For final approval , submit the following to the Planner's attention in the Planning and Development Department: <ul style="list-style-type: none"> • Four (4) original executed Site Plan Agreements; • Letter of Credit, Bank Draft, Certified Cheque (or approved equal); • General Liability Insurance for \$5,000,000.00 Co-insuring the City.

Step 11 (Final Step)	Once the items in Step 10 are received, staff will proceed with finalizing Site Plan Approval (signing drawings and agreements by the Commissioner of Planning and Development or Designate and registering the agreement on title of the property). Once the Agreement has been registered on title, the Planner will notify the applicant and Building Division, if required.
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5. Site plan control agreement, securities & insurance:

5.1 Agreement:

- The applicant will be required to enter into a Site Plan Control Agreement as noted in **Section 3, Step 9** above. The Agreement will set out the obligations of the owner to construct and maintain the site according to the drawings that were approved by the City. Agreements are registered on title of the property to ensure they bind subsequent landowners as permitted by section 41(10) of the *Planning Act*.

5.2 Site securities:

- The applicant will be required to post a security for 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 the City's Standard Format, a certified cheque or bank draft. The Planner will provide a template for the City's requested format for the irrevocable letter of credit for use by the applicant/financial institution. Please ensure the letter of credit follows the City's template because if it does not this can lead to delays in receiving approval. It is recommended that the financial institution sends the City a draft prior to finalizing the letter of credit.

5.3 General liability insurance:

- The applicant will be required to post proof of General Liability Insurance for \$5,000,000.00 co-indemnifying the City of Cambridge as co-insured.

6. How do I appeal a decision or conditions?

- If the applicant disagrees with the decision of the Planning and Development 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 appeal the application to the Ontario Municipal Board (OMB). This must be done by a written notice submitted to the OMB and notification shall be given to the Clerk of the City of Cambridge. Appeal forms are available at www.omb.gov.on.ca. Please note that the OMB's decision is final.

7. How do I make changes to an Approved Plan?

- To make changes to an approved plan, you will be required to seek an **Amendment** or as determined by Planning Staff a **Redline Revision**. The Site Plan Amendment process follows the standard Site Plan Review process. A formal application can be made to the Planning and Development Department utilizing the site plan application form. The **Redline Revision** process is a scoped review process, where minor changes are reviewed (usually prompted due to onsite construction issues or lack of information at the approvals stage). This process may also be used for small building additions where little impact on the original approved drawings is anticipated.

The site plan must show:

****Please note that all plans must be consistent, otherwise the processing of the application can be delayed.**

- Property Lines;
- Adjacent streets, sidewalks, and land uses;
- Egress/ingress location, dimensions width and curb radii;
- Building outline (show existing and proposed, if applicable);
- Building gross floor area or units;
- Building setbacks;
- Show all curb cuts/depressed curbs for accessibility;
- Building entrances (primary and secondary);
- Proposed/existing signs;
- Fire hydrant(s) and siamese connections;
- Traffic circulation, fire route (with applicable turning radii);
- Fire route signage, barrier free signage, multi-unit identifier sign (if applicable);
- Parking layout (aisles and stalls) and loading spaces;
- pedestrian walkways, sidewalks and barrier free ramps with dimensions;

- Secure bicycle parking (with details);
- Location of transit stops (if near the site);
- Drawing date, revision table;
- North arrow (drawing north and true north), metric scale (appropriate 1:100, 1:200, 1:250, 1:300, 1:500); municipal address, drawing name and number;
- Site Data Table (to include, site development specification from the zoning by-law, parking calculations, site area, landscape percentage; density, etc.);
- Loading spaces;
- Truck turning templates and wheel cut (if applicable);
- Outdoor amenity areas;
- All proposed and existing fencing, acoustical walls and retaining walls;
- Garbage storage and recycling, cart areas/loading areas;
- Snow storage areas;
- Hydro poles and existing vaults;
- Existing or proposed easements;
- Site Plan Approval Stamp (AutoCAD file available for download at www.cambridge.ca). The Stamp shall be placed at the Lower Right Hand Corner of the **Site Plan Drawing Only** (see example title block template available for download from the City's website). It must be visible when the drawing is folded 8.5 x 14.
- Cambridge North Dumfries Hydro Inc. Stamp (AutoCAD file available for download from www.cambridge.ca). To be placed on the Site Plan Only.

The lighting plan must show:

- Location of all proposed fixtures/poles;
- Adjacent streets and properties;
- Luminaire Schedule to include: (Type, Manufacturer, Lamp Colour, Voltage, Finish Mounting Height and Description and whether house side shield is to be installed);
- Photometric data (foot candles or lux);
- Provide an illumination statistics chart: Avg., Max, Min, Max/Min, Avg./Min.
- Photometric plans to be prepared by a qualified Engineer;
- Parking areas/street areas are to maintain a 4:1 average/minimum.

The site servicing plan must show:



- Key plan, legend and geodetic information;
- 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;
- Show the removal of buildings, structures, etc., (if required);
- Water meter chamber and appropriate detail (if required);
- Location, size, slope, type of pipe and depth of cover over 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;
- Drawing date and revision table;
- Drawing scale (metric); and,
- Stamped and signed by the designer/Professional Engineer.

The site grading plan must show:

- 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 catch basins are to be used, show proposed storm sewer hookups and storm laterals including size, location, and catch basin 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 including the maximum flooding elevations for 5 and 100 year storm events;
- 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;
- Show all proposed silt fences and tree protection fencing;
- Show location of mud mats and details;
- Show top and bottom elevations of retain wall (if proposed); and,
- Stamped and signed by the designer/Professional Engineer.

NOTE: For more information on grading, stormwater management and servicing design, please consult the City of Cambridge **Engineering Standards and Development Manual, October 2013** and is available for download on the City's website. Also, please note that City requires **plumbing permits** for site servicing which must meet the requirements of the **Ontario Building Code**.

Building, elevations must show:

- All building elevations (north, south, east and west);
- All exterior finishing materials (cladding, glazing, spandrel panels, roof material, etc.);
- Clearly label all materials;
- Show all window and door openings;
- Show all vents for building mechanical;
- Show architectural lighting (wall sconces etc.);
- Show sign boxes (fascia signs).
- Show floor height, building height, building width and building length;
- Mechanical penthouses and parapets (how they will be screened from view);
- Use shadowing to highlight or emphasize building articulation;
- Show window sills and lintels;
- Show cornice (upper/lower), parapets and pilasters (if applicable);
- Drawing date and revision table;
- Standard notes; and,
- Scaled plans in metric units.

The landscape plan must show:

- Label existing plant material to remain, species, quantity, size and condition;
- Identity all trees to be removed (to include caliber size, specie type and health and reason for removal);
- Identify all proposed plant material, planting beds, seeded or sodden areas and all hard surface material;
- Include a plant list showing, quantity of plants, botanical and common names and plant size;
- Key plan and legend;
- Proposed and existing structures and buildings (including entrances and doorways), driveways, parking areas, pedestrian connections (sidewalks, pathways etc.) and curbs;

- Pedestrian circulation to identified on the site;
- 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 (with specific details);
- 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 material of proposed and existing fencing;
- Standard notes and planting details;
- Show drainage direction on the landscaped areas;
- Landscape plans to be coordinated with site plan and site engineering plans;
- Show north arrow (drawing north and true north), scale, revision table and date; and,
- Plans to be stamped by a Landscape Architect.

Landscape design requirements:

Landscaping should generally achieve the following:

- Provide colour, texture and seasonal variety;
- Add visual interest to open spaces and blank building façades;
- Soften dominant building mass at a human scale for the pedestrian;
- Provide definition of public walkways and open spaces;
- Provide a consistent visual image between adjacent properties along the streetscape;
- Provide protection from excessive wind, sun, rain and snow;
- Enhance semi-public areas (front and exterior side yards);
- Soften/screen parking to minimize the visual impact of vehicles located adjacent to the street edge;
- Achieve energy conservation and water efficiency (i.e. provide shading for southerly exposed building façades and reduce urban heat island effects of parking areas);
- Design practices which aid successful long-term maintenance;
- Creation of safe urban environments;

- Main building entrances are to be enhanced through landscape design (where feasible);
- Vehicular entrances to be enhanced through landscape design;
- Amenity areas (residential, industrial or commercial) shall include: shading; plant variety; different seating options; play equipment when appropriate; and picnic tables;
- An average of 1 shade tree/7.5 metres should be provided along all street frontages;
- Deciduous trees to have a minimum 60mm caliper;
- Coniferous trees to have a minimum height of 1.8 metres; and
- Bicycle parking to be placed in a location that is convenient, well lit and has good natural surveillance.

For more information:

**Development and Infrastructure Department
Planning Division / Development Planning Section**

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