

**CHECKLIST FOR COMPLETE
SITE PLAN PRECONSULTATION APPLICATION
(Last Updated August 2023)**

	Submission Requirement	Minimum Detail / Information
<input type="checkbox"/>	Cover Letter	(a) Description of the Proposed Development (b) Property Information / Ownership (c) Other Approvals Required or Previous Approvals (d) Legal requirements (e.g. Lot Consolidation Required, Easement Required)
<input type="checkbox"/>	Application Form (Updated)	<i>* Consolidate to Include Acknowledgement, Permission to Enter, and Agent Authorization</i>
<input type="checkbox"/>	Application Fee	\$1,622
<input type="checkbox"/>	Existing Conditions Survey (if available)	(a) Existing Buildings, Structures, Installations, Easements, Property Limits, Grades
<input type="checkbox"/>	Deposited Reference Plan or Survey	To provide proof of lot lines with bearings and dimensions
<input type="checkbox"/>	Preliminary Site Plan	(a) Building Footprints, including projections (b) Site Data Chart, including zoning information, # of units by # of bedrooms and total, # of parking spaces by type & total, floor area by use, etc. (c) Utilities (d) Easements (e) Road Accesses, Driveways (f) Exterior Walkways, Ramps, Stairs (g) Fire Routes (h) Garbage Collection / Pick-up Areas (i) Limits of Underground Structures (j) Building Setbacks (above and below grade) (k) Accessory Structures & Installations (l) Fences / Gates (m) Property Limit with bearings and dimensions. Includes adjacent municipal road, sidewalk and boulevard. Also include proposed bike parking.
<input type="checkbox"/>	Preliminary Floor Plans	(a) Interior Layout (b) Location of All Exits (c) Use of Interior Spaces Labelled (Dwelling Units, Commercial Units, Lobbies, Utility Areas etc)
<input type="checkbox"/>	Preliminary Building Elevations	(a) Elevation for each façade (b) Windows and Doors (c) Building Height Measurement
<input type="checkbox"/>	Preliminary Photometric (Lighting) Plan	(a) Location of Lighting (b) Light Levels (c) Lighting Standard Specifications

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<input type="checkbox"/>	Preliminary Tree Management Plan (where there are trees on the property)	<p>Tree Inventory of all on-site trees - size and species as per arborist's report</p> <p>Proposed trees to be removed or kept</p> <p>Tree protection fencing, street trees to be planted</p>
<input type="checkbox"/>	Preliminary Landscape Plan	<p>Prepared in compliance with Site Plan manual and reference guide and Engineering Standards and Development Manual</p> <p>Prepared and stamped by an OALA</p> <p>Location of planting strip identified</p> <p>Identification of all surface coverings including hardscapes, seed, sod, planting areas.</p> <p>Details for plantings - species, size, number</p> <p>Landscape plan needs to coordinate with site plan and grading/servicing plan</p> <p>Standard notes and details</p> <p>Locations of trails, pathways, pedestrian connections</p> <p>Bike parking and rack details</p>
<input type="checkbox"/>	Preliminary Grading Plan	<p>Proposed grading design as per requirements of the Engineering Standards and Development Manual</p> <p>Prepared and stamped by P. Eng.</p> <p>Provide centerline of road elevations for full frontage</p> <p>Provide existing elevations of adjacent properties along property lines and into adjacent properties</p> <p>Show existing surface drainage of abutting properties along property lines.</p> <p>Drainage outlet details</p> <p>Erosion and Sediment Control Details</p>
<input type="checkbox"/>	Preliminary Servicing Plan	<p>Proposed servicing design as per requirements of the Engineering Standards and Development Manual</p> <p>Prepared and stamped by P. Eng.</p> <p>Provide existing municipal service connection information if applicable - location, invert, sizes and details of removal</p> <p>Proposed municipal services to property including location, invert, size, material</p> <p>Show all existing municipal services (water, storm and sanitary) within the municipal ROW across the entire frontage.</p> <p>Provide location and details of water meter chamber as per By-Law #146-03 and engineering standards if applicable</p>

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<input type="checkbox"/>	Preliminary Servicing Report/Brief (may be combined with SWM Report)	See Terms of Reference in the Engineering Standards and Development Manual Prepared and stamped by P. Eng. The servicing report should include a review of the available storm and sanitary outlets and available capacities
<input type="checkbox"/>	Preliminary Stormwater Management Report/Brief (may be combined with Servicing Report/Brief)	See Terms of Reference in the Engineering Standards and Development Manual Prepared and stamped by P. Eng. Include a review of the available storm outlets and available capacities Provide design calculations, models, figures and drawings to support proposed stormwater management plan
<input type="checkbox"/>	Transportation Impact Study Screening Form	Separate Form to be submitted in complete.