

**CORPORATION
OF THE
TOWNSHIP OF GUELPH/ERAMOSA**

SITE PLAN – Explanatory Notes

When is a Site Plan Application required?

This application is required when you are planning to;

- construct a new building or structure,
- construct an addition to an existing building or structure,
- undertake major building renovations, which have the effect of increasing the size or usability of a building or structure,
- establish a commercial parking lot (see Section 41 of the Planning Act R.S.O. 1990, c.P.13.).

It is not required for the construction of;

- a detached dwelling,
- a semi-detached dwelling,
- a duplex dwelling,
- a farm related building or structure.

Please check with the Township of Guelph/Eramosa to determine whether a Site Plan Application is required and whether the proposed development meets current zoning regulations and County Official Plan policies before submitting the application for processing.

What is the Process Related to a Site Plan Application?

The time taken for processing and approval of an Application for Site Plan Approval is approximately four to six weeks. The Site Plan is circulated to Township departments and other external agencies for review and comment. Prior to the approval of the Site Plan by Council, the Township's Planner will prepare a report to Council to address Official Plan and Zoning By-law requirements, departmental and agency comments and recommendations of Site Plan Approval and related conditions.

Projects which include the provision of services, facilities or other matters pursuant to Section 41 of the Planning Act, R.S.O. 1990 c.P.13 (i.e., widenings, access ramps, curbing, traffic direction signs, surfacing of loading, parking and access areas, walkways, lighting, landscaping, storage and collection areas, drainage and sewer easements, and grading, etc.) require a Development Agreement to be registered against title, as a condition of Site Plan approval granted by the Council of the Township of Guelph/Eramosa.

Submission Requirements

1. Site Plan Application form, completed and signed, and witnessed by a Commissioner for Taking Affidavits. The Acknowledgment must also be signed both by the Applicant and the Owner and dated.
2. Total fee of \$2560.00 which is made up of a deposit of \$1,000.00 and the administrative fee of \$1,560.00 by cash or cheque made payable to the "Corporation of the Township of Guelph/Eramosa".
3. **Fifteen (15)** folded copies of a **Site Plan** showing the proposed development. The Site Plan should be drawn to metric scale and prepared by a qualified professional (i.e., Architect, Engineer, Planner or Surveyor). If the site plan is larger and 11" x 17" please submit two (2) legible reductions.
4. All of the following information must be shown on the **Site Plan** in order to be accepted for processing:

- a) a key map showing the location of the property;
- b) the true dimensions and bearings of the property;
- c) the location and dimensions of all existing and proposed buildings and structures;
- d) the dimensions of all yards (i.e., setbacks of all buildings and structures from property lines);
- e) the location of existing and proposed off-street parking and loading areas including the dimensions of parking spaces and loading areas and setbacks of such areas from property lines;
- f) the location and dimensions of existing and proposed driveways and aisles accessing parking and loading areas;
- g) the dimensions and location of existing and proposed entrance and exit locations to and from the property;
- h) the location of existing and proposed outdoor containers and/or vaults, central storage and collection areas, or other facilities for the storage of garbage and other waste or recyclable material;
- i) the location, height and type of existing and proposed fencing;
- j) the location of existing and proposed landscaped areas and, concrete/asphalt/graveled surfaces;
- k) the location of existing and proposed curbing and sidewalks;
- l) the location and dimensions of existing and proposed outdoor storage area;
- m) the location and dimensions of existing and proposed services (i.e., septic tanks and tile field areas, wells, etc.);
- n) the location of existing and proposed basements and mezzanines;
- o) the location of existing and proposed vegetated areas and natural areas including landscaped areas, tree cover, wetlands, ponds, etc.;
- p) the existing and proposed topography (i.e., lot grading) illustrated by contour line, with severe slopes clearly illustrated showing both top and bottom of banks;
- q) proposed drainage on and off the property including proposed drainage facilities (i.e., pipes, culverts, ponds, etc.); and
- r) location of existing and proposed sign(s).

Further information: Township of Guelph/Eramosa, Karen Phillips, Planning Assistant

8348 Wellington Road 124, P.O. Box 700, Rockwood, ON N0B 2K0 Office Hours 8:30 am – 4:30 pm

(519) 856-9596 Ext 112 Fax: (519) 856-2240 Toll Free: 1-800-267-1465 Email: kphillips@get.on.ca

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