

CORPORATION OF THE TOWNSHIP OF GUELPH/ERAMOSIA

CHECKLIST FOR A MINOR AMENDMENT TO AN EXISTING SITE PLAN

- \$1,000 refundable deposit in the form of cash, cheque, or debit.
- \$500 non-refundable administration fee.
- If the applicant is not the owner of the property, the owner must sign and date the applicant authorization (Part 6).
- Signed cost acknowledgment by both the applicant and the owner, that either party will pay all consulting costs incurred by the Township (ie: Planners, Engineers, and Solicitors) as required by the application (Part 7).
- Completed and signed application form (witnessed by a Commissioner of Oaths).
- The following plans, drawn to metric scale and prepared by a qualified professional in compliance with the Zoning By-law and with the requirements listed on the next pages:
 - Legal Description (if required)**
 - Site Plan**
 - Site Servicing and Grading Plan (if required)**
 - Building Elevations (if required)**
 - Lighting Plan (if required)**
 - Landscape Plan (if required)**
 - General Vegetation Overview (if required)**
 - Tree Preservation Plan (if required)**
 - Ontario Building Code Analysis**
- Five (5) individually folded hard copies of each plan showing the proposed development.
- Five (5) hard copies of any reports.
- Digital copies of all plans and reports, provided on a CD, in both pdf and AutoCAD format (where applicable).

REQUIREMENTS FOR LEGAL DESCRIPTION (IF REQUIRED):

The applicant must provide:

- A reference plan, registered plan, or plan of survey certified by an Ontario Land Surveyor;
- A legal description of the land.
- Land Registry Office – Parcel Register

REQUIREMENTS FOR A SITE PLAN DRAWING:

The Site Plan must show:

- Key map showing the location of the property;
- True dimensions and bearings of the property, including North arrow and municipal address;
- Drawing name and number, drawing date, and revision table;
- Name and address of authoring firm, along with stamp or seal as appropriate;
- Metric scale (1:100, 1:200, 1:300, 1:1500) with all measurements shown in metres;
- Site Data Table (based on attached template);
- Adjacent streets, sidewalks and land uses;
- Legal designations (i.e. road widening, easements, right-of-ways);
- Location and dimensions of all existing and proposed buildings and structures;
- Location of the primary and secondary entrances to each building;
- Dimensions of all yards (i.e. setbacks of all buildings and structures from property lines);
- Parking layout (aisles and stalls with dimensions and setbacks), accessible parking stalls, and loading spaces;
- Dimensions and location of existing and proposed entrance and exit locations to and from the property;
- 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 materials;
- Location, height, and type of existing and proposed fencing;
- Location of existing and proposed landscaped areas and concrete/asphalt/graveled surfaces;
- Location of existing and proposed curbing and sidewalks, considering pedestrian movement, secure bicycle parking (if applicable), and showing all curb cuts/depressed curbs for accessibility;
- Location and dimensions of existing and proposed services (i.e. septic tanks and tile field areas, wells, snow removal/storage, etc.), and their setbacks;
- Location of existing and proposed basements and mezzanines;
- Location of existing and proposed sign(s): fire route signage, traffic signage, barrier free signage, multiple-unit identifier sign (if applicable);
- How traffic circulation is intended;
- Location of fire hydrant(s)/reservoir(s), fire route, and truck turning templates (if applicable);
- Location of outdoor amenity areas; and
- Location of hydro poles and existing vaults.

REQUIREMENTS FOR A SITE SERVICING AND GRADING PLAN DRAWING (IF REQUIRED):

The Site Servicing Plan must show:

- Drawing name and number, drawing date, and revision table;
- Name and address of authoring firm;
- Metric scale (1:100, 1:200, 1:300, 1:1500) with all measurements shown in metres;
- Existing and proposed grade elevations of all relevant site features, including but not limited to, relative street grade and grade at property lines, top and bottom of slopes, drainage courses, existing trees, tile beds, buildings, ingress/egress points, steps, ramps, walls, parking lots, curbs, roadways, walkways, etc.;
- Existing and proposed grades shown as spot elevations (minimum) and contours at no greater than 0.5 metre intervals;
- Existing grades on adjacent properties for 15m beyond the property line;
- All storm sewers, sanitary sewers, watermains, manholes, pipe diameters, inverts, lengths, grade pipe class and bedding, direction of flow, valves, and service connections;
- Direction of surface drainage flow through use of drainage arrows;
- If catch basins are to be used, proposed storm sewer hookups, and storm laterals;
- If storm water management design is required, maximum retention time of pond, maximum flow and maximum storage volume for a 5 and 100 year storm events;
- Swales and drainage ditches;
- Elevations of internal driveways;
- Any proposed silt fences and tree protection fencing;
- Legal designations (i.e. road widening, easements, right-of-ways);
- Utility servicing arrangements including the location of telephone, gas, and hydro utilities and the size of meter rooms, transformers, vaults, etc.;
- Location of fire hydrant(s)/reservoir(s);
- Location of hydro poles and existing vaults;
- Location of any municipal infrastructure;
- Top and bottom elevations of retaining walls (if proposed); and
- Plans stamped and signed by the designer/Professional Engineer.

REQUIREMENTS FOR A BUILDING ELEVATION DRAWING (IF REQUIRED):

The Building Elevations must show:

- Drawing name and number, drawing date, and revision table;
- Metric scale (1:100, 1:200, 1:300, 1:1500) with all measurements shown in metres;
- Standard notes;
- All building elevations (north, south east and west);
- All exterior finishing materials (clearly labelled);
- All window and door openings;
- All vents for building mechanical systems;
- Architectural lighting;
- Sign boxes for façade signs;
- Floor height, building height, building width, and building length; and
- Mechanical penthouses and how they will be screened from view (i.e. parapet).

REQUIREMENTS FOR A LIGHTING PLAN DRAWING (IF REQUIRED):

The Lighting Plan must show:

- Location of all proposed fixtures/poles;
- Adjacent streets and properties;
- Luminaire Schedule (type, manufacturer, lamp colour, voltage, finish mounting height, etc);
- Photometric data;
- Proposed hours of operation for exterior lighting system;
- Illumination statistics chart; and
- Photometric plans to be prepared by a qualified Engineer.

REQUIREMENTS FOR A LANDSCAPE PLAN DRAWING (IF REQUIRED):

The Landscape Plan must show:

- Drawing name and number, drawing date, and revision table;
- All landscape plans submitted are to be in metric with an appropriate scale 1:100, 1:200, 1:250 or 1:300 (1:500 is acceptable provided planting areas are detailed at a larger scale);
- Key plan and legend;
- Existing plant material to remain (species, quantity, size and condition);
- All trees to be removed (caliber size, specie type, health, reason for removal);
- All proposed plant material, planting beds, seeded or sodden areas and all hard surface materials;
- Plant list (quantity of plants, botanical and common names, plant size);
- Proposed and existing structures and buildings (including parking areas, sidewalks, curbs, etc.);
- Location of above and below ground utilities;
- Distance between trees and utilities;
- Details for any proposed play areas, special activity areas, open spaces areas;
- Location of outdoor lighting;
- Location of garbage collection areas;
- Location, height, and material of any proposed/existing fencing;
- Standard notes and planting details;
- Location of site furnishing and details;
- Drainage direction on landscaped areas;
- Landscape plans to be coordinated with site plan and site engineering plans;
- All landscape plans are to be prepared by a qualified Landscape Architect having full membership with the Ontario Association of Landscape Architects (OALA) and bear the member's stamp, signature and date;
- Tree protection measures indicated.
- Adjacent land uses delineated and landscaping buffers shown;
- Location of proposed snow storage locations;
- Spot elevations for proposed grading and top and bottom elevations of ramps, stairs, retaining walls, slopes, etc.
- Existing grades along the property lines, finished floor elevations of all buildings, and elevations at the base of all trees identified to remain.
- Location of storm water management features and swales.

REQUIREMENTS FOR A GENERAL VEGETATION OVERVIEW (IF REQUIRED):

The General Vegetation Overview must show:

- Prepared by a Certified Arborist.
- Mapping of existing vegetation communities (woodlands, hedgerows, isolated clusters, and single species) relative to property boundaries including existing canopy drip lines and trunk locations.
- Summary of characteristics including dominant species, significant species, number of trees, average DBH, height and condition.
- Summary of recommendations of characteristics to be retained or incorporated into the proposed site plan.

REQUIREMENTS FOR A TREE PRESERVATION PLAN (IF REQUIRED):

The Tree Preservation Plan must show:

- Prepared by a Certified Arborist.
- Accurate location of all trees (10 cm DBH or greater and their canopy drip lines).
- Coordinate plan with the proposed Site Plan layout (buildings, structures, paving, driveways, walkways, utilities).
- Proposed and existing grading and site information.
- Identification of all existing vegetation (species, DBH, canopy diameter, condition, comments), removals and/or relocations.
- Replacement/compensation plantings, if required (determine with Township staff during the Site Plan Pre-application process).
- Accurate locations for tree protection (refer to the Township standard detail for Tree Protection in the Appendix).
- Accurately indicate driplines of all trees on adjacent properties within 1 m of the property line.
- Tree protection measures are to be indicated on the Landscape Plan, Tree Preservation Plan and Grading Plan.

Ontario Building Code Analysis

Project Location: _____
 Phone: _____ Fax: _____

Completed By: _____
 E-mail: _____

Item	Ontario Building Code Analysis	OBC Reference																						
1	Project Description <div style="float: right; text-align: right;"> <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Change of Use </div>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																				
		Part 3	Part 9	Part 11																				
2	Major Occupancy(s) _____ Group _____ Div. _____																							
3	Building Area (m²) Existing _____ New _____ Total _____																							
4	Mezzanine Area (m²) Existing _____ New _____ Total _____																							
5	Gross Area (m²) Existing _____ New _____ Total _____																							
6	Number of Storeys Above Grade _____ Below Grade _____																							
7	Height of Building (m) _____																							
8	Number of Streets/Access Routes _____																							
9	Building Classification 3.2.2. _____																							
10	Sprinkler System Existing: <input type="checkbox"/> Yes <input type="checkbox"/> No Proposed: <input type="checkbox"/> Yes <input type="checkbox"/> No																							
11	Standpipe Existing: <input type="checkbox"/> Yes <input type="checkbox"/> No Proposed: <input type="checkbox"/> Yes <input type="checkbox"/> No																							
12	Fire Alarm Existing: <input type="checkbox"/> Yes <input type="checkbox"/> No Proposed: <input type="checkbox"/> Yes <input type="checkbox"/> No																							
13	Water Service/Supply is Adequate <input type="checkbox"/> Yes <input type="checkbox"/> No																							
14	High Building (3.2.6) <input type="checkbox"/> Yes <input type="checkbox"/> No																							
15	Type of Construction <input type="checkbox"/> Combustible <input type="checkbox"/> Noncombustible <input type="checkbox"/> Both																							
16	Occupant Load Existing _____ New _____ Total _____ <input type="checkbox"/> m ² /person <input type="checkbox"/> Design																							
17	Washroom Facilities (Number of Water Closets) Existing: Men _____ Women _____ Proposed: Men _____ Women _____																							
18	Barrier Free Design <input type="checkbox"/> Yes <input type="checkbox"/> No(Explain)																							
19	Hazardous Substances <input type="checkbox"/> Yes <input type="checkbox"/> No																							
20	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;">Required Fire Resistance Rating (FRR)</th> <th style="width: 15%;">Horizontal Assemblies FRR (Hours)</th> <th style="width: 15%;">Listed Design No. or Description (SB-2)</th> <th style="width: 15%;">FRR of Supporting Members (Hours)</th> <th style="width: 15%;">Listed Design No. or Description (SB-2)</th> </tr> <tr> <td></td> <td>Floors _____</td> <td></td> <td>Floors _____</td> <td></td> </tr> <tr> <td></td> <td>Roof _____</td> <td></td> <td>Roof _____</td> <td></td> </tr> <tr> <td></td> <td>Mezz. _____</td> <td></td> <td>Mezz. _____</td> <td></td> </tr> </table>	Required Fire Resistance Rating (FRR)	Horizontal Assemblies FRR (Hours)	Listed Design No. or Description (SB-2)	FRR of Supporting Members (Hours)	Listed Design No. or Description (SB-2)		Floors _____		Floors _____			Roof _____		Roof _____			Mezz. _____		Mezz. _____				
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	Floors _____		Floors _____																					
	Roof _____		Roof _____																					
	Mezz. _____		Mezz. _____																					
21	Spatial Separation – Construction of Exterior Walls																							
	Wall	Area of EBF (m ²)	L.D. (m)	L/H or H/L	Permitted Max. % of UPO	Proposed % of UPO	FRR (Hours)	Listed Design or Description	Noncombustible Required															
									Construction	Cladding														
	North																							
	South																							
	East																							
	West																							
22	Other (Describe)																							



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 Toll Free: 1-800-267-1465

SITE DATA TABLE TEMPLATE

FEATURE	REQUIRED	PROPOSED
ZONING		
USE		
LOT AREA		
LOT FRONTAGE		
FRONT YARD		
EXTERIOR SIDE YARD		
INTERIOR SIDE YARD		
REAR YARD		
MAX GROSS FLOOR AREA		
MIN LANDSCAPED OPEN SPACE		
MAX LOT COVERAGE		
TOTAL PARKING SPACES		
REGULAR SPACES		
ACCESSIBLE/BARRIER FREE SPACES		
PARKING AISLE WIDTH		
LOADING SPACES		
MAX BUILDING HEIGHT		
BUFFER STRIPS		
OUTDOOR STORAGE		
INGRESS/EGRESS WIDTHS		
WELLHEAD PROTECTION AREA		