



**Site Plan Control Application Package
Schedule A**

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Application for Site Plan Approval

1. Site Plan Approval Stream

Minor

Major

Amendment

2. Project Name

3. Property Information

Municipal Address: _____

Legal Description: _____

Roll Number: _____

PIN Number: _____

Property Size: _____ Hectares | | Acres | |

Zoning: _____

Official Plan Designation: _____

4. Applicant Information

Applicant Name: _____

Applicant Is: Agent Owner

Mailing Address: _____

(Number) (Street) (City/Town) (Postal Code)

Email: _____

Telephone: _____ Fax: _____

5. Registered Owner's Information

Owner Name: _____

Mailing Address: _____

(Number) (Street) (City/Town) (Postal Code)

Email: _____

Telephone: _____ Fax: _____

6. Proposal Information

Existing Uses on Property: _____

Adjacent Land Use: _____

General Description of Proposal: _____

7. Servicing

Services:	Existing		Proposed	
Municipal Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Sanitary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Stormwater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Previous Applications/Agreements (List Application Type & File Number)

Previous Applications:	Date of Application	Status

9. Applicable Planning Documents

Property Reference Plan: _____
 Record of Site Condition: _____
 CCCA Permit: _____

10. Applicable Conservation Authority

Property is located within the Catfish Creek Conservation Authority Regulation Area?

11. Additional Information

a. Has there been any previous industrial or commercial use on the subject lands?

Yes No Unknown

If yes, please specify:

b. Has there been any gas station or other fuel dispensing/storage facility on site?

Yes No Unknown

If yes, please specify:

c. Has there been any contamination by former uses on the site or adjacent land?

Yes No Unknown

If yes, please specify:

d. If the property is mortgaged, you understand that the mortgage charge will be postponed in favour of the Development Agreement?

Yes No

12. Applicant Signature

I, _____, hereby declare that the statements herein are to the best of my knowledge a true and complete representation of the purpose and intent of this application.

(Signature)

(Date)

13. Owner's Authorization

I, _____, owner of the subject lands, hereby authorize _____ to act as agent(s) for the purpose of all matters with respect to processing this application.

(Signature)

(Date)

Approvals & Contacts

Prior to a Site Plan Application being approved by the Town of Aylmer, additional approvals and clearances may be necessary. Please consult with the necessary parties to confirm whether approvals are required and/or have been granted.

Town of Aylmer

Corporate Services
46 Talbot St. West
Aylmer, ON
Tel: 519-773-3164
Email: planning@town.aylmer.on.ca

Zoning By-law Amendment
Minor Variance
Encroachment Agreement
Official Plan Amendment

County of Elgin

Planning
450 Sunset Drive
St. Thomas, ON
Tel: 519-631-1460

Land Division / Easement Agreement
Plan of Subdivision / Condominium
Official Plan Amendment Approval

Catfish Creek Conservation Authority

Planning
8079 Springwater Rd., RR#5
Aylmer, ON
Tel: 519-773-9037
Email: planning@catfishcreek.ca

Work Permit

Ministry of Environment

Southwest Region
733 Exeter Rd.
London, ON
Tel: 519-873-5000

Ministry of Natural Resources

Southern Region
Robinson Pl. South Tower, 4th Floor
300 Water St.
Peterborough, ON
Tel: 1-800-667-1940

Utilities

EPCOR Utilities
ERTH Power
Eastlink (*telephone / internet / cable*)

Overall Application Package Checklist

Prior to submitting a Site Plan Approval application, please ensure that the following information has been reviewed and is included in the submission package:

1. A cover letter containing a detailed description of the proposed development
2. A completed application form
3. A statement of agreement from any person sharing rights-of-ways, easements or mutual facilities if applicable
4. Proof of Ownership / Agent Authorization
5. One (1) electronic copy of all drawings, including Overall Site Plan, Elevations, Grading and Drainage including Stormwater Management report
6. All checklists, forms and additional information indicated in the Site Plan Control Application Package

Site Plan Drawings Checklist

The proposal shall have regard for:

Character, scale, appearance and design features of structures, but only to the extent that it is a matter of exterior design.

Sustainable design elements on adjoining property under the municipality's jurisdiction (i.e. trees, shrubs, plantings, street furniture, curb ramps, waste and recycling bins, etc.)

Accessibility for persons with disabilities.

A. Overall Site Plan Drawings

Please ensure that site plan drawings are formatted as outlined below and contain the following information:

Administrative Details

1. Metric scale of 1:250 or other standard scale
2. Signed and stamped by a qualified professional
3. Project details such as name, submission date, phasing outline
4. Applicant and owner information
5. Legal description and municipal address
6. Drawing number and title
7. Town of Aylmer zoning compliance table including required and proposed zoning, lot coverage, area, frontage, yards, parking and building height
8. Revision box and dates
9. Key map showing the location of the property and provincial, regional and municipal roads
10. North arrow
11. Scale bar

Site Characteristics

- 12. Lot boundaries, bearings and dimensions from a legal survey
- 13. Adjacent land uses and existing structures
- 14. Locations of easements, site triangles, reserves, road widening and land dedications
- 15. Existing and proposed screening / fencing including materials of construction
- 16. All open storage areas

Proposed/Existing Buildings

- 17. Proposed building footprint, proposed use and location
- 18. Distance to building(s) from all property lines
- 19. Dimensions of buildings, structures and building entrances (including finished floor elevations)
- 20. Relationship of the proposed buildings to adjacent buildings, streets and exterior areas to which members of the public have access

Driveways, Access & Parking

- 21. Streets, driveways, sidewalks and parking areas including dimensions
- 22. Boulevard treatment (if applicable)
- 23. Location and dimension of fire routes and turnarounds with a minimum 12.0 metre radius measured at the centreline
- 24. Vehicle access, aisle and driveway locations are indicated with width, turning radii dimensions and type of curbing
- 25. Items which may impact vehicle access (i.e. traffic signals, turning lanes, centre medians, etc.)

Utilities & Services

26. Location of utilities and underground services including water, wastewater, stormwater.

Landscaping & Site Features

27. All landscaped areas in conformance with the zoning requirements
28. All open storage areas
29. Location and dimension of all outdoor hard surfaces and type of material proposed
30. Watercourses and rock outcroppings (if applicable)
31. Retaining walls, fences, stairs and berms
32. Ground and pylon signs
33. All exterior lighting
34. Landscape items to be included on the site plan:
- a. Location of existing vegetation to be retained/preserved
 - b. Location and details of proposed landscape features including decorative paving, garbage containers, curbing, retaining walls, site furniture, signs and planters (with surface treatments indicated)
 - c. Design of street trees and streetscape elements are in conformance with the Town of Aylmer Tree Policy

Minimum Landscaping Requirements

- Locations of landscaping features are compatible with utilities, services and signage
- Landscaping features are sited to improve energy conservation (i.e. cold and wind screening, shading, etc.) as well as to deter crime (i.e. access points are unobscured, public vs. private space is defined, etc.)

- Consideration given to the preservation, retention and improvement of existing landscape features
- Low maintenance, hardy, native species considered where appropriate
- Species selected for compatibility with site conditions and seasonal appearance
- Landscaping table listing all existing and proposed species including common name, botanical name, quantity, size and condition at planting

B. Grading, Drainage & Site Servicing Drawings

1. Signed and stamped by a professional engineer who is certified and licensed in the Province of Ontario
2. Property lines, adjacent streets and land uses
3. Locations of easements, site triangles, reserves, road widenings and land dedications
4. Buildings and structures on site and adjacent properties
5. Street, driveways, sidewalks and parking areas including dimensions
6. Watercourses and rock outcrops
7. Retaining walls, fences, stairs and berms
8. Utilities and underground services
 - a. Location of water, wastewater, stormwater and utility services
 - b. Location of nearest fire hydrant and distance to principle entrance
 - c. Locations of all utility poles and overhead wires including identification of any which will be relocated (including guy wires)
 - d. Exterior waste storage and handling areas (Note: If interior waste storage is to be provided, a note is required on the site plan drawing.)
 - e. Snow storage
9. On-site exterior lighting (including streetlight poles)

- 10. Town of Aylmer Standard Notes to be included on plan
- 11. Type of surfacing
- 12. Location, size, length, grade, material and bedding of all proposed underground services
- 13. Locations of landscaped areas
- 14. Details of stormwater management control features:
 - a. Location, size and length of culverts and pipes
 - b. Catch basins, roof top controls, on-site storage, curb cuts and pond outlet controls
 - c. Proposed service connections to Town of Aylmer infrastructure
 - d. Size and location of storm laterals and service lids
- 15. Displays top of foundation wall and finished floor elevation of the ground floor and entrances of all buildings
- 16. Existing and proposed spot elevations within the project site and on adjacent properties (includes percent grades, slope ratios, detention areas and directional arrows)
- 17. Retaining walls in excess of 1.0 m are reviewed and stamped by an engineer
- 18. Roof downspout locations

Minimum Grading & Drainage Requirements

- Site drainage and controls are self-contained within the lot (unless otherwise approved by the Town of Aylmer)
- Drainage from adjacent sites has been considered and incorporated into the grading design
- Grade differences at property line are matched or minimized
- Berms, retaining walls and significant grade changes are provided and no earth slopes are greater than 4:1

- Front yards have been graded to drain towards the street
- Maximum driveway grade is 6.0%
- Erosion and sedimentation control measures have been used during and after construction (i.e. silt control fencing located prior to site grading and stone mat installed at site entrance)
- Where property drains to a stormwater management pond, release rate for roof tops and overall site including rooftops shall be calculated
- For areas not draining to a stormwater management pond, a release rate calculation is required
- Grading and drainage satisfy Town of Aylmer requirements

Stormwater Management Report

- Prepared, signed and stamped by a professional engineer who is certified and licensed in the Province of Ontario
- If the project site is within a Registered Plan of Subdivision, the Stormwater Management Report must comply with approved Master Environmental Servicing Plan and overall Stormwater Management Report for the subdivision
- Meets the Town of Aylmer’s stormwater management criteria outlined in the Town of Aylmer guidelines

Consultant Engineer Letter of Conformance

- Certifies the consultant engineer is a full member in good standing and licensed in the Province of Ontario and that the submission utilizes sound engineering principles
- Consultant has reviewed the Site Plan Control Package and has visited the project site
- Consultant has reviewed the Town of Aylmer guidelines

C. Elevation Drawings

1. A plan indicating location and size of rooftop mechanical units and screening (if applicable)
2. All exterior walls showing dimensions
3. Finishing materials and colours for all elements
4. Door and window types and details
5. Architectural details
6. Exposed foundation
7. Air conditioning and exhaust vents (if applicable)
8. Signs, exterior lights, equipment and equipment housing
9. Details of public areas and special features

Accessibility Checklist

1. If building a new parking area or redeveloping an existing parking area, the number and type of accessible parking spaces must satisfy the requirements outlined in the Province of Ontario's Design for Public Spaces Standard
2. Accessible parking signage complies with Regulation 581 of the Highway Traffic Act
3. Curb ramps are in accordance with the Ontario Building Code
4. Designated accessible parking spaces are located within close proximity to building access points or a suitable pedestrian route has been established linking accessible parking spaces to building access points
5. Snow storage and delivery locations do not interfere with or impede access routes and designated accessible parking spaces
6. Renovations comply with accessibility requirements outlined in Section 3.8 of the Ontario Building Code

Site Works & Services Estimate

On-site Works & Services

- 1. Site grading and preparation \$ _____
- 2. Paving – granular base and sub base \$ _____
- 3. Paving – base and surface asphalt \$ _____
- 4. Lighting \$ _____
- 5. Fencing \$ _____
- 6. Walkways \$ _____
- 7. Curbing \$ _____
- 8. Waterlines \$ _____
- 9. Sanitary sewers \$ _____
- 10. Storm sewers \$ _____
- 11. Landscaping \$ _____
- 12. Total of all other works and services
(Please list detail in separate table) \$ _____

TOTAL OF ALL ON-SITE WORKS & SERVICES \$ _____

A. PERFORMANCE SECURITY – Excludes Stormwater
Total of all on-site works and services x 50% or 100% =

Zoned Industrial, Commercial, Open Space or Institutional (excluding retirement homes, etc.)	Grading and drainage, seeding, maintenance, erosion control, fencing	50%
Zoned Residential, Institutional (pertaining to retirement homes, etc.)	Grading and drainage, asphalt, curbing, servicing, etc.	100%
	Landscaping	100%

\$ _____

B. PERFORMANCE SECURITY – Stormwater Management Facility (where applicable) x 100% =

\$ _____

Off-site Works & Services

- 1. Water lines and hydrants \$ _____
 - 2. Sanitary sewers \$ _____
 - 3. Storm sewers \$ _____
 - 4. Total of all other works and services
(Please list detail in a separate table) \$ _____
- TOTAL OF ALL OFF-SITE WORKS & SERVICES \$ _____

C. PERFORMANCE SECURITY

Estimate of all legal, engineering, architectural and any other consultant costs (where applicable) for the entire development x 100% = \$ _____

LETTER OF CREDIT IN THE AMOUNT OF THE ABOVE TOTAL (A+B+C=) \$ _____

Signature & Stamp of Professional Engineer

Example Letter of Credit

BANK OR CREDIT UNION LETTERHEAD
(if Credit Union is approved)

Letter of Credit No: _____
 Total Amount: _____
 Date: _____
 Branch: _____

TO: THE CORPORATION OF THE TOWN OF AYLMER IRREVOCABLE STANDBY LETTER OF CREDIT

We hereby authorize the Town of Aylmer to draw on _____ (financial institution)
 _____ (address)
 for account of our customer, _____ (name)
 up to an aggregate amount of _____ dollars (\$ _____)
 available by drafts at sight for 100% value as follows:

Pursuant to the request of our customer, the said _____ (name) ,
 we, the _____ (financial institution) hereby establish and give to the Town of
 Aylmer this Irrevocable Standby Letter of Credit in the Corporation’s favour in the total
 amount of _____ dollars (\$ _____) which may be drawn on by
 the Town of Aylmer at any time, from time to time upon written demand for payment
 made by the Town of Aylmer, which demand we shall honour without enquiring
 whether the Town of Aylmer have a right to make such demand and without
 recognizing any claim of our said customer.

Provided, however, that the Town of Aylmer are to deliver to the _____ (financial institution)
 at such time as a written demand for payment is made upon us, a certificate signed
 by the Treasurer for the Town of Aylmer, or designate, confirming that monies drawn
 pursuant to this Letter of Credit are to be used to perform any outstanding obligations
 of our said customer to the Town of Aylmer are performed.

It is understood and agreed that the obligation of the undersigned under this Letter of
 Credit is an obligation to pay money only and that in no circumstances shall the
 undersigned be obliged to perform or cause to perform any of our customer’s
 obligations to the Town of Aylmer.

The amount of this Letter of Credit shall be reduced from time to time as advised by
 notice in writing given to us by the Town of Aylmer from time to time. This Letter of
 Credit will continue to be in effect until _____ (date) , and will expire
 at the close of business on that date. The Town of Aylmer may call for payment of the
 full amount outstanding under this Letter of Credit at any time prior to the close of
 business on that date should the Letter of Credit not be renewed.

We agree to notify the Town of Aylmer, on or before _____ (month prior to expiry)
 if this Letter of Credit will not be renewed by us. If we fail to do so notify you, then this
 Letter of Credit shall be deemed to be automatically renewed for a further year and so

on from year to year thereafter.

Drafts must be drawn and negotiated no later than close of business on the date of expiry or date of renewal expiry hereunder as the case may be. The drafts drawn under this Letter of Credit are to be endorsed hereon and shall state on their face that they are drawn under the

	<i>(financial institution)</i>		
	<i>(address)</i>		
Letter of Credit No.	, dated	<i>(date)</i>	.

Example Letter of Conformance – Engineer

COMPANY LETTERHEAD

(date)

Attention: *(Name of Lead Planner)*

Re: Engineering Letter of Conformance
(Project Name)
(Site Plan Application Number)
(Legal Description/Municipal Address)

This letter clarifies that I, *(name)* of *(company name)*, being a Professional Engineer in good standing in the Province of Ontario and licensed to perform consulting engineering services in the Province of Ontario, have reviewed and understand the Town of Aylmer Site Plan Control By-law and Application Package.

I also certify that I have visited the site and am familiar with the property and surrounding properties and have designed the site plan accordingly. I also certify that I have reviewed the most recent legal survey plan of the property and am aware of all registered easements affecting the property.

The aforementioned site plan submission containing the drawings, reports, and studies as shown in Schedule A *(list all drawings by number with revision number if applicable, reports, and studies in Schedule A)* attached hereto meets all the criteria set out in the Site Plan Control Application Package. (If any of the criteria have not been met, carefully list which ones were not met along with a brief summary of the issues and engineering principle that justify non-compliance.) The submitted Site Plan design does not adversely affect any of the neighbouring properties, meets all applicable laws of Ontario and is designed with good engineering principles.

The submitted Site Plan was designed with pedestrian usage and safety in mind, and the overall safe and efficient movement of goods/vehicles/pedestrians was contemplated in the design with no safety issues identified. No egress or access traffic concerns/conflicts were identified in the proposal and the intended use of the site will not cause unsafe or unacceptable service level traffic conditions.

Yours truly,

(Name and Title of Professional)
(Name of Company)
(Professional Stamp)