

SITE PLAN APPLICATION GUIDE

1.0 Application for Site Plan Approval

1.1 What is a Site Plan Application?

A Site Plan application is a plan, or drawing, prepared by a professional, and which indicates the location of all structures and site works, to be constructed on a property. This application process is administered by the Town's Commissioner of Planning and Development (or his/her designate), in accordance with provisions outlined in the Town's Official Plan and Section 41 of the **Planning Act**, R.S.O. 1990, c.P.14, as amended.

The process requires an applicant to submit a professionally articulated proposal, complete with the necessary drawings (requirements are found below) and studies to support the application. Upon submission, the application is circulated to internal Town Departments and external public agencies where appropriate. If the Commissioner of Planning and Development approves the site plan application, Town staff will work with the applicant to ensure that all requirements are addressed prior to a building permit being issued (if applicable). Town staff encourages proponents to submit both the site plan proposal and the building permit application concurrently to maximize efficiencies.

1.2 The Need for Site Plan Approval:

The Commissioner of Planning and Development, or his designate, shall determine the necessity of Site Plan Approval in accordance with Site Plan By-law No. 2003-0094, as amended occasionally by Council.

In accordance with By-law No. 2003-0094, all lands and classes of development within Halton Hills are subject to Site Plan Control pursuant to Section 41 of the **Planning Act**, except for those classes and provisions noted in the By-law. Any landowner who proposes to develop or redevelop in a Site Plan Control Area is required to submit plans, a completed application form, and associated fees to the Planning Department for circulation and approval.

The **Planning Act** also allows for the municipality to require additional information (i.e. technical information and reports) that will assist in the evaluation of the proposal. To ensure a complete review, this "required" information should be submitted along with the prescribed information. All applicable questions should be answered or identified as Not Applicable with an explanation as to why. In the absence of the required information, a complete review may not be possible within the legislated time frame for making a decision. As a result, the proposal may be **denied**.

1.3 Developments Subject to Site Plan Control:

- Any new Industrial, Commercial and Institutional development proposals,
- Any addition to an Industrial building larger than 185 square metres, unless, at the Commissioner of Planning and Development's consideration, the addition is deemed not to significantly alter the overall function and appearance of the site,
- Any addition to a Commercial or Institutional building larger than 75 square metres, unless, at the Commissioner of Planning and Development's consideration, the addition is deemed not to significantly alter the overall function and appearance of the site,
- Any public or private recreationally-oriented development proposal such as for a golf course and/or golf driving range,
- Any residential development proposal not addressed below,
- Any proposal involving the construction of telecommunications towers,
- Any construction, land development, or alteration of the land form, which is deemed significant by the Commissioner of Planning and Development.



1.4 Developments Not Subject to Site Plan Control:

- Single-family, semi-detached, duplex, triplex, and quattroplex dwellings, unless required by an approval agency as a condition of a previous **Planning Act** approval,
- Pits and quarries in accordance with the **Aggregate Resources Act**, R.S.O. 1990, c.A.8, as amended,
- Commercial buildings less than 465 square metres on agricultural lands zoned for commercial/retail purposes.

1.5 Submission of the Application:

The Applicant may consult with Planning staff prior to submission of the following:

- 20 copies of the completed application form (including 1 with original signatures) as well as 20 **folded** (to letter or legal size) sets of the drawing package,
- 5 copies each of a Stormwater Management Report, a Geotechnical Report and a Traffic Report. Other information reports or studies may be required (depending on the proposed land uses and adjacent land uses), which will be determined during a Pre-consultation meeting with Town staff.
- Engineering Drawing information is to be signed by a Professional Engineer, as applicable.
- Landscape Drawing information is to be signed by a Professional Landscape Architect, as applicable.

This information will be used to consult with various interested agencies. Where the proposal may require a large number of agencies to be consulted, additional copies of the application may be required.



SITE PLAN APPLICATION GUIDE

2.0 Procedure for Site Plan Applications

2.1

Building permits will not be issued by the Town of Halton Hills until such time as, where lands are subject to Site Plan Control, the Commissioner of Planning and Development advises that all requirements and necessary conditions of Site Plan Approval have been fulfilled in accordance with section 41(4) of the **Planning Act**.

2.2

In order to avoid delays, and to ensure that all pertinent information is provided, once formal submission is made, applicants are encouraged to hold preliminary discussions (a pre-consultation meeting) with:

The Region of Halton (regarding municipal servicing),
Conservation Authorities (to determine developable areas of a property) and The Town's Planning, Transportation & Public Works, Recreation & Parks, Fire and Building, Zoning & Enforcement Services Departments.

Note: All planning documents must be completed prior to a Site Plan application being submitted.

2.3

The process time and cost of an application varies depends on the level of complexity. Generally, site plan fees are deemed to be either "Major" or "Minor", but can increase with residential site plan applications.

Major: new development or additions to existing buildings which are more than 25% of the existing building's GFA or more than 185 square metres, whichever is greater,

Minor: small additions to existing buildings (less than 25% of the existing building size (GFA), up to 185 square metres, depending on the total lot area, and at the discretion of the Commissioner of Planning and Development).

2.4

Applications are to be prepared in accordance with the Town of Halton Hills Site Plan requirements (section 4.0 of this manual), and include the completed application forms, fees, drawings, and studies (signed with a seal by a Professional i.e. Planner, Engineer, Architect, or Landscape Architect). If an application package is not deemed as "Complete", the application will be returned to the proponent and not accepted by the Town of Halton Hills Planning and Development Department.

2.5

At the time of application, the Property Owner is required to post a sign(s) on the property indicating that a Site Plan submission has been made. A sign shall be posted on each portion of the property having frontage on a road. Each sign must be clearly displayed for both pedestrian and vehicular traffic. Signs are available from the Planning and Development Department. In addition, owners of lands adjacent to the subject property are notified by mail that an application has been received.

2.6

When a completed Application Form and the full drawing sets are submitted to the Planning and Development Department, the entire application package will be circulated to municipal departments and outside agencies (when required) for comment, with a requirement for those departments and agencies circulated, to return their comments and conditions of approval to the Planning and Development Department within 15 business days.

2.7

Upon review of the application, and receipt of all comments and/or conditions from circulated departments and outside agencies, the Commissioner of Planning and Development will issue a letter to the applicant outlining:
Full approval;
Conditional approval; or,
Denial of the application.

2.8

If full approval is granted, the applicant may proceed to secure a building permit (if necessary), or proceed with site works, in accordance with the approved Site Plan. Final Approval is deemed to be the date on which the site plan drawings are approved (signed and stamped) by the Commissioner of Planning and Development, or his/her designate.



SITE PLAN APPLICATION GUIDE

2.9

If conditional approval is granted, the applicant is required to acknowledge receipt of this decision in writing. If the applicant does not acknowledge the conditions of approval within 20 days of the date of issuance of the conditional approval letter, the conditional approval will be deemed as uncontested by the applicant, and it is assumed that the applicant is working to fulfill the conditions. Should the applicant have concern, or question, with the matters contained within the conditional approval letter, they must submit these concerns, in writing, within the 20-day period.

2.10

Failing resolution of the conditions of approval with Planning staff, the applicant may request, in writing, the Commissioner of Planning and Development to refer the dispute to the Town's Community Affairs Committee. If the Committee chooses to conduct a hearing, the applicant must post notice of such on the subject property. The hearing will be public, and the Committee will make a recommendation to Council. Council's decision shall be in writing and issued by the Town Clerk to the applicant, and to each person who requested notice of the decision.

2.11

With the issuance of conditional approval, the Town will set out the requirements an applicant is expected to address in order to achieve full and final approval of their site plan proposal. The applicant will be required to revise their site plan drawings and resubmit these to the Town for approval.

2.12

Twelve (12) copies of the revised Site Plan package are to be submitted to the Planning and Development Department. Upon final approval, these drawings will be signed by the Commissioner of Planning and Development, or his/her designate, prior to the issuance of any Building Permit(s), and the development of a site must be in accordance with the approved Site Plan.

Note: Should the applicant require more than two (2) opportunities to submit their revised proposal and satisfy the Town's administration with respect to their site plan, following conditional site plan approval, the applicant must submit a fee of \$250.00 with each subsequent submission of the revised drawing package until such time as the site plan drawings are approved.

2.13

When the approval of a Site Plan application is accompanied by specific conditions, required securities, and/or the perpetual maintenance of any on-site facilities, the provisions of such will be referenced in a Site Plan Agreement, to be executed between the Property Owner and the Town. The Site Plan Agreement will be registered on title of the property.

(* See Letter of Credit Format in this package).

2.14

Prior to the issuance of a building permit, the proponent will be required to submit a cash-in-lieu of parkland payment, in accordance with the provisions of the Town's Official Plan and Cash-in-Lieu By-law No. 2002-0152, as amended.

(* See Recreation & Parks Department staff for details).

2.15

The Property Owner must fulfill the Conditions of Site Plan Approval within one (1) year of the date of issuance of the Building Permit, unless otherwise noted in the Conditions of Approval. If the Property Owner fails to fulfill the Conditions of Site Plan Approval within the stipulated time period, the permit may be revoked; in which case, the site must be restored to its original condition.

2.16

If a building permit is not required upon final site plan approval, the Property Owner must fulfill the Conditions of Site Plan Approval within one (1) year of the date of the Site Plan's final approval, unless otherwise noted in the Conditions of Approval. If the Property Owner fails to fulfill the Conditions of Site Plan Approval within the stipulated time period, the site must be restored to its original condition.

2.17

If the Property Owner fails to fulfill the relevant conditions within the stipulated timeframe and constructs anyway, the Town of Halton Hills may initiate proceedings under the **Building Code Act** and/or the **Planning Act**.



SITE PLAN APPLICATION GUIDE

2.18

If a Building Permit is not obtained within the timeframe stipulated in the Conditions of Approval, Site Plan approval will lapse. The applicant may however, apply for consideration of an extension to the Site Plan approval, complete with the requisite fee, prior to the lapsing date.

2.19

If a Site Plan application is denied, a Building Permit will not be issued.

2.20

The Town of Halton Hills will not issue partial building permits.

2.21

Any Security held by the Town shall only be released upon the satisfactory completion of all site works and the fulfillment of all Conditions of Site Plan Approval, as documented to the Director of Finance by the Commissioner of Planning and Development, or the Director of Building, Zoning & Enforcement Services.

Note: The Town reserves the right to use any security held by it, to complete the Site Plan works, should works remain outstanding after 12 months from the date of issuance of the building permit or such other period of time as approved in writing by the Commissioner of Planning and Development.

2.22

In accordance with Section 41(12) of the **Planning Act**, the Property Owner of the land may appeal a Site Plan, or condition of Site Plan approval, to the Local Planning Appeal Tribunal. No other persons may appeal the Site Plan application, or specific condition of Site Plan approval.

Note: A Site Plan application will be considered at the same time as any Official Plan Amendment and/or Zoning By-law Amendment or Minor Variance applications applicable to the same site, but will not be approved until such time as the Official Plan Amendment and/or Zoning By-law Amendment or Minor Variance process(es) has been completed.

2.23

In accordance with Region of Halton development guidelines, site plan applications may be required to submit a Phase One Environmental report.

3.0 Drawing Requirements for Site Plan Applications

All drawings submitted, as part of the site plan drawing package, must be ANSI "D" size prints (24"x36"), in a scale of between 1:200 and 1:500, with metric figures (imperial conversion in brackets if desired). The same scale must be used for all drawings for comparison purposes.

Twenty (20) folded sets of the drawing package must be submitted, plus three (3) ANSI "A" size (8½"x11") - indicating existing and proposed items (i.e. buildings, elevations, entrances etc.).

3.1 Site Plan

A. Plan of Survey

Key Plan indicating property location
Land Area (incl. property dimensions)
Scale and North Arrow
Abutting Road(s) Width(s)
0.3 metre (1 foot) Reserves

Surveyed natural limits (i.e. ESA, top-of-bank, wetland etc.)
Buildings and Property Boundaries (incl. bearings)
Easements, Daylight Triangles and Rights of Way
Tree and other vegetation locations

B. Basic Information Plan

Density (FSI, ground floor coverage)
Land Area (incl. property dimensions)
Building Envelopes (existing and proposed, with dimensions, building and gross floor areas by use, perimeter heights, storeys, setbacks, distances between buildings)
Dwelling Units (number, type, size - per building)
Location and identification of streets, road widenings, 0.3 metre reserves, daylight triangles, and pavement widths
Outdoor/Private Amenity Areas (unit related and common facilities where multi-residential or mixed use, include dimensions)
Parking and Loading Spaces (number, handicapped parking stalls, dimensions, setbacks, and building access)
Water supply for fire fighting purposes
Surrounding Land uses/Abutting Lot Buildings
Building setbacks
Type, size and location of all signs
Key Plan, Scale, North Arrow, Professional Stamp
Exterior building and parking lot lighting indicating type, wattage and height
Building entrances, including spot elevations at entrances to indicate flush thresholds
Location of Fire Department connections and fire routes

Existing Conditions and Proposed Works
Location and description (size/designation) of all natural features and setbacks, including valley limits, watercourses, floodplain, woodlands, wetlands etc., including surveyed natural limits
Outdoor Storage Areas (size and height, description of stored items)
Utilities: Overhead and Underground (i.e. Hydro, Gas, Bell, Cable, Fibre Optics, Municipal Water Services)
Driveway and entrance details and pedestrian ways showing surface type, method of access and direction of traffic flow
Existing and proposed buildings, landmarks, easements, rights-of-way and/or any encumbrances of the lands
Natural features on the site
Location of area with, or designated for, wells and septic/tile field
Width of Landscape Areas
Snow Storage Areas
Type and height of existing and proposed fences
Refuse storage facilities, location and type of enclosure, and screening details
Underground parking structures and setbacks to property boundaries



3.2 Grading & Drainage Plan

All items must include existing and proposed

Proposed and existing grades adjacent to buildings, natural features and setbacks, and on adjacent properties showing transition of gradients (to 15 metres in)

Municipal and/or private fire hydrants, underground fire mains, and standpipe/ sprinkler siamese connection locations

Lateral invert elevations at the storm main

Retaining wall locations and details including top and bottom elevations

Location of existing driveways on adjacent properties that are within 6 metres of the mutual property line

Location of existing driveways located opposite the subject property

Detail of sediment and erosion control methods

Location of watercourses (incl. top-of-bank locations)

Detailed Stormwater Management methods and minor and major system flows with arrows indicating the direction of stormwater flow to an adequate outlet facility

Size, elevations and grades of existing and proposed onsite and/or municipal services (i.e. water, sanitary sewer, storm sewer, hydrants), incl. pipe size, invert elevations, pipe slopes and bedding details

Top and invert elevations for catchbasins and manholes

Location and identification of streets, road widenings, 0.3 metre reserves, daylight triangles, pavement and centreline widths

Easements and rights-of-way or any encumbrances of the lands

All catchbasins and manholes

Topography (i.e. contours) in 0.5 metre intervals

3.3 Landscape Plan

Plant schedule including a list of botanical names, common names, number of sizes of plants (i.e. calliper)

Existing vegetation (i.e. woodlots, hedgerows, specimens)

Location and description of wetlands and watercourses (incl. top-of-bank locations)

All existing and proposed planting

Other Natural Features as Necessary

Landscape features

3.4 Building Elevations

- Elevation drawings for all exterior walls (including entrances, loading bays and proposed materials)

- Perspective drawings are encouraged

3.5 Report & Study Requirements

At submission stage:	At discretion of Director of Engineering:
▪ Stormwater Management Report ▪ Geotechnical Report ▪ Traffic Report	▪ Siltation Report ▪ Environmental Site Assessment and Remediation Report ▪ Tree Preservation and Inventory report ▪ Noise report

Note: As part of the drawing package, the applicant is required to provide:

- A cost estimate for the construction of all site works (external to any buildings/structures), to the satisfaction of the Transportation and Public Works Department.
- A cost estimate for all landscape works proposed for the site, to the satisfaction of the Recreation & Parks Department.

All cost estimates must include 20% contingency and 7% G.S.T. These cost estimates will form the basis of securities required as part of the site plan approval.



4.0 SITE PLAN STANDARDS

4.1 Urban & Site Design

All Site Plan applications must be in conformity with the Town's Urban Design policies and Urban Design Guidelines in effect for the entire Town, and specifically, for the subject property. Proposals are required to preserve natural features and conserve heritage features within the development area. It is expected that all proposals will compliment, and be sensitive to, the existing architectural quality, scale and character of the built form and public spaces on adjacent properties, and in the greater community. Proposals are encouraged to maintain a consistent streetscape theme within the public realm through the placement of buildings; for the purpose of fostering an enhanced area identity, and improving the pedestrian and cycling environment. In addition, the visual impact of expansive parking areas and open storage areas is to be eliminated or minimized where possible, through appropriate siting and proper landscape treatment.

4.2 Berming Standards

Berms over large areas shall be arranged in a varied manner, using different slopes and heights. Earth berms and grass slopes should have a 3:1 maximum grade. Steeper slopes are possible with other types of plantings. Grass swales should slope at least 50:1.

4.3 Grading Standards

Grading shall be approved by the Town's Transportation and Public Works Department or in accordance with standards approved by the Transportation and Public Works Department. The Transportation and Public Works Department will identify which proposed developments require grading certification by an O.L.S. or Professional Engineer prior to building permit issuance. Grading shall also be consistent with a Site Servicing Plan and shall provide proper drainage of the landscaped areas without causing soil erosion or ponding and shall be designed so as to minimize damage caused by road salt. The grading specifications for landscaped areas should include a maximum grade of 3:1 for turfed or sodded areas and a maximum grade of 5% for planting areas and private yards. Buildings and other site developments should not interfere with surface drainage. Lot grading generally should match the natural conditions on adjacent properties, unless there is an approved plan establishing other conditions. The structural design of any retaining

wall over 1.2-metres in height or any retaining wall located on a property line is to be shown on the Site Grading Plan for the subject site and is to be approved by a qualified Professional Engineer.

Underground parking structures with landscaping are to be capable of supporting the following loads: 15 cm of drainage gravel plus 40 cm topsoil for sod;

15 cm of drainage gravel plus 60 cm topsoil for shrubs;

15 cm of drainage gravel plus 90 cm topsoil for trees.

A minimum slope of 2% on the roof slab must be provided in planter areas. Adequate grading information must be provided to ensure minimum coverage for landscape areas.

4.4 Parking and Loading Space Standards

The parking and loading requirements of the Zoning By-law are to be provided in usable spaces, properly surfaced and demarcated. All materials used should be capable of being indelibly marked to designate the parking spaces provided.

Parking areas shall be directed away from the pro street line, or 3.0 metres to a property line except where otherwise permitted by the requirements of the By-law, and should not be located in a yard adjacent to a Residential Zone. Where located in such a yard, adequate screening in the form of a landscape buffer should be provided as per the aforementioned statistics. Parking should generally be located convenient to the building entrances it is to serve, and adjacent to pedestrian walkways. Large areas of parking shall be enhanced by curbed landscaped traffic islands consisting of trees, shrubs, ground cover plantings, or a combination thereof (approximately 1 landscaped island for every 25 parking spaces, or as site conditions permit). Traffic island surfaces shall be either sodded or consist of cosmetic paving materials (i.e. interlocking brick or coloured concrete). A minimum traffic island width of 1.8 metres measured both at the street line and a point 1.2 metres outside of the curb line, may be permitted between adjacent oneway driveways serving as a combined entrance/exit facility. No more than 15 parking spaces should be permitted in a row without an interrupting minimum 3 metre width planting area. The design of driveway and parking aisle intersections should ensure adequate visibility of intersecting traffic movements.

4.4.1 Parking spaces for Residential Uses

Parking spaces for residential uses shall be designed to reduce the impact of fumes, noise, and lights on the occupants of the residential building. Impacts shall be minimized by:

- i) Locating driveways, traffic islands, and parking spaces to avoid headlight glare into windows and outdoor living areas by using a parallel parking arrangement
OR
- ii) Providing a minimum 3 metres separation buffer with planting or fencing between parking spaces or areas and private amenity areas. Private outdoor spaces which are more than 1 metre lower than a common parking lot should be separated by not less than 7.5 metres with appropriate screening and by not less than 15 metres without appropriate screening.

4.4.2 Handicapped Parking Requirements (General)

Number of Parking Spaces	Number of Required Handicap Spaces
1 – 19	Nil
20 – 200	1 minimum
201 – 400	2 minimum
For each additional 400 or part thereof	1 minimum to a maximum of 20

4.4.3 Handicapped Parking Requirements (Hospital / Medical Clinic or Centre)

Number of Parking Spaces	Number of Required Handicap Spaces
1 – 30	1 minimum
31 – 60	2 minimum
61 – 100	2 minimum
For each additional 30 or part thereof	1 minimum to a maximum of 12

4.4.4 Handicapped Parking Stall Requirements

Parking stalls designated for the use of a vehicle operated by, or carrying, a physically disabled person shall be:

- Constructed of a hard surface and level,
- Constructed with a minimum width of 4.4 metres and vertical clearance of 2.75 metres,
- Constructed near sidewalks, paths and walkways with ramps, depressed curbs or other appropriate means,
- Constructed with sufficient clearance around the vehicle from any objects or obstacles which may obstruct or impede accessibility,

- Identified by signage to Town standards,
- Located at the end of a row of parking stalls, in close proximity to a building entrance

4.5 Pedestrian Walkways & Access Standards

Public walkways to the public entrances of buildings shall be barrier-free to provide access from parking areas and municipal sidewalks. Planting of shade trees, if viable, on walkways may provide protection from inclement weather. Where there are pedestrian crossings of major driveways, they shall be demarcated or surfaced in a different material to that of the vehicle circulation and parking area, to improve pedestrian safety. The site plan shall indicate the provisions for barrier-free access for the handicapped throughout the site.

4.5.1 Walkways

Pedestrian walkways must be raised approximately 15 cm from vehicular traffic to provide definition and protection of pedestrian traffic.

Standard minimum width of a pedestrian walkway is 1.5 m.

Standard minimum width of a pedestrian walkway adjacent to the end of parking stalls is 2.2 m.

Walkways are to be a hard surface material other than asphalt.

The maximum slope for pedestrian walkways should be 10:1 for grade and 50:1 for crossfall.

Pedestrian walkways to building entrances are to be provided from the following areas:

- Parking areas
- Municipal sidewalks (including adjacent bus stops)
- Park Path Systems (applicable only on Multifamily residential)
- Common amenity areas

4.5.2 Curbing

Type and location of curbing; note that continuous 15 cm high barrier type poured concrete curbing (OPSD 600.010) will be required in the following areas:

Between vehicular routes/parking stalls and landscape areas,

Major internal vehicular routes are to be defined with minimum 3 m wide raised and curbed traffic islands,

Vehicular accesses to the site are to be defined by a minimum 3 m wide landscape area.



SITE PLAN APPLICATION GUIDE

4.6 Acoustical Wall Standards

The height, location, materials and specifications of any required acoustical walls or fences shall be in accordance with the requirements of an approved Noise Study.

4.7 Interior/Exterior Garbage Storage Facilities Standards

Generally, all garbage should be stored inside the building(s) and moved to the point of collection on collection day.

If garbage is stored outside, a properly designed enclosure is required, which shall be shown on the site / landscape plans for approval.

Garbage storage facilities shall be located where convenient for the user, and where there is appropriate access for the truck. They shall be located in an inconspicuous location and/or screened from the street by landscaping.

Garbage storage facilities shall be fully enclosed with walls by an opaque barrier (swinging gate) with the following dimensions to allow for commercial pick-up:

BIB (Size)	Enclosure Dimensions (Minimum in metres)		
(cu. m.)	WID	HGT	LGTH
1.5	3.05	1.5	1.0
2.3	3.05	1.5	2.0
3.1	3.05	1.5	2.3
4.6	3.05	1.7	2.6
6.1	3.05	2.1	2.6

The design features of access driveways to garbage storage facilities should include a minimum width of 3.7 metres and a minimum turning radius of 12.2 metres.

Where public refuse collection is to be provided, the number, location and specifications of any required garbage storage facilities will be to the satisfaction of the Town's Transportation and Public Works Department.

4.8 Signage Standards

Signs shall comply with the applicable Sign By-law. They should not block sight lines for vehicular traffic and shall not be located within the road right-of-way. Signs shall be of an appropriate scale and be sensitive to the overall streetscape.

All ground signs should be on a solid base designed in a manner consistent with the building

design and should be integrated into the landscape design.

For all commercial and multiple industrial complexes, all signage and fascia signs must be included in the site plan submission and be shown on the elevation drawings and be approved as part of the site plan. Approved signage require a sign permit.

All tenant fascia signs should be coordinated and be an integral part of the building design.

If the applicant selects individual lettering for the tenant signage and the tenants are unknown, signage guidelines including height, location and size must be included on plan. In these cases, a sign variance for each tenant would be required as part of the sign permit application to ensure signage adhere to the signage guidelines indicated on the site plan.

4.9 Lighting Standards

All lighting shall be designed to "Illumination Engineers Society" guidelines. Consideration shall be given to ensure that proposed lighting levels are uniform throughout the development yet provide sufficient illumination of the site for pedestrian security and safety, functional vehicular movement, and enhancement of external building design and landscaped open space. The glare from on-site lighting shall not be cast onto adjacent residential properties or onto adjacent public streets, and must maintain a lighting level of zero foot-candles at the property line. For non-residential uses, the maximum height of all yard lighting fixtures shall be 27 metres. For multiple dwelling residential uses, the maximum height of all yard lighting fixtures shall be 10 metres.



4.10 Fire Routes

Fire and Emergency Services access routes shall:

- Be connected to a public thoroughfare by an entrance not less than 6 m wide,
- Provide access to the building faces as required by the **Building Code** 1997, as amended, subsections 3.2.2 and 3.2.5,
- Have a clear driving width not less than 6 m,
- Be located not less than 3 m and not more than 15 m from the face of the building (measured horizontally and at right angles),
- Have an overhead clearance not less than 5 m,
- Have a centre line turning radius of not less than 12 m for any change in direction of the access route complete with 3 m clearance from the centre line to any obstruction such as islands or parking,
- Have turn-around facilities for any dead end portion of the access route exceeding 90 m,
- Be designated as per the Town's By-law, as amended, prior to occupancy of the building,
- Be constructed of hard surface material such as asphalt, concrete or lockstone and designed to support a load imposed by fire fighting equipment and have a change in gradient of not more than 1 in 12.5 (8%) over a minimum distance of 15 m,
- Emergency fire access routes, other than normal vehicular routes, are to be interlocking paving or poured concrete.

4.11 Landscaping Standards

4.11.1 Existing Conditions

Landscaping plans shall include the location, nature, and dimensions of all natural and man-made features such as ravines, berms, swales, ponds and ditches. Significant existing vegetation should be identified by the predominant tree species, average diameter and general condition within the zone. The outside limit of the limit of canopy and base of trunk, species type, size, height, condition, and quality shall be clearly indicated on the plan drawings and retained on the site, where possible. Existing trees and shrubs to be removed shall be indicated with a broken line.

The Town's Administration may require, as a condition of approval, that the applicant provide a Tree Survey Plan. The purpose of a Tree Survey plan is to identify the existing vegetation on site and determine what can be preserved within the proposed site development. It is recommended that the applicant speak to the

Landscape Architect reviewing the proposal to determine whether a Tree Survey is required.

The following information is generally required on the Tree Survey Plan (some items may not be pertinent to a particular project; other projects may require additional information).

A. Tree Survey Plan -

Site Development Information

- Detailed layout of the proposed site plan showing building locations, driveways, parking areas, walkways, etc.,
- Existing and proposed grades (contours and spot elevations),
- Location and type of services and utilities,
- Construction area requirements (area around the proposed buildings required for excavation of foundations and access during construction).

B. Tree Survey Plan -

Requirements for Vegetation Information

- **Individual Trees**
 - Location of each tree exceeding 100 mm: 100-200 mm measured 300 mm from the ground, and greater than 200 mm measured 1.4 m from the ground (refer to I.S.A. standards),
 - Location of general areas of smaller trees or shrub growth,
 - Existing grade at the base of the trunk,
 - Species of specimen plant material,
 - Limit of canopy and existing grade at that point
 - Size of plant material (height),
 - Crown of tree,
 - Condition (state of health),
 - Quality of tree with regard to species,
 - Sensitivity of tree to development,
 - Indicate whether the tree is to be retained or removed (state reasons if the tree is to be removed).
- **Groupings or Woodlots**
 - Location of the outermost trees and existing grade at the base of the trunk,
 - Limit of canopy and the existing grade at that point,
 - Predominant species within the zone to be preserved,
 - Average diameter of trees within the zone measured 1.4 m above ground,
 - General condition within the zone.

All existing trees allocated for preservation should be properly tagged on site in accordance with the Tree Survey Plan and protected with hoarding beyond their drip-line prior to issuance of building permits.

4.11.1.1 Specifications for Preservation

The landscape plans shall include specifications for the protection and preservation of existing trees and shrubs. All existing trees and shrubs to be retained shall be fully protected with snow fencing erected beyond the "drip line". Groups of trees and other existing plantings to be protected shall be secured in the same manner with snow fencing around the entire group(s). Areas within the protective fencing shall remain undisturbed and shall not be used for the storage of building materials or equipment. No rigging cables shall be wrapped around or installed on trees. Surplus soil, equipment, debris, or materials shall not be placed over root systems of the trees within the protective fencing. No contaminants will be dumped or flushed where feeder roots of trees exist. Where limbs of trees are removed to accommodate construction work, they will be removed carefully and the exposed wood shall be treated, if necessary. Where root systems of protected trees are exposed directly adjacent to or damaged by construction work, they shall be trimmed neatly and the area immediately backfilled with appropriate material to prevent desiccation. Where necessary, the trees will be given an overall pruning to restore the balance between roots and top growth or to restore the appearance of the tree. Trees that have been damaged beyond repair shall be replaced by the developer at his own expense with trees of a size and species as approved by the Town. Alterations to grades around trees to be preserved should be minimized.

4.11.1.2 Specifications for Preservation of Natural Areas and Native Vegetation

Landscape plans shall provide for the protection of existing natural areas, and wherever possible and practical, provide for the preservation and maintenance of native species of plant materials and failing which, provide for the reintroduction of native species of plant materials within areas of restored landscaping.

4.11.1.3 Environmental Impact Study Terms of Reference

The purpose is to determine the impact of the proposed development on the existing site conditions, and recommend ways to minimize environmental impacts. It is recommended that the Applicant speak to the Landscape Architect reviewing the proposal to determine whether a full or scoped E.I.S. is required.

4.11.2 Landscape Requirements

The following are landscape standards. Applicants are encouraged to work with their consultants to provide innovative or alternative designs that address the criteria outlined in the General Principles.

General Criteria for All Developments:

- Landscape screening (trees and shrubs) and/or fencing is required for all exposed parking, driveways, storage, service and garbage areas adjacent to other uses,
- Landscaping is required adjacent to municipal roadways. Where the above item is not applicable, the building setback is to be landscaped,
- The landscape requirements will be applied according to the actual land use and not the zoning (i.e. Office and Commercial uses in an Industrial zone),
- The landscape requirements along property lines will be applied based on the type of existing use of future land use, whichever is greater.

Requirements adjacent to Ontario Hydro Corridors will be the same as developments adjacent Greenbelt lands.

4.11.2.1 Landscape Screening Criteria

Landscape screening is required to reduce the impact of parking, loading areas, other non-compatible uses and is to be in accordance with the Town's municipal By-law No. 2002-0060. Screening shall consist of one of the following:

- Berming (1 m high minimum with a maximum 3:1 slope) and planting consisting of shrubs and coniferous trees,
- Planting consisting of shrubs and trees with 50% being coniferous planting,
- Low decorative screen walls (1 m high),
- Other site specific methods appropriate to the application.

Plant Material Specifications

Minimum acceptable size for plant material:

- Deciduous trees 60 mm calliper
- Malus sp. 45 mm calliper
- Coniferous trees 1.5 m height
- Deciduous shrubs 60 cm height
- Coniferous shrubs 40 cm spread
- All plant material to conform to the Canadian Nursery Trades Association Metric Guide Specifications and Standards,
- All sod is to conform to the Canadian Nursery Sod Growers' Specifications,
- No planting will be permitted within a drainage swale,

All shrubs to be installed in continuous planting beds with shredded bark mulch.



SITE PLAN APPLICATION GUIDE

Deciduous Tree Planting: Minimum On Centre Spacing (in metres)

Proposed Land Use	Commercial	Industrial	Institutional	Residential	Municipal Street	Greenbelt and Park
Commercial	12	9	9	6	7.5	9
Industrial	9	N/A	9	6	7.5	9
Institutional	9	9	9	6	7.5	9
Residential	6	6	6	6	*7.5	9
Municipal Street	7.5	7.5	7.5	*7.5	N/A	N/A
Greenbelt and Park	9	9	9	9	N/A	N/A

The requirements of this chart are in addition to any landscape screening requirements. It is acceptable to provide an equivalent number of trees (based on the spacing formula) in groupings along the property line.

* Townhouse Dwellings require one tree per lot (space permitting) along the street: no planting is allowed on the property lines. The use of small ornamental trees is encouraged to complement the streetscape.



SITE PLAN APPLICATION GUIDE

Fencing Requirements

All proposed fencing must be consistent with the Town's Fencing By-law. Where there is a conflict with the By-law and these Standards, the By-law will prevail to the extent of the conflict.

- Solid Wood Screen Fencing: Acceptable details may be provided upon request, but alternatives for all types of fencing will be reviewed:
 - Height to be 1.6 m to 1.8 m
 - Footings minimum 1.2 m deep in poured concrete
 - Posts spacing maximum 2.4 m on centre
 - Construction grade wood material is not acceptable
 - All hardware to be galvanized
 - Step fencing on slopes in 0.3 m increments
- Heavy Construction Fencing: Heavy construction fencing is used to separate residential uses from commercial or industrial. The fencing is an upgrade of the solid wood screen fence. In addition to those standards, the following should be incorporated:
 - Minimum post size 150 mm x 150 mm
 - Minimum section thickness 50 mm
 - Heavy construction fencing may also take the form of concrete or masonry acoustical walls
 - Locate 0.3 m within commercial property from adjacent residential use
- Chain Link Fencing: Black vinyl coated chain link fence is required for areas not secured through Plan of Subdivision. Refer to Transportation and Public Works Department standard detail.
- Noise Walls: The acoustical design and structure of the acoustical walls are to be certified by the Consulting Engineer.
- Perimeter Fencing: Fencing that abuts municipal roadways requires an upgraded treatment (i.e. decorative tubular fencing with plant material, masonry pillars, upgraded wood detailing) and must be located 0.3 m within the property line.

Traffic Islands

- Traffic islands are to be a minimum of 3 m wide to accommodate high branching deciduous trees and 0.8 m shorter than the length of the parking stalls.
- The islands are to be raised and designed for low maintenance and salt tolerant plant material. All hard surfaces utilised for islands are to be of a material other than asphalt.

Walkway Surfaces

- Surfaces for all walkways are to be of a hard surface other than asphalt, with the exception of park path connections and some walkways within condominium townhouse developments where open space or recreational facility links occur.
- Walkways are to be a minimum of 1.5 m; or 2.2 m wide where abutting the end of parking stalls. Park paths are to be 2.4 m wide or match existing.

Garbage Enclosures

- Garbage enclosures are required for external garbage storage areas.
- Enclosures are to be detailed in a material similar to that of the building (i.e. masonry). Collection areas are to be adequately screened by planting and fencing.
- Enclosures will be a minimum 2 m high with a 3 m opening and swinging gates.

Play Areas

- Play areas must comply with current Canadian Standards Association and are required for multiple residential dwellings over 20 units.
- Hard surface apron around play areas 1.2 m wide (min).
- Appropriate setbacks from structure to edge of play area.
- Mounting details for structures built on slab.
- Adequate drainage.
- Edging around play areas.
- Children's play spaces and equipment (CAN/CSA 2616-98)

Multiple Residential Development Patio Areas

- All ground level privacy areas must include a patio area.
- Patios, including wood decks, are to be a minimum 11 m² in size, not including stairs.

Park Path Connections

Park path connections may be required by the Recreation & Parks Department or be desired by the applicant. The same construction details as the park pathway must be applied to the connection. An allowance for park reinstatement will be added to the total security for the application.

Planting strips, buffers, and landscape open space areas shall be provided at a minimum in accordance with the requirements of the Zoning By-law, the Site Plan Design Guidelines, and other applicable guidelines.



SITE PLAN APPLICATION GUIDE

4.11.2.2 Commercial Developments

- Special landscape treatment will be required for zero lot-line commercial developments.
- On Mixed Commercial/Industrial Development applications, a combination of Commercial and Industrial landscape requirements will be applied on an individual application basis.

Adjacent Land Use	Minimum Landscaped Width	Fencing Requirements
Public Roads	4.5 m	N/A
Parklands (Greenbelt) & Rural	4.5 m	1.5 m Black Vinyl Chain Link Fence
Commercial	1.5 m	N/A
Industrial	3.0 m	N/A
Institutional (Schools)	3.0 m	1.8 m Chain Link Fence
Institutional others - churches libraries, etc.	3.0 m	1.2 m Chain Link Fence
Residential	3.0 m	1.8 m Solid Screen Fence

*all minimum widths refer to the minimum landscaping buffer strip

4.11.2.3 Commercial Developments – Service Stations

Adjacent Land Use	Minimum Landscaped Width	Fencing Requirements
Public Roads	4.5 m	N/A
Parklands (Greenbelt) & Rural	4.5 m	1.5 m Black Vinyl Chain Link Fence
Commercial	1.5 m	N/A
Industrial	3.0 m	N/A
Institutional (Schools)	3.0 m	1.8 m Chain Link Fence
Institutional (Others)	3.0 m	1.8 m Solid Screen Fence
Residential	3.0 m	1.8 m Solid Screen Fence

4.11.2.4 Industrial Developments

On Mixed Commercial/Industrial Developments applications a combination of commercial and industrial landscape requirements will be applied on an individual application basis.

Adjacent Land Use	Minimum Landscaped Width	Fencing Requirements
Public Roads	4.5 m	N/A
Parklands (Greenbelt) (excluding drainage channels) & Rural	4.5 m	1.5 m Black Vinyl Chain Link Fence
Commercial	3.0 m	N/A
Industrial	N/A	N/A
Institutional (Schools)	3.0 m	1.8 m Chain Link Fence
Institutional (Others)	3.0 m	1.8 m Solid Screen Fence
Residential	7.0 m	1.8 m Solid Screen Fence

4.11.2.5 Institutional Developments (School Sites)

Minimum landscape areas and treatment will be waived if the recreational facilities are combined with those of the Town of Halton Hills.

Adjacent Land Use	Minimum Landscaped Width	Fencing Requirements
Public Roads	4.5 m	N/A
Parklands* (Greenbelt) & Rural	4.5 m	N/A
Commercial	3.0 m	1.8 m Chain Link Fence
Industrial	3.0 m	1.8 m Solid Screen Fence
Institutional (Schools)	1.5 m	N/A
Institutional (Others)	4.5 m	N/A
Residential	4.5 m	1.8 m Solid Screen Fence

SITE PLAN APPLICATION GUIDE

4.11.2.6 Institutional Developments (Others - Churches, Libraries, etc.)

Adjacent Land Use	Minimum Landscaped Width	Fencing Requirements
Public Roads	4.5 m	N/A
Parklands & Rural	4.5 m	N/A
Greenbelt Commercial	3.0 m	1.2 m Chain Link Fence
Industrial	3.0 m	1.8 m Solid Screen Fence
Institutional (Schools)	4.5 m	N/A
Institutional (Others)	3.0 m	N/A
Residential	3.0 m	1.8 m Solid Screen Fence

4.11.2.7 Multiple Occupancy Residential Developments

- Landscape screening of privacy areas from adjacent pedestrian walkways, internal roadways, recreational amenities and service areas. The minimum width is 6.0 m for this item. Should the minimum landscape area width not be achieved, a masonry wall 1.5 m high is required to screen the privacy area. The masonry wall should be of the same material as the architecture of the building. Wood fence is not acceptable in this situation.
- Landscape screening of the rear yard setbacks between privacy areas of townhouse blocks.

Internal Roadway Design

- Streetscape is required along the internal roads (i.e. tree planting and paving).
- Upgraded Landscape treatment is required at the intersections of municipal and internal roadways.
- Streetscape is required between internal roadways and public roads where they are parallel.

Ground Floor Amenity Spaces

- Front entrance walks are required from the driveways to the front entrances of the units. The standard width of a front entrance walk is 0.75 m minimum and should be of a hard surface material other than asphalt.

- Patios which may include wood decks, are required to be a minimum of 11 m² (not including steps).
- Privacy screens (1.8 m high wood screen fence) are required between the rear privacy areas of the units. The standard length of the screens is 3 m minimum between privacy areas and 4.5 m minimum at the ends of the townhouse blocks. (Privacy screens are to screen the entire length of the patio area).
- Privacy Returns may be required depending upon the layout of the townhouse blocks.

Recreational Spaces

- Children's and seniors' recreational facilities are to be identified, located and fully dimensioned on the site plan. The recreational facilities should be screened from adjacent units, privacy areas of adjacent properties, roadways, parking and service areas while providing adequate security. Access connections are to be provided to the recreational facilities. Recreational amenities are to be detailed in the applicant's landscape plan submission.

Adjacent Land Use	Minimum Landscaped Width	Fencing Requirements
Public Roads	4.5 m	N/A*
Parklands (Greenbelt) & Rural	4.5 m	N/A
Commercial	3. m	1.2 m Chain-Link Fence
Industrial	3 m	1.8 m Solid Screen Fence
Institutional (Schools)	3 m	1.8 m Chain-Link Fence
Institutional (Others)	3 m	1.8 m Solid Screen Fence
Residential	3.0 m	1.8 m Solid Screen Fence (1.2 m Chain-Link Fence**)
* Garbage and services areas abutting a public road are to be screened with an architectural wall.		
** High-Rise Development Abutting High-Rise Development Only.		



SITE PLAN APPLICATION GUIDE

4.11.2.8 Townhouse Dwellings

- Landscape screening and/or fencing is required for all rear yard privacy areas adjacent to other uses as shown in Chart 4.10.2.7.
- Fencing adjacent to public roads is to be 0.3 m inside the applicant's property line.
- Side property line fencing adjacent to public roads must extend from the rear property line along the side property line then return to the unit to a location within 3 m in front of the rear wall of the unit, with provision for a gate.
- Any noise wall or fencing included in the developer's subdivision Servicing Agreement will supersede these requirements.
- Front entrance walks are required from the driveways to the front entrance of the units. The standard width of a front entrance walk is 0.75 m minimum and is to be of a hard surface material other than asphalt.
- A minimum of one tree per lot (space permitting) provided along the street. The use of small ornamental trees is encouraged to complement the streetscape.

Adjacent Land Use	Minimum Landscaped Width	Fencing Requirements
Public Roads	Building Setback	1.8 m Solid Screen Fence
Parklands (Greenbelt) & Rural	Building Setback	1.8 m Black Vinyl Chain-Link Fence
Commercial	Building Setback	1.8 m Solid Screen Fence
Industrial	Building Setback	1.8 m Solid Screen Fence
Institutional (Schools)	Building Setback	1.8 m Chain-Link Fence
Institutional (Others)	Building Setback	1.8 m Solid Screen Fence
Residential	Building Setback	1.8 m Solid Screen Fence

4.11.3 Landscape Architect Requirement

Applicants are encouraged to submit landscape development drawings that bear the Landscape Architect's "Ontario Association of Landscape Architect's" membership stamp.

Specifications for the Protection and Preservation of Existing Vegetation Note:

To be included on all Landscape Approval drawings for applications with existing vegetation to be preserved:

- "a) All existing trees which are to remain shall be fully protected with hoarding erected beyond the drip line to the satisfaction of the Recreation & Parks Department prior to the issuance of the building permit. Groups of trees and other existing vegetation to be protected with hoarding around the entire area. Areas within the protective fencing shall remain undisturbed and shall not be used for the storage of building materials or equipment.
- b) No rigging cables shall be wrapped around or installed in the trees and surplus soil, equipment, debris or materials shall not be placed over the root systems of the trees within the protective fencing. No contaminants will be dumped or flushed where feeder roots of trees exist.
- c) The developer or agents shall take every precaution necessary to prevent damage to the vegetation to be retained.
- d) Where limbs or portions of trees are removed to accommodate construction, they will be removed in accordance with accepted arboricultural practice.
- e) Where root systems of protected trees adjacent to construction are exposed or damaged they shall be neatly trimmed and the area backfilled with appropriate material to prevent desiccation.
- f) Where necessary, vegetation will be given an overall pruning to restore the balance between roots and top growth, or to restore its appearance.
- g) Trees that have died or have been damaged beyond repair shall be removed and replaced at the owners expense with trees of a size and species approved by the Recreation & Parks Department.
- h) If grades around trees to be protected are to change, the owner shall be required to take precautions such as dry welling, retaining walls, and root feeding to the satisfaction of the Recreation & Parks Department."



SITE PLAN APPLICATION GUIDE

Proposed Plant Material:

- Plant material is to be clearly located and labelled. A plant list is to include the following:
 - Full botanical name
 - Common name
 - Quantity
 - Size: calliper, height and spread
 - Special remarks
- Main building entrances are to be identified by a landscape area
- All existing and proposed street trees abutting the site are to be shown
- Special landscape treatment is required at the intersection of municipal roads

Landscaping on Municipal Boulevards:

The following should be included on the Landscape Drawings for applications which include landscape works on the adjacent municipal boulevard:

- All existing and proposed street trees abutting the site are to be shown
- The following note:

"The applicant will be responsible to acquire the necessary utility stake outs and approvals from the Public Utilities Coordinating Committee (P.U.C.C.) and/or Transportation and Public Works Department prior to the installation of the landscape works on the municipal boulevard."

Street Tree Relocation:

Where an existing street tree is to be removed or relocated due to the location of an entrance drive or other feature, the following should be included on the Landscape Drawings:

"The owner is responsible to give the Transportation and Public Works Department a minimum of five (5) days notice prior to the relocation or removal of the street tree(s)."

Parkland Note:

The following should be included on the Landscape Drawings for applications which include landscape works on the adjacent municipal boulevard, and/or projects abutting parkland:

- Location of all street furniture, lighting, entry features and bicycle racks
- Provide details and/or specifications for the following items:
 - Planting
 - Garbage enclosures
 - Hard surface paving
 - Handicapped parking and signage
 - Retaining walls and steps
 - Fencing
 - Ground signs (where applicable)
 - Play areas and equipment
 - On slab planting and structures
 - Other features requiring clarification
- The following note:

"We will be responsible to give a minimum of one (1) week written notice to the Manager of Parks & Cemeteries, prior to any construction within the park.

We will also accept responsibility to make the necessary repairs to the public lands incurred by the construction of this application to the satisfaction of the Town of Halton Hills, prior to the issuance of the Completion Notification Certificate from the Landscape Architect.

Signature of Owner

Name of Owner

Date"



SITE PLAN APPLICATION GUIDE

Owner's Note:

The following note should be included on the approved Landscape Plans for Site Plan Approval:

"We agree to complete all works and fulfill all conditions of site plan approval within 12 months of the issuance of the building permit or in the case where a building permit is not required, within 12 months of the granting of final site plan approval, and will retain the Landscape Architect to make periodic site inspections. Upon completion of the works we will forward to the Town of Halton Hills a copy of the Completion Notification Certificate from the Landscape Architect and the applicable inspection fee.

Any revision to the site and landscape plans will be submitted to the Planning and Development Department, Town of Halton Hills for review and approval, prior to the commencement of the works.

We hereby authorize the Town, its authorized agents, servants or employees to enter upon our land to carry out inspections from time to time and agree to indemnify the Town and its authorized agents and save them harmless from any and all actions arising out of the exercise by the Town, its authorized agents, servants or employees of the rights hereby given to them. We undertake to notify the Town forthwith of any change of ownership of the said lands.

Signature of Owner

Name of Owner

Address

Date"

Owner's Note (Certificate Waived):

Where it has been determined by Town Staff that an industrial development has minimal impact on the site or the surrounding area, the requirement for a Completion Notification Certificate from the Landscape Architect may be waived. The Applicant is to notify the Town of completion of all site works and pay the applicable inspection fee.

"We agree to complete all works and fulfill all conditions of site plan approval within 12 months of the issuance of the building permit or in the case where a building permit is not required, within 12 months of the granting of final site plan approval, to the satisfaction of the Town of Halton Hills.

Any revision to the site and landscape plans will be submitted to the Planning and Development Department, Town of Halton Hills for review and approval, prior to the commencement of the works.

We hereby authorize the Town, its authorized agents, servants or employees to enter upon our land to carry out inspections from time to time and agree to indemnify the Town and its authorized agents and save them harmless from any and all actions arising out of the exercise by the Town, its authorized agents, servants or employees of the rights hereby given to them. We undertake to notify the Town forthwith of any change of ownership of the said lands.

Signature of Owner

Name of Owner

Address

Date"

Townhouse Dwellings Note:

To be included on the Landscape Approval drawings for townhouse dwelling developments:

"We the owners will be responsible to advise all purchasers and potential purchasers of the requirements of the landscape plans as they pertain to their lot. We further agree to make the appropriate arrangements with the occupants of the units for the implementation of the landscape works.

Signature of Owner

Name of Owner

Address

Date"



4.12 Cash-In-Lieu Of Parkland

Town of Halton Hills By-law No. 2002-0152 outlines specific requirements related to the conveyance of land to the Town for a public park as a condition of development or redevelopment of lands within the Town.

The key issues found within By-law No. 2002-0152 include:

- Definition of development as construction, additions to buildings, establishing parking lots, trailer sites and mobile homes (under certain conditions),
- The By-law applies to all lands within the Town except:
 - Town and Region or local board
 - Province of Ontario or Government of Canada
 - Boards of Education
 - Halton Hills Hydro
 - Hospitals
 - Places of Worship
 - Non-residential farm buildings
 - Development that does not need a building permit
- The conveyance of land will be based on either two (2) or five (5) percent of the land proposed for development or redevelopment or at a rate of 1 hectare per 300 dwelling units. (* see By-law No. 2002-0152),
- The value of the land will be determined as of the day prior to the issuance of development approval,
- A cash-in-lieu value for each site plan submission is determined by an independent appraisal,
- The valuation will not be initiated until a satisfactory site plan has been received. Applicants must allow two to three weeks for a full appraisal value to be determined,
- Where required, cash-in-lieu of parkland dedication payments must be made to the Legal Co-ordinator, in cash, certified cheque, or money order, prior to the execution of the Site Plan Agreement. Where an Agreement is not a requirement of approval, payment shall be made to the Planning and Development Department,
- Payments may be made under protest and relief from the conditions of By-law No. 2002-0152 sought through delegation at Council and/or referral to the Local Planning Appeal Tribunal.

4.13 Site Plan Securities

4.13.1 Cost Estimate Requirements

Letters of Credit for all types of site plan applications shall be referred to as Site Plan Letters of Credit and be applicable to all items shown on all drawings approved as the Site Plan Drawing Package.

The applicant is to submit a cost estimate for review by the Transportation and Public Works Department. Estimates must be prepared and stamped by a professional Engineer who is in good standing.

The cost estimate will be reviewed by the Transportation and Public Works Department using standard unit costs for site works as developed by the Department. The cost of engineering site works will form the basis for the amount of the Site Plan Letter of Credit.

The applicant is to also submit a cost estimate for review by the Recreation & Parks Department. Estimates prepared and stamped by a Landscape Architect who is in good standing with the Ontario Association of Landscape Architects are preferred.

The cost estimate will be reviewed by the Recreation & Parks Department using standard unit costs for site works as developed by the Department and representatives from the Ontario Association of Landscape Architects. The cost of landscape works will form the basis for the amount of the Site Plan Letter of Credit.

The cost estimate is to include the cost and installation of all site materials, exterior to any buildings.

4.13.2 Security Requirements

Securities (Letters of Credit) may be utilized to ensure the completion of the site and landscape works shown on the approved Site Plan drawings. It may not be used for the payment of outstanding consulting fees. Tree preservation assessments may require an additional growing season: securities may be held for two years if the hoarding is not in place during all phases of construction or damage due to construction practices is observed.

Letters of Credit must be to the satisfaction of the Director of Finance. Certified cheques, bank drafts or cash are acceptable forms of security. Inquiries may be directed to the Director of Finance. (* An example of the Standard Unit Costs for Landscaping Site Works, and a sample Letter of Credit are attached to this package.)



SITE PLAN APPLICATION GUIDE

4.13.3 Insurance Certificates

Prior to the issuance of final site plan approval; the owner shall be required to provide the Town with a certificate of insurance, in accordance with the Town's standard form, certifying that the owner has obtained insurance coverage in respect of any one accident or occurrence in the amount of at least \$5,000,000.00. (* A copy of the Town's standard form of Certificate of Insurance is on page 35 of this package.)

4.14 Site Plan Revisions

Revision to the Approved Site Plan Drawings must be submitted to the Planning and Development Department. Specifically:

- Condominiums: No revisions to the Landscape Plans will be permitted after the registration of the condominium without written consent from the condominium board,
- Townhouse Dwellings: No revisions to the Approved Landscape Plans will be permitted without the written consent of the owner of the property,
- Rezoning Applications: Drawings submitted in support of a rezoning application may have minor revisions made to them as part of the Site Plan Approval process, but major changes to the scope of work will not be permitted.

4.15 Site Works Approvals Requirements

- All site and landscape works are to be completed in accordance with the approved Site Plan Drawings,
- Any revisions to the approved works must be approved by the Recreation & Parks Department,
- The owner is obligated to ensure that the following items are completed prior to requesting an inspection:
 - final coat of asphalt and parking lines
 - handicapped parking stalls, access (curb cuts, flush thresholds) and signs
 - roof top mechanical unit screening
 - signs approved through Site Plan Approval
 - park reinstatement works
- Changes to the approved Site Plan drawings may require a revised Site Plan submission, or as-built Landscape drawings may be required if the built works are substantially different from the approved drawings.

4.15.1 General Site Inspection Policies

- Inspection dates will be set prior to the release of any securities,
- Upon certification of site works, the Letter of Credit will be reduced to a value of no less than \$5,000.00 dollars. Only one (1) reduction to the Letter of Credit will be permitted prior to the approval of the site works by the Transportation and Public Works Department and/or Recreation & Parks Department,
- Contractors' warranties will not be accepted in the place of site works completion for the purpose of a security release,
- Letters of Credit will be cashed by the Town if steps are not taken by the owner to rectify deficient works. Adequate notice will be provided in writing by the Town's Administration prior to cashing the security for site works completion,
- The Town's Administration has advised that securities provided for Site Plan Approval are solely for the completion of site works, and cannot be used for the payment of unpaid consultant's accounts (refer to authority of the municipality in the Planning Act).

4.15.2 Landscape Completion Notification Form

Landscape Architect's Company Letterhead

Site Plan File No.:

Project Address:

Owners Name:

Address:

Tel:

Name of Landscape Contractor:

_____ hereby notify the Town of Halton Hills, Planning and Development Department that the site works as shown on the approved drawing have been completed to our satisfaction. As part of this inspection, we have verified with the owner the installation of:
parking stalls and painted lines
handicap parking stalls
handicap parking signs

We understand that completion of the above noted items prior to the initial inspection will expedite site works approval.

We therefore request a site inspection by the Town of Halton Hills for approval of the site works.

Affix OALA Seal

(* optional)

Landscape Architect's Signature:

Date:

cc: Applicant



SITE PLAN APPLICATION GUIDE

4.15.3 Letters of Credit Reduction Request

Agent / Planner / Engineer / Landscape Architect's Company Letterhead

Site Plan File No.:

Project Address:

Owners Name:

Address:

Tel:

Name of Landscape Contractor:

_____ hereby notify the
Town of Halton Hills that the site works have
been completed as of the date of this letter.

- 1) % of plant material
- 2) % of grading and sodding
- 3) % of fencing
- 4) % of hard surface material
- 5) % of
- 6) % of

Other comments: _____

Since weather conditions do not permit the
Town of Halton Hills to conduct a proper
inspection for approval of the site works at this
time, we request that the applicant be granted a
reduction to the Letter of Credit.

Affix Company Seal

(* optional)

Agent's Signature

Date

cc: Applicant

- c) If excavated material is to be removed from site, the applicant must:

- Submit the selected haulage route to the Town's Engineering Department for approval,
- Submit the name of the contractor providing the haulage service,
- Monitor the haulage route at least twice a day to ensure the route is clean.

Note: Roadways deemed not to comply with the above will be cleaned, without notice, at the owner's/developer's/contractor's expense.

4.17 Sign Requirements

The Applicant shall erect a sign in accordance with the attached instructions and file with the Town of Halton Hills Planning and Development Department a letter agreeing to maintain the sign(s) to the satisfaction of the Town. For all applications, the applicant is required to erect signs in accordance with the following requirements:

- a) The applicant shall erect and maintain, in a structurally sound condition, the required sign(s). For the purpose of these requirements, the applicant means any person, firm or corporation controlling the property under development and shall include any authorized agent or person or corporation controlling the property under consideration and shall include any authorized agent of such person, firm or corporation. The sign shall not be erected prior to filing the application with the Town of Halton Hills.
- b) Development application signs may be acquired from the Town of Halton Hills Planning and Development Department.
- c) The applicant shall remove the sign within 48 hours:
- After withdrawing the application,
 - After having been notified by the Town or the Local Planning Appeal Tribunal that the application has been approved or denied.

It is the applicant's responsibility to maintain the sign.

4.16 Construction Considerations

It is the owner's responsibility to minimize the tracking of mud, debris or dust onto the Town's roadways and to ensure public safety and minimize inconvenience to area residents. The following procedures apply:

- a) During wet conditions, all vehicle wheels leaving the site are to be cleaned,
- b) Any mud/material tracked onto a roadway shall be removed immediately,

SITE PLAN APPLICATION GUIDE

4.18 Standard Unit Costs for Landscaping Site Works

Item/Description	Standard Cost
Fine Grade and Sod	Contact Recreation and Parks
Seed and Topsoil (100 mm)	Contact Recreation and Parks
Fine Grade and Hydroseed	Contact Recreation and Parks
Meadow Mix and Topsoil	Contact Recreation and Parks
Ground Cover	Contact Recreation and Parks
Broadleaf Evergreens	Contact Recreation and Parks
Deciduous Shrubs (60 cm high)	Contact Recreation and Parks
Coniferous Shrubs	Contact Recreation and Parks
Vines (2 year pot)	Contact Recreation and Parks
Coniferous Trees (1.8 m high)	Contact Recreation and Parks
Coniferous Trees (3.0 m high)	Contact Recreation and Parks
Deciduous Trees (60 mm cal.)	Contact Recreation and Parks
Deciduous Trees (80 mm cal.)	Contact Recreation and Parks
Malus sp. (45 mm cal.)	Contact Recreation and Parks
Asphalt Walkway (HL3)	Contact Recreation and Parks
Limestone Screening Path	Contact Recreation and Parks
Concrete Paving (100 mm thick)	Contact Recreation and Parks
Precast Concrete Slabs	Contact Recreation and Parks
Pedestrian Precast Concrete Unit Pavers (60 mm thick)	Contact Recreation and Parks

Item/Description	Standard Cost
Vehicular Precast Paving Stone (80 mm thick)	Contact Recreation and Parks
Beach Stone (+100 mm diameter)	Contact Recreation and Parks
1.8 m Cedar Fencing	Contact Recreation and Parks
1.8 m Pressure Treated Fencing	Contact Recreation and Parks
1.8 m Wood Acoustic Fence	Contact Recreation and Parks
1.2 m Chain-link Fencing	Contact Recreation and Parks
1.8 m Chain-link Fencing	Contact Recreation and Parks
1.0 m Decorative Metal Fencing	Contact Recreation and Parks
1.0 m Brick Masonry Wall	Contact Recreation and Parks
1.8 m Garbage Enclosure (2 bin with concrete pad)	Contact Recreation and Parks
Perforated Drainage Tile with Filter Cloth	Contact Recreation and Parks
Retaining Wall	Contact Recreation and Parks
Play Area Edging	Contact Recreation and Parks
Play Area Surface Material Complete with Drainage	Contact Recreation and Parks
Benches, Waste Receptacles, Bicycle Racks, Tree Guards & Grates	Contact Recreation and Parks
Landscape Architect's Supervision and Administration Allowance	Contact Recreation and Parks
Flagstone on Sand	Contact Recreation and Parks
Flagstone/Granite in Mortar	Contact Recreation and Parks
Armour Stone	Contact Recreation and Parks

Note: The Recreation & Parks Department will review each application on its own merit to determine if there are any discretionary landscape items which do not have to be included in the cost estimate.



SITE PLAN APPLICATION GUIDE

Cost Estimate format

Landscape Architect's or Landscape Contractor's Company Letterhead

File No: _____

Address of Project: _____

Item	Unit Total	Unit Price	Quantity Cost
------	------------	------------	---------------

1. Plant Material

a) Names of plant material & sizes

Sub Total

2. Paving Material

a) Walkways (Specify type)

b) Patios

c) Special surface treatment areas
(Specify type)

Sub Total

3. Landscape Structures

a) Fencing (size & type)

b) Acoustical walls (size & type)

c) Screen walls (size & type)

d) Retaining Walls (size & type)

e) Planters (size & type)

f) Garbage enclosures and pad

Sub Total

4. Streetscape Improvements

a) Plant Material

i) Names of plant material & sizes

b) Paving Material

i) Unit paving

ii) Concrete Paving

c) Streetscape Amenities

Sub Total

5. Recreational Amenities

a) Benches

b) Sitting Areas

c) Play Areas

Sub Total

6. Fine Grading and Sodding

Sub Total

Affix O.A.L.A. seal
(* optional)

Signature of the Landscape Architect

Date
(YY/MM/DD)



SITE PLAN APPLICATION GUIDE

Letter of Credit Format

Sample Letter (Draft Only)

Bank Tel.:
Branch:
L. of C. No.:
Amount:
Date Issued:

Unconditional Irrevocable Letter Of Credit

To: The Corporation of the Town of Halton Hills
1 Halton Hills Drive
Halton Hills ON L7G 5G2

Fax: 905-873-2347
Tel: 905-873-2601

We hereby authorize you to draw on (name of bank, address, postal code) for the account of (name of customer) up to an aggregate amount of (amount written out in full) Dollars (\$ amount) available on demand as follows:

Pursuant to the request of our customer, the said (name of customer), we the (name of bank), hereby establish and give to you an Unconditional Irrevocable Letter of Credit in your favour in the total amount of (\$ amount of security) which may be drawn on by you at any time and from time to time upon written demand for payment made upon us by you which demand we shall honour without enquiring whether you have the right as between yourself and the said customer to make such demand and without recognizing any claim of our said customer, or objection by it to payment by us.

Provided, however, that you are to deliver to us at such time as a written demand for payment is made upon us a certificate signed by you agreeing and/or confirming that monies drawn pursuant to this Letter of Credit are to be retained and used to meet obligations in connection with those Municipal services and/or financial obligations set out in an Agreement between the customer and the Municipality and referred as (name of project). Partial drawings are permitted.

The amount of this Letter of Credit shall be reduced from time to time as advised by notice in writing given to us from time to time by you.

The Letter of Credit will continue to the (expiry date) and will expire at the close of business on that date, subject to the condition as noted below. You may call for payment of the full amount outstanding under this Letter of Credit at any time up to the close of business on that date.

It is a condition of this Letter of Credit that it shall be deemed to be automatically extended for one year from the present or any future expiration date hereof, unless thirty days prior to any such date, we shall notify you in writing by Registered Mail that we elect not to consider this Letter of Credit renewed for any such additional period. Upon receipt by you of such notice, you may draw by means of your demand accompanied by your above written certificate.

Dated at _____, this _____ day of _____,

For _____
(name of bank)

For _____
(name of bank)

Authorized Signature

Authorized Signature



SITE PLAN APPLICATION GUIDE

Certificate of Insurance Format

This is to certify that the insured named below is insured as described below.

This form must be completed and signed by your insurer or insurance broker
Note: 1. Proof of liability insurance will be accepted on this form only (with no amendments).
2. If a facsimile has been transmitted, the original certificate must follow.
3. Insurance company must be licensed to operate in Canada

Name of Insured: _____ Tel: _____ Fax: _____
Insured's Mailing Address: _____ Postal Code: _____

Type of Insurance	Insurance Company (Full Legal Name)	Policy Number	Effective Date (YY/MM/DD)	Expiry Date (YY/MM/DD)	Limits of Liability (Bodily Injury & Property Damage – inclusive)
Commercial General Liability					\$
Umbrella Excess					\$
Other (Explain)					\$

Comprehensive Personal Liability: Occurrence basis including bodily injury, personal injury, and property damage; blanket contractual liability.

THE CORPORATION OF THE TOWN OF HALTON HILLS (the "Town") has been added as an additional insured but only with respect to its interest in the operations of the Named Insured. Town of Halton Hills File Reference: _____

This is to certify that the Policies of Insurance as described above have been issued by the undersigned to the Insured named above and are in force at this time.

The undersigned will endeavour to provide fifteen (15) days prior written notice to the Town of any cancellation or change to the policy(s), that would affect the Town as outlined in the coverage specified herein. Such notice shall be by registered mail or facsimile transmission to the Town at:

The Corporation of the Town of Halton Hills
Attention: Director of Finance and Treasurer
1 Halton Hills Drive
Halton Hills ON L7G 5G2
Fax: 905-873-2347

This certificate is executed and issued to the Town on the day and date herein written below.

Name of Insurance Company or Broker: _____ Tel: _____
Address: _____ Fax: _____

Name of Authorized
Representative or Official
(Please Print)

Signature of Authorized
Representative or Official

Date
(YY/MM/DD)