

# TOWNSHIP OF CENTRE WELLINGTON

## Site Plan Approval Guidelines

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### 1.0 INTRODUCTION

#### ***Purpose of the Guideline***

The purpose of this guideline is to help applicants through the process of making an application to the Township of Centre Wellington for Site Plan Approval. The guideline sets out the application requirements and provides a step by step outline of the Site Plan Approval process from initial application to final approval.

#### ***Why do you need Site Plan Approval?***

Site Plan Approval is an essential component of the development review process, as such it is intended to:

- Implement the objectives of the Township Official Plan and/or County of Wellington Official Plan
- Ensure conformity to the Zoning By-laws and other appropriate by-laws and regulations;
- Ensure sufficient municipal services and on site facilities; and
- Eliminate or reduce negative impacts on adjacent land uses

#### ***What types of development require Site Plan Approval?***

In the Township of Centre Wellington the following developments require site plan approval

- Commercial (including additions)
- Institutional (including additions)
- Industrial (including additions)
- Residential
- Commercial Parking Lots

(please note this is a general guideline and the Managing Director of Planning and Development has the authority to request site plan approval for developments not listed above)

### 2.0 APPROVAL PROCEDURE

Site plan approval is administered by the Planning Department pursuant to Section 41 of the Planning Act, R.S.O. 1990 as Amended, and in accordance with the Township of Centre Wellington By-law No.99-29. Site Plan approval is one prerequisite to an application for a building permit and applicants are recommended to contact the Building Department regarding their requirements for the issuance of a building permit. In most cases a site plan approval will result in a site plan agreement (or amendment to), which is registered on title by the Township's solicitor.

To expedite the process, the Township may consider allowing a Building Permit Application to be submitted concurrently with their Site Plan Application. However, the Building Permit will not be issued until the Site Plan Agreement has been approved and registered on title. The owner will also be required to waive any provincial timelines with respect to the building permit. Also, a security deposit will be required to guarantee implementation of grading, paving, servicing and landscaping works shown on the approved plan.

These guidelines identify minimal information requirements necessary in the preparation and consideration of development proposals, and in no way will proponents be limited to the items identified in this document. From time to time, as deemed necessary, these guidelines may be modified by the Township of Centre Wellington

### ***Who Approves Site Plans?***

A multi-disciplinary Site Plan Review Committee, made up of Township staff and consultants work through the site plan approval process with the applicant. The committee meets on a regular bases to review site plans submissions and resolve issues. The committee is chaired by the Managing Director of Planning and Development, coordinated by the Development Coordinator and includes staff members, consultants and external agencies including the following:

- Development Engineering
- Building Department
- Infrastructure Services Department
- Source Water Protection Department
- Fire Department
- Community Services Department
- Solicitor
- Centre Wellington Hydro

Specific approvals or permits may be required from the following

- County of Wellington
- Grand River Conservation Authority (GRCA)
- Ministry of Environment (MOE)
- Ministry of Natural Resources (MNR)
- Centre Wellington Hydro
- Hydro One

### ***What does the Site Plan Review Committee do?***

The committee encourages an integrated approach to site planning undertaking in the early stages of design. The committee represents the public interest with both functional and aesthetic concerns respecting matters such as traffic circulations, public safety, night lighting, pedestrian walkways, municipal services, drainage, flood protection, environmental quality, waste management, noise abatement, privacy screening and landscape design. The committee contributes to the project by:

- identifying issues influencing design decisions at an early stage of the design;
- ensuring zoning by-law conformity;
- helping property owners identify the physical opportunities and constraints of their property;
- providing guidance in the most efficient use of the property to meet the functional needs of the owner;
- ensuring future compatibility of the development within the context neighbouring properties;
- coordinating the requirements of other agencies and departments that have jurisdiction, and;
- providing a forum for sharing information and negotiating a “win/win” resolution of site planning issues.

## ***What are the steps for Site Plan Approval?***

**Step 1 Pre-consult with Planning Department:** Staff are available to explain the process, indicate the feasibility of the proposed development and may be able to point out any special considerations for the property. Submission of conceptual Site Plan drawings should also be reviewed at this point in order to identify potential problems early in the process

### **Step 2 Complete and submit the Site Plan Application and Site Plan Application Fee/Deposit Agreement:**

The required drawings listed in the Site Plan Application will be required at this point for circulation to the Site Plan Review Committee.

Please allow 2 weeks for review of site plans, and 3 weeks if additional drawings accompany the main site plan drawing (*A longer period may be required for large or complex applications*).

#### **Site Plan Application Fee/Deposit:**

Multiple Residential/Industrial Applications = \$11,674 (Minimum Deposit of \$2,400)

Commercial/Institutional Applications = \$11,674 (Minimum Deposit of \$2,400)

On-farm Diversified Use = \$1,527 (Deposit of \$1,200)

#### **Amendment to Site Plan & Site Plan Agreements**

Less than 50% expansion to gross floor area = \$1,524 (Deposit of \$1,200)

Greater than 50% expansion to gross floor area = \$2,069 (Minimum Deposit of \$2,400)

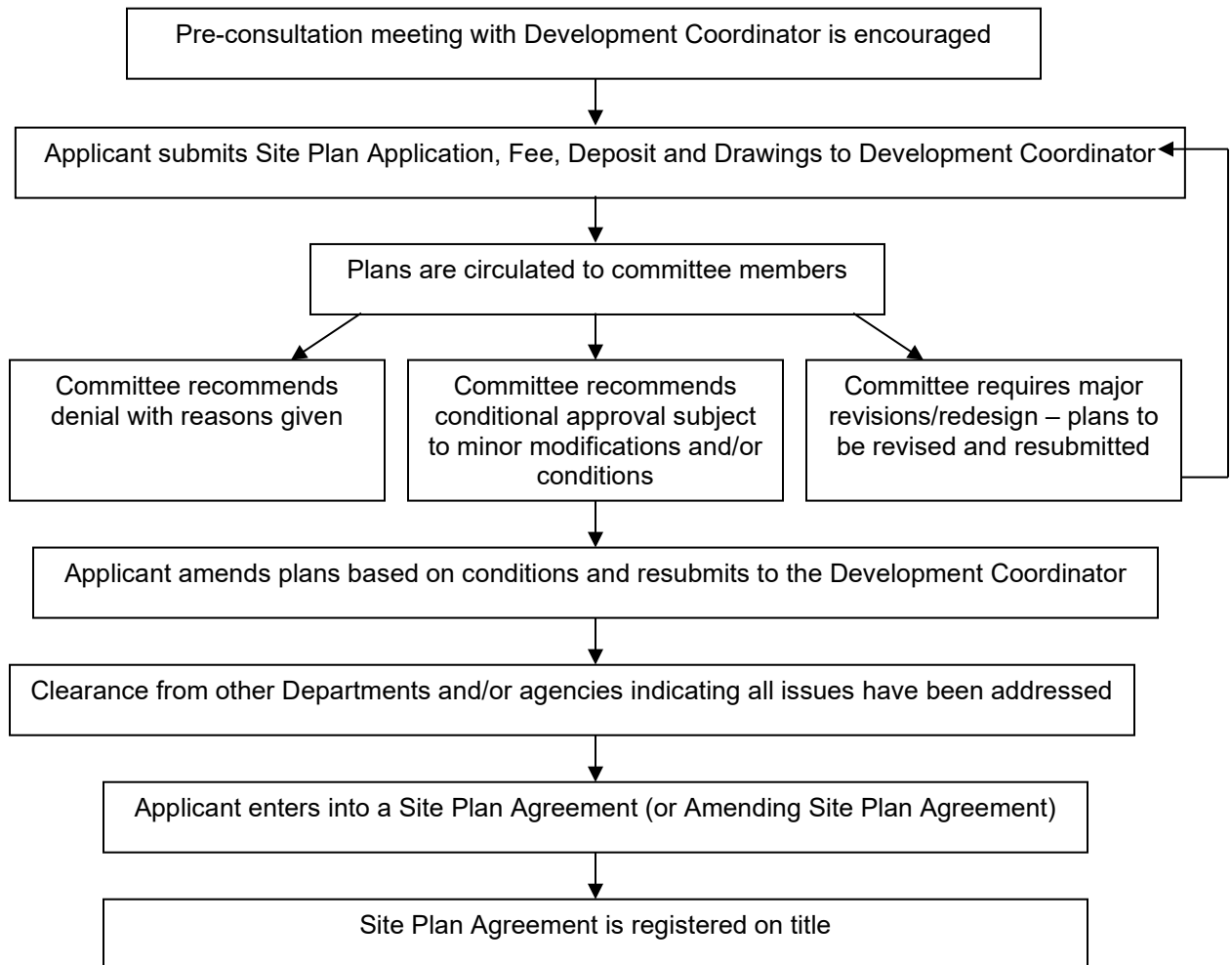
*Please refer to Appendix "C" for the Planning Department Fee schedule and Deposit Agreement.*

**Step 3 Comments from Staff/Consultants:** Applications are reviewed for compliance with the applicable regulations of the zoning by-law, engineering standards and the Ontario Building Code. The plans may also be circulated to the necessary Township Departments and outside agencies.

**Step 4 Make any Required Revisions to the Site Plan Information:** Revisions are then made to the Site Plan as per recommendations from staff or our consultants. Final approval of the Site Plan will require the applicant to enter into a Site Plan Agreement with the Township of Centre Wellington.

**Township of Centre Wellington**

**Site Plan Flow Chart  
Site Plan Review Committee**



### 3.0 SUBMISSION REQUIREMENTS

The following items are required in order to apply for site plan approval:

1. Completed Application Form and Deposit Agreement – Digital Submission
2. Site Plan, and any supporting plans, reports or assessments can be provided in a digital form, sent to [development@centrewellington.ca](mailto:development@centrewellington.ca)
3. Application fee and deposit in accordance with the Township's current fee schedule.

The following plans and information must be submitted with the application. Insufficient or missing information will only delay processing of the application.

1. site plan (layout)
2. landscape plan (as required)
3. grading plan/storm water management plan (as required)
4. architectural plan (as required)
5. lighting/electrical (as required)
6. utilities (as required)

#### ***Drawing Requirements***

As an aid to interpreting the design drawings, they should be prepared to an appropriate standard. Drawings or packages of bound drawings should be clearly drawn, labelled and coordinated to include the following basic information:

1. Drawing name
2. Drawing number
3. Date of production
4. Schedule of revisions
5. Author (contact person)
6. Key Plan (to indicate location of subject lands)
7. A north arrow
8. Location/address of property
9. Scale(s) of drawings (1:250 is recommended)
10. Project name
11. Owners name and address
12. Consultant(s) firm name and address, along with signed stamp or seal as deemed appropriate
13. **All measurements in metric units only**
14. Description of adjacent land uses/features and/or conditions within 30 metres
15. Environmental constraint features

#### ***Information Requirements***

The site plan(s) must contain the following information:

1. A legible chart showing the following
  - a. Total lot area

- b. Total building coverage (see definition of lot coverage in appropriate zoning by-law)
  - c. Building coverage as percentage of property area
  - d. Height of building in metres (see definition of building in appropriate zoning by-law)
  - e. Floor area of each storey
  - f. Calculation of parking and loading requirements
  - g. Total number of off street vehicular loading and parking spaces shown on the site plan
  - h. For residential buildings, the number of units in each size category (floor area and bedroom count)
2. The location and dimensions of all existing and proposed buildings and accessory facilities such as parking lots, driveways and garbage receptacles
  3. The dimensions of front, side and rear yards of the building(s) on the subject lot.
  4. Architectural elevation of perspective view of buildings. This requirement does not apply to residential buildings containing less than 25 dwelling units (see Planning Act Section 41(4)).
  5. Proposed or existing easements, sight triangles, road widening, etc
  6. Existing or proposed utility poles, transformers, electrical rooms etc. on the property and on adjoining portions of the road allowance.
  7. Existing or proposed drainage swales, catch basins, sewers, and water mains on the property and on adjoining portions of the road allowance.
  8. Existing or proposed trees, grassed area or other landscaping features on the property and on adjoining portion of the road allowance.

Any questions regarding the scope of these guidelines should be directed to the Planning Department.

***How can I get more information?***

For more detailed information on the Site Plan Approval process or the Site Plan Review Committee, call the Supervisor of Development Administration at 519-846-9691 (ext: 241), by email at [development@centrewellington.ca](mailto:development@centrewellington.ca), or visit us in our offices at 1 MacDonald Square, Elora, Ontario, N0B 1S0.