



## MUNICIPALITY OF HURON EAST

### SITE PLAN SUBMISSION AND APPROVAL GUIDELINES

#### **What is Site Plan Approval?**

Site plan approval is completed prior to a building permit being issued. It is an interactive process involving both the property owner and municipal staff to match the property owner's requirements with the unique characteristics of the property and municipal development standards. Site plan approval is authorized under Section 41 of *Planning Act* and implemented through the Municipality of Huron East By-law 27 -2014.

#### **What is a Site Plan?**

A site plan is a drawing, or set of drawings, illustrating the physical arrangement of property improvements such as buildings, driveways, parking areas, pedestrian sidewalks, landscaping, fences, light fixtures, drainage and municipal services.

#### **What Types of Development Require Site Plan Approval?**

The following types of development are subject to site plan approval:

- commercial, community facility, and industrial development
- parking lots with 5 or more parking spaces
- medium and high density residential development (4 or more units)
- mobile home developments and recreational trailer parks
- agricultural commercial/industrial uses
- commercial-scale greenhouse operations on a site greater than 4 hectares

Please note that some developments may be exempt from site plan control and not all types of development will require the same level of detail for approval. Site plan control is under the discretion of the Chief Building Official.

#### **Who Gives Site Plan Approval?**

Municipal staff works through the site plan approval process with the applicant and may include input from the following departments:

- Building & Planning Department
- Administration
- Public Works Department (water, sewer, roads)
- Fire Department

Final approval of the site plan is given by Huron East Council.

#### **Pre-Consultation Meeting**

A pre-consultation meeting with Municipal staff and the applicant is required to discuss the following:

- identify the physical opportunities and constraints of a property
- determine the most efficient use of the property
- ensure future compatibility of the development with neighbouring properties
- coordinate the requirements of other agencies and departments

This meeting will also determine if additional studies are required. The scale of the development may require that various studies be submitted with the application to allow for the evaluation of the proposed development. These studies may include but are not limited to:

- Servicing studies
- Planning impact studies
- Noise and vibration studies
- Record of site condition
- Traffic impact studies
- Tree preservation plan
- Landscape plan
- Environmental impact studies
- Stormwater management

**What are the types of drawings and studies required for the Site Plan application?**

All plans and drawings submitted in accordance with a site plan agreement application shall be prepared by a registered professional architect, professional engineer, Ontario Land Surveyor, or qualified designer.

**How long does it take to complete an Approval?**

After submitting a complete site plan application, it takes approximately 6 - 8 weeks to process.

**Is there an appeal process?**

Objections to or the refusal of an application may be appealed to the Ontario Municipal Board by the applicant.

**Are securities required to be posted?**

The Municipality of Huron East may require security to be posted for a development. The value of the security shall be determined by the Municipality and may include but not be limited to: an estimate of engineering and legal fees, landscaping, fencing, drainage facilities, sanitary sewers, watermains, water services, paving, and curbing. The Municipality will accept security in the form of an irrevocable letter of credit in a form approved by the Municipal Treasurer. The letter of credit will be repaid when, in the opinion of the Municipality, all the terms and conditions of the site plan agreement have been fulfilled.

**Are there any related fees associated with the review of the application?**

Where the Municipality requires assistance from its solicitors or other technical or professional consultants in the processing of this application, the owner shall be responsible for reimbursing all legal, planning and consulting fees incurred by the Municipality. These fees will be re-billed to the owner listed on the application. By signing the application, the owner agrees to pay all fees incurred by the Municipality related to the review of the site plan.

**When will a building permit be issued?**

To expedite the process, applicants can submit a building permit application 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 and any applicable securities are received.

**How can I get more information about the Site Plan Approval process?**

For more information on the site plan approval process, or if you require assistance with your application, please contact Cathy Garrick, Building/Planning Assistant at 519-527-1710. You can also visit the Building Department at the Huron East Municipal Office (72 Main Street South, Seaforth) or visit us online at [www.huroneast.com](http://www.huroneast.com)

## What are the steps to complete Site Plan Approval?

The following is a brief description of the process and provides information on how you can help us to ensure that your application is reviewed as efficiently as possible:

### **Step 1 Pre-consultation**

It is necessary for the applicant to have a pre-consultation meeting with Municipal staff to review and discuss the proposed project. The pre-consultation meeting will assist in determining the nature and extent of information required. You will also be advised with regard to related approvals, and other agencies you may wish to contact with regard to their role in the review and approval of your project.

To arrange a pre-consultation meeting, please contact Cathy Garrick, Building/Planning Assistant at 519-527-1710. Applicants will be asked to submit a preliminary site plan and/or proposal in advance of the pre-consultation meeting.



### **Step 2 Submission**

Following the pre-consultation meeting, there are four main requirements to ensure timely processing of your site plan approval application:

- a)** A completed site plan approval application form must be fully completed and signed and witnessed by a Commissioner. The Clerk and Treasurer in our office are authorized Commissioners. It is important to ensure that your application is complete and accurate. Until the application is complete the municipality may refuse to accept the application.
- b)** The Municipality requires five (5) legal size copies and one (1) oversized copy of a site plan drawn to a metric scale. See *Appendix A* for a site plan example.

All of the following information must be shown on the **site plan**:

- true dimensions and bearings of the property;
- key map showing the location of the property along with abutting street name(s);
- location and dimensions of all existing and proposed buildings and structures;
- location of any buildings to be demolished;
- distance between buildings and structures;
- setbacks of all buildings and structures from property lines;
- location of existing landscaped areas and existing tree cover;
- location of existing driveways, paved areas and graveled-surfaced areas;
- drainage, existing topography of the land, showing contour lines. Severe slopes are to be clearly illustrated showing both top and bottom of banks;
- location, dimensions, and type of existing and proposed easements and rights-of-way;
- location of off-street parking and loading areas including the dimensions of parking spaces and loading areas and setbacks of such areas from property lines;

- width of the driveways and aisles accessing parking stalls and loading areas;
- dimensions detailing entrance and exit locations to and from the site;
- location of outdoor containers and/or vaults, central storage and collection areas, or other facilities for the storage of garbage and other waste or recyclable material;
- location, height and type of proposed fencing and curbing;
- location of landscaped areas and concrete/asphalt surfaces;
- location of existing and proposed poles, transformers, sidewalks, walkways, and the location of all site lighting;
- location and dimensions of facilities for accessibility (i.e. ramps, curbing, parking);
- existing and proposed connections to utilities;
- location of closest fire hydrant(s);
- designated fire route;
- location of any lands for public purposes or amenity areas (e.g. group mailboxes);
- total existing and proposed building size in square meters, lot area, total number of parking stalls, and total number of units.

If the proposed development is an industrial or commercial zone in the municipality, or within the Seaforth or Brussels, the Municipality requires five (5) copies of a building elevation drawing indicating design and materials to be submitted with the application. Other forms of development may require this submission as well, if requested.

All of the following information must be shown on the **building elevation drawing**:

- the massing and conceptual design of the proposed building;
- the relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access;
- the provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;
- matters relating to exterior design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design;
- proposed signs, exterior lighting, and roof elevations
- the height of all buildings, structures and free-standing signs;
- facilities designed to have regard for accessibility for persons with disabilities.

**c) Submit five (5) copies of any studies identified at the pre-consultation meeting (e.g. stormwater management plan, traffic impact study).**

By signing the application form, the applicant agrees to cover legal, planning and engineering review costs of the application.

The application form and plans/drawings are to be submitted to the Municipality of Huron East, 72 Main Street South, Seaforth.



### **Step 3 Review**

On the determination that the application is complete, a staff review will take place. Applications are reviewed for compliance with the zoning by-law, and circulated to and reviewed by all relevant municipal departments. During this process your application may also be circulated to other applicable review agencies such as the Ausable Bayfield Conservation Authority, Maitland Valley Conservation Authority, Huron County Highways, Ministry of Transportation, etc. As this process takes place you may be advised of additional requirements to clarify any issues which may arise.

The applicant then finalizes the site layout plan. The completed information is reviewed by municipal staff and any required revisions to this information are provided to the applicant for further submission. During the final stages of review, the applicant will be provided with a draft site plan agreement. This agreement, which is a required component of site plan approval, will be required to be registered against title to the lands and will be binding on future owners.

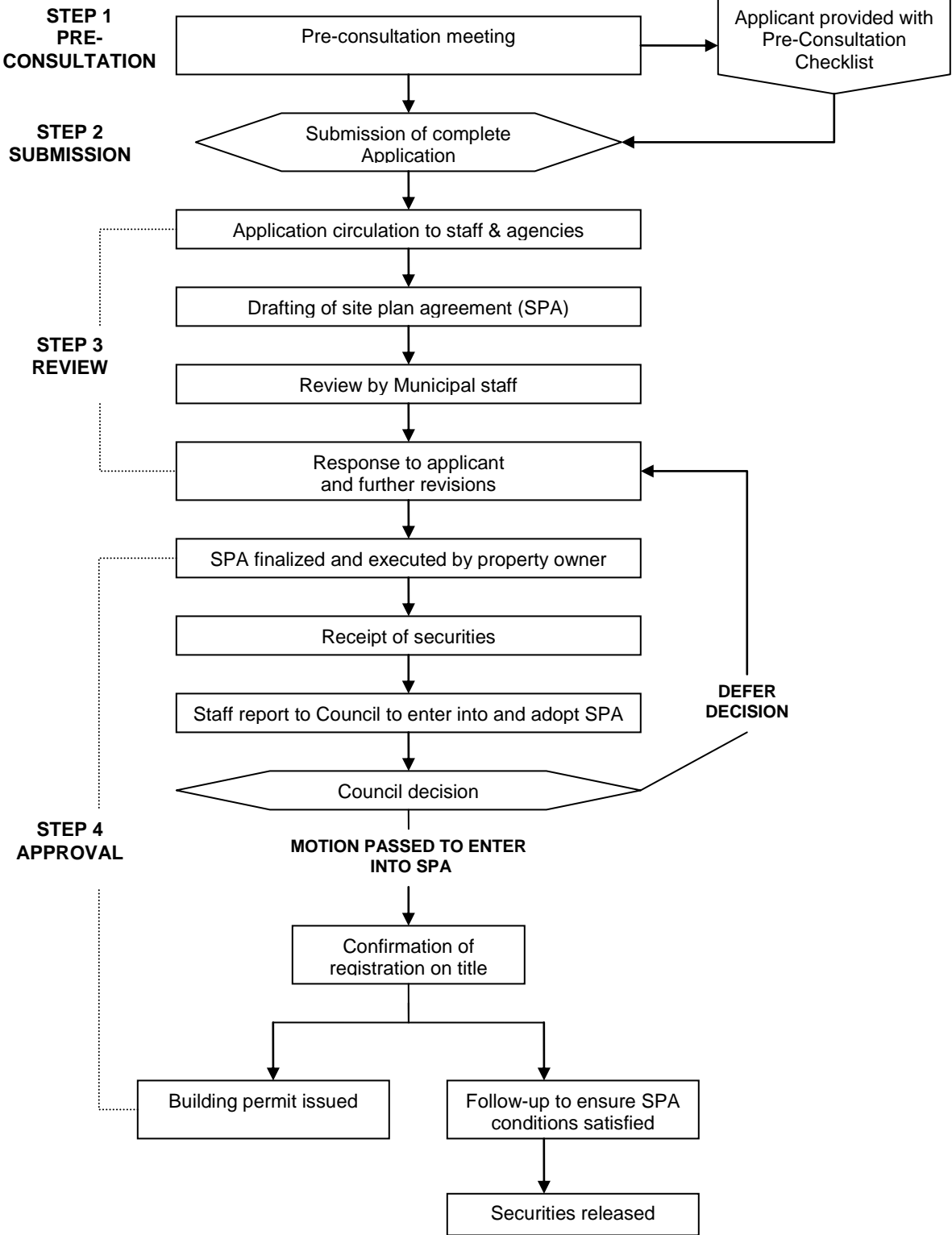


### **Step 4 Approval**

After the required revisions have been made, staff will prepare a report for Council with regard to recommendations regarding your project. Prior to Council approval, the applicant will enter into a site plan agreement with the Municipality of Huron East. The signed agreement and any required securities or documentation must be submitted to the Building Department a minimum of one (1) week prior to the scheduled Council meeting.

If site plan approval is granted by Council, the site plan agreement will be registered by the Municipality's solicitor on title of the property. Once we receive confirmation that the agreement has been registered and any required securities are received, a building permit can be issued.

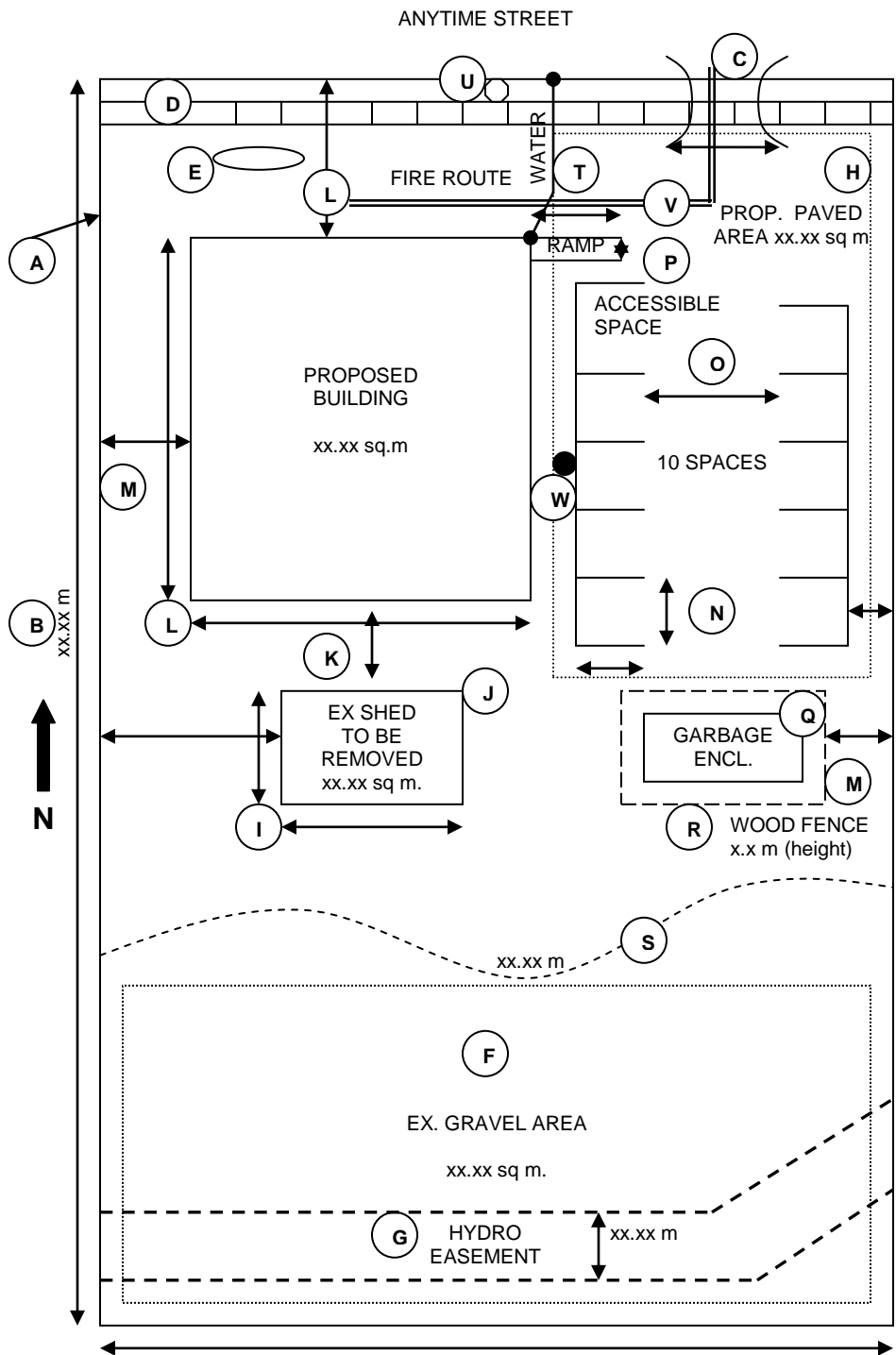
**Site Plan Approval Process Chart**



**APPENDIX A:**  
**SITE PLAN EXAMPLE**

**Legend**

- A** Property line
- B** Property dimensions
- C** Location & width of existing entrance
- D** Location of existing sidewalk & curbing
- E** Existing landscaping
- F** Existing gravel area
- G** Location, dimension, & type of existing easement
- H** Location & dimension of asphalt surface
- I** Dimensions of existing building
- J** Location of building to be demolished
- K** Distance between buildings
- L** Dimensions of proposed building
- M** Setbacks of all buildings & structures to property line
- N** Location of off-street parking, stall dimensions, & setback from property line
- O** Width of aisle accessing parking stalls
- P** Location and dimension of facilities for accessibility
- Q** Location of outdoor garbage enclosure
- R** Location, type & height of fencing
- S** Contour line
- T** Proposed connection to utilities
- U** Location of fire hydrant
- V** Fire route
- W** Location of exterior lighting of the land or of any buildings/structures



Note: This drawing is for informational purposes only.