Township of Woolwich
Engineering and Planning Services
519-669-1647 / 519-664-2613
www.woolwich.ca

SITE PLAN APPROVAL INFORMATION

1. INTRODUCTION

Development within the Township of Woolwich is subject to Site Plan Control. Through Site Plan Control the municipality requires site plan agreements to include conditions with respect to road widening, landscaping, parking and loading facilities, curbing, garbage facilities, etc. (See Section 41 of the Planning Act, 1990, R.S.0.).

"Development" means the construction, erection or placing of buildings or structures or any addition or alteration which has the effect of substantially increasing a building's size or usability, the laying out of a commercial parking lot, or the location of three or more mobile homes. Low density residential development (less than three residential units) and agricultural development is not subject to Site Plan Control.

The Township has prepared this outline to assist applicants in understanding the site plan approval process, the information required for site plan approval and to identify appropriate contact persons.

2. SITE PLAN AGREEMENT APPLICATION PROCESS

Submission - applicant must submit a signed application, site plan and fee (see Section 4 for more details).

Preliminary Evaluation of Application - Township staff will review the application for completeness, confirm the zoning of the property and conduct a title search (total elapsed time 2 days).

Circulation to Agencies - Township staff will circulate the proposal to appropriate agencies for review and comment (i.e. Regional Municipality of Waterloo, Grand River Conservation Authority, etc.). See Section 3 for contact persons (total elapsed time 5 days).

Meeting with Applicant - once all comments are received and Engineering and Planning staff have reviewed the application, a meeting is scheduled with the applicant to discuss Township/agency conditions. A draft of the Agreement is usually reviewed/discussed at the meeting (total elapsed time 3 weeks).

Final Draft of Site Plan - revisions are made (if necessary) after meeting and a final draft is prepared to be signed by Owners (and mortgagee if necessary) and Mayor and Clerk (total elapsed time 4 weeks).

Registration of Site Plan Agreement - the final signed agreement is sent to the Registry Office for registration on the property title (total elapsed time 5 weeks).

Fulfilling of "pre-building permit conditions" - as per the Site Plan Agreement by owner/applicant (time is dependent on the owner/applicant).

Total elapsed time - approximately 5 weeks.

3. INQUIRIES

Any inquiries with respect to any matters concerning the Site Plan Agreement application should be directed to the following persons, where appropriate:

AGENCY	REFERENCE
Township of Woolwich	
Engineering and Planning Services (519-669-1647 / 519-664-2613)	
Planning Issues - John Scarfone (ext. 6037) or Jeremy Vink (ext. 6038)	procedures, applications, landscaping general site plan requirements
Stormwater Management/Grading/Access Issues - Randy Miller (ext. 6030)	Township road widening, grading, storm drainage, entrances, servicing
Building Permits/ Septic Peter VanderBeek (ext. 6034)	Building Code information
Regional Municipality of Waterloo	
Planning & Culture - Transportation Planning Division – Richard Parent (519-575-4835)	Regional road widening, grading and drainage, Regional road entrance permits
Grand River Conservation Authority Melissa Larion, (519-621-2763), Ext. 2319	major stormwater works or ‘Fill” permits
Waterloo North Hydro David Winkler, Engineering Technician (519-886-5554)	hydro hook-ups, easements

4. REQUIREMENTS FOR APPLICATION DRAWINGS

The applicant must submit a Site Plan drawing outlining the proposal.

The following features are to be shown on the Site Plan (see example attached):

1. area and dimensions of property;
2. location and description of all existing and proposed buildings, water courses, top of bank and other natural features on the site;
3. general grading and drainage;
4. location and identification of any adjacent streets and edge of pavement;
5. existing and proposed easements and right-of-ways;
6. location of all utilities (i.e. hydro, gas, telephone, cable);
7. exterior building and parking lot lighting, garbage storage facilities, snow storage areas, fences, signs, parking and loading areas, driveway and entrance details and pedestrian walk ways;

8. all existing and proposed planting and landscape features (for a complex site plan a separate landscaping plan may be required);
9. type of proposed surface (i.e. asphalt, gravel);
10. floor area of existing and proposed buildings/structures;
11. sidewalks, curbs;
12. provision for accessibility for persons with disabilities;
13. location of all doors to existing and proposed buildings;
14. existing and proposed walls and fences; and
15. emergency vehicles access and signs.

Please note that all site plans should be at a scale which provides for a legible and accurate drawing. Any site plan which is not legible or accurate will be returned and the processing of the application stopped.

Number of Map Copies to be submitted:

- development on a Township Road - we require a minimum of **6 copies** of the Site Plan; and
- development on a Regional Road or Provincial Highway - we require a minimum of **7 copies** of the Site Plan

5. STANDARD REQUIREMENTS

Off-street Parking Spaces

- number required based on use (contact Township Engineering and Planning Services)
- minimum size is 2.75 by 6 metres with one-way access width of 3 metres and two-way access of 6 metres
- accessible parking space requirements as required by the Township Zoning By-law
- parking areas to be asphalt (although gravel may be acceptable in some cases)
- continuous concrete curbs will be required to define parking areas/entrances (where gravel surfaces are used portable concrete curbs may be acceptable).

Garbage Facilities:

Where street-side garbage pick-up is not provided or used and where indoor garbage storage will not be maintained the development must include a central garbage collection facility (i.e. garbage dumpster). This must be on a concrete pad located behind the main building, out of sight from the street and fenced with a solid maintenance-free wood fence on at least three sides. The fence must be higher than the garbage bin.

Snow Storage:

Snow storage areas must be indicated on the Site Plan and must be located where they will not reduce the number of required parking spaces, will not impact on any sight lines or adjacent properties and will not infringe on any functioning of the development.

Road Widening:

Where development is proposed on lands adjacent to a Township Road which does not meet the required road width the Township will require, as a condition of a Site Plan Agreement, the dedication of a road widening to bring the Township Road up to the required width. All costs incurred from this road dedication (i.e. surveying and preparation of legal documents including deeds for the conveyance) is the owners responsibility.

For development on Regional Roads and Provincial Highways the appropriate agencies may require road widening/daylighting triangles.

Road Entrances:

Must be designed to the appropriate standard and entrance permits will be required from the appropriate agency (i.e. Township, Region, Province).

Lighting:

Required for areas of public usage (commercial parking, institutional parking) and must not impact adjacent properties.

Stormwater Management Plans:

Stormwater management plans will be an integral part of the development concept. Post development flows cannot exceed pre-development flows for the 5, 25 and 100 year storm events. The analysis and design of stormwater management plans must be based on the use of the hydraulic/hydrologic principles by competent consulting engineers (contact the Township's Engineering and Planning Services Department)

Landscaping Plans:

Landscaping Plans are required to show all existing and proposed landscaping features. The intent is to provide aesthetic development and to provide for buffering between properties/uses (contact the Township's Engineering and Planning Service Department).

Accessibility:

Site layout and design features should give consideration to features for persons with disabilities. This would include items such as varying hard surface treatments, minimizing vehicle and pedestrian conflict, walkway provisions including appropriate connection to municipal sidewalks, etc.