



---

## THE CORPORATION OF THE TOWNSHIP OF BROCK

### SITE PLAN APPROVAL APPLICATION GUIDE

---

#### Introduction

1. The authority for the municipality to require site plan approval is found under Section 41 of the Planning Act, R.S.O. 1990, as amended. In addition, the Region of Durham Official Plan has designated all lands within the Township of Brock as a site plan control area.
2. By-law No. 835-86-PL of the Township of Brock, implementing the Official Plan, serves to designate all lands within the municipality as an area of site plan control. However, the By-law also excludes the following classes of development from site plan control:
  - (a) single-family dwelling houses in all Zones, where such are permitted by Zoning By-law No. 287-78-PL, as amended.
  - (b) semi-detached dwelling houses and duplex dwelling houses in the Residential Type 2 (R2) Zone in Zoning By-law No. 287-78-PL, as amended.
  - (c) permitted buildings and structures which are accessory to the foregoing permitted dwelling houses.
  - (d) permitted buildings and structures, associated with normal agricultural operations, in the Rural (RU) Zone and the Rural Buffer (RB) Zone in Zoning By-law No. 287-78-PL, as amended.
  - (e) permitted buildings or structures on lands owned by the Township of Brock.
3. The decision of whether to require an applicant to enter into a site plan agreement rests with Council normally through a recommendation from staff. If it is determined that a site plan is required, a building permit cannot be issued for development until such time as the site plan agreement is registered on title.
4. The Township of Brock uses a two-tier application fee for site plan approval applications depending on whether the development proposed is deemed minor or major. As set forth in the Planning Fees By-law No. 1290-94-PL, as amended, the Clerk-Administrator has the absolute discretion to determine whether the development proposed is considered minor or major.

Generally, revisions to an existing site plan agreement or those which do not require extensive review and consultation with municipal staff and external agencies would be considered to be minor in nature.

5. The attached application form must be completed in full by the applicant. Please take note of the following:
- (a) the application fee is NON-REFUNDABLE and, in accordance with Planning Fees By-law No.1290-94-PL, as amended, the applicant may be required to cover additional costs expended by the Township in the processing of the application (i.e., legal, planning, engineering consultants) including the need to enter into a financial agreement with the municipality and the posting of a letter of credit to cover consulting costs.
  - (b) please identify whether you have submitted concurrent applications to amend the Region or Township Official Plan, Township Zoning By-law, a plan of subdivision/condominium, and/or a severance. In addition, please indicate whether you are intending to submit any of these applications.
  - (c) All plans prepared and submitted with the application (as set forth in the following pages) for approval MUST be drawn to an appropriate scale. Metric dimensioning is preferred.
  - (d) Prior to making an application, the applicant is strongly encouraged to meet with staff of the municipality to determine what information will be required.
5. Municipal staff are available to assist you in the completion of the application form.

---

## SITE PLAN REQUIREMENTS

---

### 1. Plan of Survey

- property dimensions and bearings
- topographic contours and existing grading
- existing buildings
- roads, driveways, utilities, watercourses, trees/vegetation, and other natural or man made features
- any easements or rights-of-way affecting the subject property

### 2. Site Plan

- location, dimensions, and size of all existing and proposed buildings and structures

- yard dimensions of the front, interior, exterior, and rear yards (from lot line)
- site statistics including building coverage, percentage of landscaped open space, height of buildings, and floor areas
- off-street parking areas and aisles together with surface treatment
- off-street loading space area with aisles together with surface treatment
- proposed walkways and ramps including the surfacing thereof
- external lighting facilities including location and type
- existing and proposed fencing
- planting strips (hedges, trees, shrubs) and other ground cover landscaping features
- location and dimensions of garbage storage/collection areas
- snow removal areas
- proposed/required street and highway widenings

### **3. Elevation Plan**

- building elevations showing the conceptual design of the building including proposed building materials, roof-top mechanical equipment, and exterior building lighting
- building location on the lot relative to topography and existing and proposed vegetation/landscaping
- entrances to the building and window placement

### **4. Landscaping Plan**

- location of all existing features
- location of all proposed features including the species type and size
- other information pertinent to the proposed use of the property (benches, bicycle racks, courtyards, street furniture, planters, etc.)

### **5. Engineering Requirements**

The following information should be supplied to enable the municipality to review the proposed development from an engineering perspective.

a) Site Grading Plan

- elevations (existing and proposed) in order to establish grading and drainage patterns for the development
- details with respect to manholes, catchbasins, hydrants, curbs, sidewalks and walkways, and other site features
- roadway dimensions and cross-sections

b) Site Services Plan

- all existing and proposed underground services related to storm sewers, sanitary sewers, and watermain together with method of construction and connection
- for privately serviced development, the location of primary and reserve tile beds and water supply wells

c) Electrical Services Plan

- details with respect to all external lighting including street and parking lot lighting
- details of any relocation/construction of electrical facilities

d) Drainage Area Plan

- illustrating the relationship of the subject land to the drainage of lands surrounding the site to determine external drainage areas
- preparation of an internal drainage plan together with methods of controlling stormwater run-off

## **6. Region of Durham Requirements**

The Region of Durham Works Department is responsible for all municipal water and sanitary sewerage systems. Accordingly, those applications which would have an impact on those services must discuss their plans with Regional staff.

In addition, applicants, whose land abuts a Regional road, must contact the Works Department to determine their requirements (entrance permits, road widenings, easements, etc).

Appendix 1 consists of a list of requirements prepared by the Regional Works Department for submitting site servicing plans. You are encouraged to discuss your proposal with the Region prior to making formal application since the Township of

Brock cannot issue a building permit until these requirements are addressed.

**Note:** All plans prepared and submitted with an application for site plan approval **MUST** be drawn to an appropriate scale.

The foregoing list of plan requirements is intended only to be a summary. It is possible that not all the information noted above will be required. Conversely, additional information may be required by the municipality in order to process the application. This, of course, will depend on the nature of the application, and its location within the municipality.

## **7. Environmental Site Questionnaire**

When an applicant submits an application for a local Official Plan Amendment, Rezoning, Site Plan Approval, or Minor Variance the applicant must submit either of the following:

- a) Site Screening Questionnaire; or
- b) Phase 1 Environmental Site Assessment

The Site Screening Questionnaire is attached as Appendix A. The purpose of this questionnaire is to review the indicators of potential site contamination to determine the need for further investigation. This questionnaire must be completed by the Owner and sworn before a Commissioner of Oaths.

In addition, depending on the nature of the application and its location relative to existing and/or former uses, it may be necessary that this form be signed and stamped by a Professional Engineer. The decision to require an engineer's stamp will be confirmed by Council based on a recommendation from staff. An engineer's stamp is not required for minor variance applications.

In the alternative, a Phase 1 Environmental Site Assessment may be submitted. This report, prepared by a Professional Engineer, summarizes the potential for site contamination based on the following: a records review, a site visit, interviews, and an evaluation of information and reporting.

If the assessment indicates the potential for site contamination a detailed site assessment must be submitted. This document, detailed as follows, must be prepared in accordance with M.O.E.E. Guidelines.

### Assessing Detailed Site Assessments and Remedial Work Plans

Where the potential for site contamination has been established, the applicant will be required to submit a Phase 2 Environmental Site Assessment involving a detailed site investigation and sampling of soil and groundwater. If these samples exceed provincial guidelines, the applicant must submit a Proposed Remedial Work Plan with the Phase 2 report.

The applicant should be aware that this report will be subject to a peer review by the

Township's engineering consultant at the applicant's expense. This is to ensure that the report adequately addresses the extent of the contamination and to comment on the proposed rehabilitation plan. Once the peer review has determined that the work plan is adequate, applications may then be conditionally approved (Council resolution) subject to implementing the Remedial Work Plan and submission of the "Record of Site Condition" (Appendix B).

#### Finalization of Clean-up

A "Record of Site Condition", signed by a qualified engineer, in accordance with the M.O.E.E. guidelines, will be accepted as sufficient proof of the completion of a decommissioning plan, including verification and sampling. This document has been designed by the M.O.E.E. to provide information on the completion of a remedial work plan and the suitability of a site for the proposed use. The record will not be subject to further review, if it clearly states that the site is suitable for the proposed use.

---

## **APPLICATION PROCESS**

---

### **Introduction**

- An application for site plan approval is usually submitted in conjunction with securing other planning approvals (i.e., zoning by-law amendment, etc.)
- Prior to submitting an application it is a good idea to meet with appropriate municipal staff to discuss your proposal in order that site-specific direction can be provided with respect to the submission of plans and drawings.

### **Submission of Plans**

- In some cases it will not be necessary to supply all of the listed plans and drawings. In fact, sometimes, the municipality will prepare a drawing for your review in order to save you time and expense.
- Notwithstanding the above, in certain cases it will be necessary to submit all plans and drawings. For major applications, these should be prepared by your own engineer, planner, and/or architect.

### **Municipal Review**

- Upon receipt of the application with enclosures and the appropriate fee, the municipality will circulate the application to various departments and agencies deemed to have an interest for their comments. These may include the Township's consulting Planner and Engineer, Chief Building Official, and Fire Chief. In addition, the application may be circulated to various external agencies as well.
- Following receipt of comments from various departments and external agencies the municipality will provide them to you in order that revisions to the plans and drawings

can be made for resubmission. Often, direct consultation and correspondence will occur between the municipality's consultant and yourself to expedite approval.

### **Agreement Preparation**

- Once the plans and drawings are finalized the municipality will prepare the text of the site plan agreement together with the necessary schedules pertaining to the following:
  - legal description and location of the lands;
  - site plans (those required)
  - special conditions (as required)
  - securities; and,
  - maintenance.
- During the preparation of the agreement the municipality, through its solicitor, will undertake a search of title to confirm ownership, identify encumbrancers, and other pertinent information. You should be aware that all parties who have an interest in the land will be required to sign the agreement.

### **Signatures**

- The complete agreement will be forwarded to you for your review and signature. It will be your responsibility to secure signatures from any encumbrancers and forward same to the municipality.
- Once the signed agreement is returned to the municipality it will be placed on a regular Council agenda, together with an appropriate by-law, allowing the Mayor and Clerk-Administrator to sign the agreement.

### **Registration**

- Once the by-law is enacted by the municipality and the Clerk-Administrator and Mayor sign the agreement it will be registered on the title of the property affected. This will be undertaken by the municipality's solicitor.

### **Appeal and Timing**

- Site plan agreements, prior to signing, can be referred to the Ontario Municipal Board (OMB). The applicant is the only party with this right of appeal. Adjacent property owners have no rights of appeal nor are they involved in the preparation of the agreement itself. However, because site plan approval is usually given in conjunction with other planning approvals (i.e., zoning by-law amendment), public input is considered and, in some cases, their concerns are incorporated into a site plan agreement as municipal requirements).
- A site plan can be referred to the OMB for reasons of non-approval within thirty (30) days of the application being made or if the municipality or Region imposes certain

requirements which are not acceptable to the applicant.

- You should be advised that it rare to complete a site plan agreement within thirty (30) days. Normally, the process will take approximately 6 to 8 weeks by the time internal and external agency comments are received and considered.
- If an appeal is considered it is your responsibility to notify the Ontario Municipal Board as well as the municipality and/or Regional municipality. The municipality WILL NOT do this for you.