

Site Plan Design Guidelines

Schedule A to
West Perth By-law
No. 26-2022

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DISCLAIMER

This guideline is an attempt to capture common circumstances and general technical requirements for site plan development and review for both developers and municipal staff in the Municipality of West Perth. Site plans vary significantly in their complexity. Site-specific requirements also add variability to the process. This Guide is not intended to capture the specifics of every type of development in West Perth, but rather to provide guidance on the general site plan process, studies that may be required, and technical specifications for development.

Future updates to this Guide will incorporate additional information as gaps are identified.

1.0 INTRODUCTION

This guide provides developers, municipal and agency staff an overview of procedures, expectations, timelines and requirements for site plans and their review.

The Municipality of West Perth Site Plan Control By-law requires review and approval of plans for certain types of development prior to issuing a building permit. The Site Plan Control By-law specifies the types of development and areas where approval of a site plan is required.

To obtain site plan approval, the developer must submit a 'site plan' for review. The site plan may be a single drawing or set of drawings that show elements including, but not limited to buildings, servicing, parking, landscaping, fencing, drainage, and lighting in relation to the property and adjacent land uses.

Prior to approval of the site plan, a municipal staff reviews the drawings to ensure they comply with municipal development and servicing standards, regulations, and policies, such as those set out in Official Plans and Zoning By-laws. The staff team also ensures that impacts to adjacent properties and land uses are minimized. The composition of the staff team is determined by the nature of the development, and may include West Perth Building, Operations, the municipal engineer, County planner, and local review agencies (such as the Conservation Authority and the Joint Accessibility Advisory Committee). Contact information for approval agencies is provided in Appendix 1.

Feedback on the site plan is provided to the developer, and once the site plan meets the necessary requirements as identified by the review team, it may be submitted to West Perth for approval. There may be some conditions of the site plan that need to be met prior to approval.

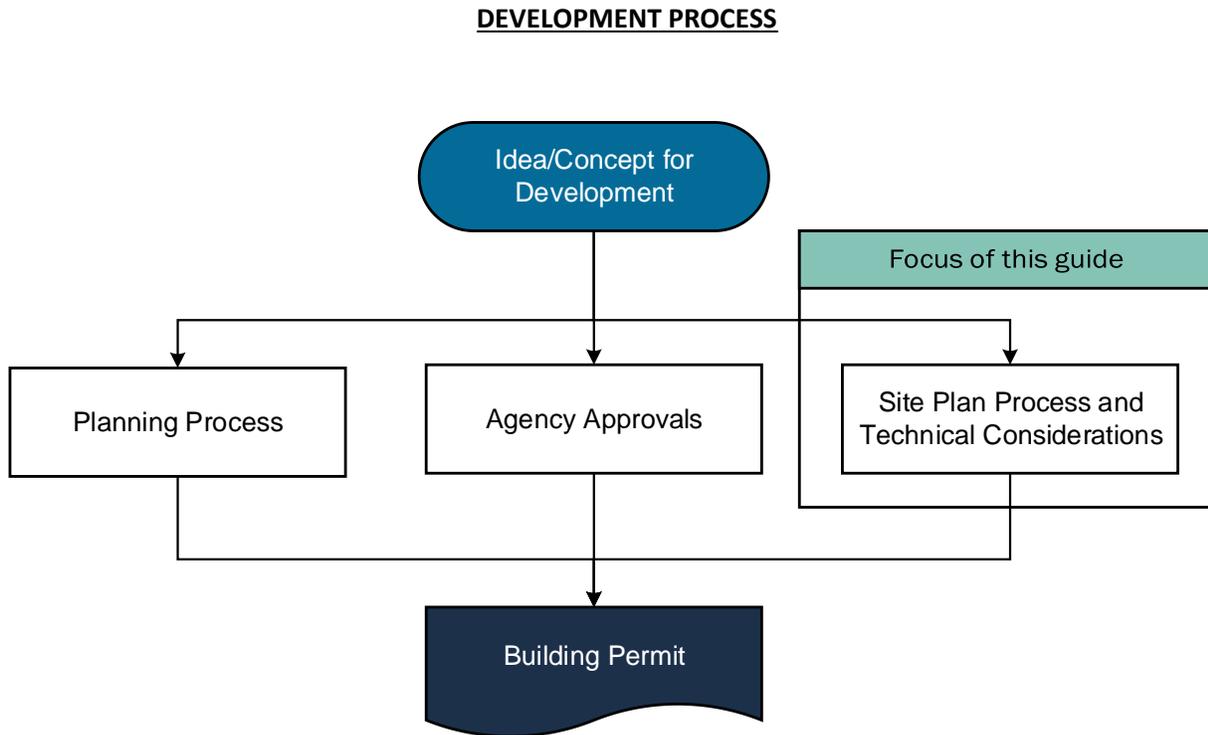
Following site plan approval, the developer enters into a site plan agreement with the Municipality of West Perth, which stipulates the conditions for development. The site plan agreement is registered on the title of the land to be developed to ensure that the development proceeds as documented in the site plan. Where the developer, as part of his/her proposal, is required to complete works on municipal property, a development agreement with the municipality may also be required.

2.0 SITE PLAN CONTROL PROCESS

Completing a site plan is one step in the overall development process that must be completed before a building permit is issued. Depending on the site and development type there may also be agency

approvals and/or planning processes that need to be completed before applying for a building permit. The flow chart below outlines the Development Process.

This Guide outlines the **Site Plan Process and Technical Considerations**.



2.1 Pre-consultation

A pre-consultation meeting with the applicant/developer and the municipal staff team is required to introduce the project to municipal staff and agency reviewers and define the municipal requirements for effective development of the property.

The pre-consultation process provides an opportunity to:

- 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

It is the applicant/developer's responsibility to contact the Municipality to request a pre-consultation meeting to review the proposed development concept.

For this meeting, it is important that the developer provide a description of the development concept, as well as a preliminary drawing or plan that illustrates the location and property limits of the chosen site.

The drawing should include:

- Legal survey of the property, if available
- Topographic information for the site, if available
- Water and sewage servicing details
- Location and size of hydro service, gas service, telecommunications
- Size and dimensions of the proposed development.

It is recommended that the developer bring his/her retained professionals (planner, engineer/ architect/surveyor) to the pre-consultation meeting.

Discussion at the pre-consultation meeting will include:

- Information sharing regarding the proposed development
- Information sharing regarding municipal infrastructure (availability of services, location of municipal drains, municipal planning requirements)
- Studies required and the terms of reference and scope of required studies
- Potential timelines and application fees
- Other approvals that may be required.

The scale of the development, site characteristics, adjacent land uses, or features will determine what studies will be required with the application to allow for the evaluation of the proposed development. Required studies may include but are not limited to:

<ul style="list-style-type: none">• Servicing study• Planning justification study• Noise and vibration study• Record of site condition• Traffic impact study	<ul style="list-style-type: none">• Tree preservation plan• Archaeological Assessment• Landscape plan• Environmental Impact Study• Stormwater management plan
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Any studies identified by the review team, technical or otherwise are required to be completed by qualified experts or licensed professionals at the expense of the developer.

Following the pre-consultation meeting, West Perth staff will prepare and circulate minutes of the meeting to document municipal requirements.

Most technical and other studies will be reviewed by the review team, however, there may be some studies that require review from approval agencies (e.g., the local Conservation Authority, Ministry of Transportation, Goderich Exeter Railway, etc.). Contact information for approval agencies is provided in Appendix 1.

Developers should be aware that the process of reviewing technical studies takes time and if several technical studies are required, the development proposal will take more time to review. If approvals are

required from other agencies (such as the Ministry of Transportation, Ministry of Environment, Conservation and Parks), timelines for agency approvals will influence the timeline for the site plan approval.

2.2 Complete Application Requirements

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

- a) A **site plan approval application form** must be completed fully.
- b) Submit **all studies identified at the pre-consultation meeting** (e.g., stormwater management plan, traffic impact study).
- c) **Site plan drawings prepared to the Municipality's specifications**, noted below.

Site plan applications consist of multiple drawings showing different components of the development. At a minimum, these drawings include:

- Site plan drawing (general layout with site data chart) – based off a legal survey.
- Servicing plan and profile; and
- Grading and drainage plan.

Other drawings that may be required as part of the site plan, depending on the nature of the proposal and site:

- Landscape plan.
- Building elevations; and
- Lighting layout and distribution plan.

A registered, professional architect, engineer, Ontario Land Surveyor, or qualified designer must prepare site plan drawings. They must be dated (including revision dates), signed and bear a professional seal. The developer will be required to provide paper and digital copies for the review team. Digital copies must be provided as .pdf files. Paper copies should be printed at an appropriate size, so details are legible. Generally, this is 24 inches high by 36 inches wide (594 mm x 841 mm). The initial submission of drawings should also include a declaration from the developer's engineer stating they have been retained to design and supervise the construction of the development in accordance with the terms of the site plan. It is also the responsibility of the developer to fully explore the entire site for existing buried infrastructure, easements, etc.

Please take careful note of the requirements listed below and ensure this is provided with your site plan drawings. **Omitted required information will delay the review.**

A) REQUIREMENTS FOR SITE PLAN DRAWINGS:

- Address and name of development.
- Metric scale (not greater than 1:500).
- North arrow.
- Appropriately scaled font size and line work.
- Topographic contours or spot elevations for adjacent properties.
- Name, address, telephone, and email address of author.
- Geodetic benchmark.
- Property limits (including bearings and dimensions).
- Existing and proposed structures, driveways, storage, and parking areas with dimensions.
- Roads (include names), lanes, easements, road widenings, reserves, and rights-of-way.
- Author's professional stamp.
- A standard title block in the lower right corner, including information such as revision dates.
- Existing infrastructure and structures shown in greyscale as dotted or dashed lines; and
- Proposed servicing infrastructure (including septic systems) and buildings shown in a solid, darker colour (to stand out from existing).

B) REQUIREMENTS FOR GENERAL LAYOUT DRAWINGS:

- A table of site statistics showing compliance with zoning requirements (e.g., lot area, percent lot coverage – proposed and permitted, lot frontage, gross floor area permitted and proposed, paved area, landscape area proposed and permitted, and parking spaces proposed and required).
- All yard and setback requirements.
- Proposed use of the building including occupancy classification.
- Driveways, parking stalls (including barrier-free) and aisles, and dimensions.
- A key plan.
- Above ground utilities, existing and proposed (poles, meters, lighting, signs, transformers, utility pedestals, hydrants).
- Turning radii.
- Exterior surface treatments.
- Loading areas and dimensions.
- Garbage and recycling enclosures.
- Existing and proposed signage.
- Fire routes (where required).
- Building entrances.
- Finished floor elevation.
- Pedestrian paths on the site and any connections to off-site paths.
- Any active transportation features (e.g., bicycle racks, etc.).
- Snow storage areas.
- Any Source Water Protection areas (e.g., Highly Vulnerable Areas, Well Head Protection Area, etc.).
- Flood lines, as specified by the local Conservation Authority.
- Mail delivery or post box location.
- Location of rooftop equipment and screening features.

- Location, height, and type of proposed fencing and retaining walls.
- Any outdoor storage areas; and
- Generator set location.

C) REQUIREMENTS FOR SITE GRADING PLANS:

- Geodetic and site benchmarks.
- 1:500 scale.
- Existing and proposed lot numbers and blocks.
- All proposed rear lot catch basins, leads, top elevations and inverts.
- Location of service connections.
- Pipe sizes, slope, and directions of flow.
- Location of any easements for registration.
- Topographic contours (with a maximum of 0.5 m contours) and spot elevations.
- Centre line of road grades along streets adjacent to the property and existing grades.
- Legend for existing and proposed grades.
- Proposed and existing elevation and key locations around the site (e.g., lot corners) and buildings.
- Drainage arrows and percentage of cross fall to catch basins.
- Building elevations (e.g., basement floor, finished first floor).
- Erosion and sediment controls.
- Sidewalks and walkways, including base and surface material.
- Manholes, catch basins, hydrants, and valves.
- Spot elevations for catch basins, sub-drains, entrances.
- Retaining wall, including top and bottom elevations and engineering details; and
- Elevation of driveways, parking areas and other paved areas.

D) REQUIREMENTS FOR BUILDING ELEVATION DRAWINGS

- Architectural elevations of each façade, with orientation labelled.
- Building materials, colours, and colour contrast where appropriate.
- Screening for mechanical units.
- Building dimensions.
- Facade signage.
- Location of windows, doors, loading docks; and
- Details for garbage enclosures.
- Adjacent lands and roads marked with spot elevations.
- Amenity areas, street furniture.
- Natural features, specifically features/trees to be preserved or removed.
- Planting details for trees and shrubs; and
- Location of any landscape features (e.g., paths, fences, planters, retaining walls, etc.).
- Adjacent lands and roads marked with spot elevations.

E) REQUIREMENTS FOR LANDSCAPE PLANS

- Adjacent lands and roads marked with spot elevations.
- Walkways, parking areas, signage, street furniture, and above ground services.
- Natural features, specifically features/trees to be preserved or removed.

- Planting details for trees and shrubs; and
- Location of any landscape features (e.g., paths, fences, planters, retaining walls, etc.).

2.3 Fees & Securities

The application fees for a Site Plan Agreement and a Site Plan Amendment are listed in the West Perth *Fees and Charges By-law* available on the West Perth website.

In addition to the application fee, a security deposit is required at the time that the Site Plan Agreement is entered into by the developer and the Municipality of West Perth.

A security is collected to ensure the developer complies with the site plan and associated conditions and to protect against developer abandonment. If a developer defaults, securities may be used to complete or remediate site work. The amount that is required in securities is dependent on the scope and scale of the proposed development and is determined by the municipality.

Securities may be released in stages, depending on the scope and scale of development. Typically, securities are released when the Municipality is satisfied the site work has been completed to an acceptable standard.

2.4 Approval Authority

The applicant is required to enter into a site plan agreement with the Municipality of West Perth. The agreement will be prepared by West Perth and provided to the applicant for execution. The signed agreement and any required securities or documentation must be submitted to the Clerk for final execution, following approval by the Chief Administrative Officer. When site plan approval is granted, the site plan and agreement will be registered by the Municipality's solicitor on the title of the property.

In West Perth, site plan approval has been delegated to the Chief Administrative Officer. The CAO, at his/her discretion, may forward any Site Plan Application to Council if further municipal review is warranted.

2.5 When Can I Apply for a Building PERMIT?

To expedite the process, applicants can submit a building permit application concurrently with the 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.

3.0 STUDY REQUIREMENTS

The scope and scale of the proposed development will determine what technical studies or reports are required to assist the project review team with their review of the proposal. Technical studies are typically completed by professionals and will often have specific criteria or guidelines with which they must conform.

The studies/reports that will be required will generally be identified at the pre-consultation meeting. However, the requirement for some studies may not be determined until later in the review process once the full scope of the development, and potential impacts associated with the proposal, are

understood. The trigger for some studies will be identified by the review team based upon West Perth/County standards or because of input from agencies.

An overview of common technical requirements for site plan applications is provided below. Municipal requirements will be provided for specific proposals at the time of development applications.

Where studies require review by a third-party consultant, the cost for the review will be paid by the developer.

3.1 Site Access

All entrances onto roads shall be under the control of the applicable road authority (West Perth, County of Perth, provincial Ministry of Transportation). New installations and modifications to existing entrances shall conform to this guidance document, current by-laws, and be completed according to standards. The owners/developers shall bear all costs.

3.2 Servicing

Stormwater Management

The municipal engineer will advise at the pre-consultation meeting regarding storm water management requirements. If required, the report addresses stormwater quality and quantity for the site. Typically, post-development site drainage conditions must be designed to match pre-development site conditions.

All major developments that require stormwater management plans must comply with sub-watershed and master drainage plans. The Stormwater Management criteria is available in the Municipality of West Perth *Municipal Development and Servicing Guidelines*, Conservation Authority *Stormwater Management Technical Guide* and the Ministry of Environment Conservation and Parks *Stormwater Management Planning and Design Manual (2003)*.

Lot Grading and Drainage Plan

A lot grading and drainage plan will be required for site plan approval. While the stormwater management plan provides a high-level review of drainage for the entire property and surrounding lands, the lot grading and drainage is a more detailed review of individual lot grading, road grades and drainage details.

The lot grading and drainage plan is required to show both existing and proposed grades once the site is fully developed. The drawings are required to show proposed development lots and building envelopes and must show how drainage of the proposed buildings will be accommodated and the conveyance of drainage within and through the site. Consideration should be made for a minimum of one accessible path of travel (slope no more 5%) from the street to the entrance of the building.

Detailed elevations are shown for road grades, entrances, laneways, around building envelopes, positive drainage on building lots, ditches, and other conveyance systems. Further requirements are outlined in the Municipality of West Perth, *Municipal Development and Servicing Guidelines*.

Servicing Brief/Functional Servicing Report

A servicing brief is required for most new developments and must be completed by an engineer registered with Professional Engineers Ontario. The study summarizes the status of existing municipal

services (potable water, sanitary sewers, and stormwater drainage) on and adjacent to the subject property and summarizes how the proposed development will be serviced.

Depending on the site, the report may include details related to:

- Roadway alignments, cross-sections, and intersections
- Roadway structures
- Watercourse improvements and channelization
- Railway crossings
- Sanitary sewage infrastructure, including pumping stations
- Water infrastructure, including pumping stations
- Stormwater infrastructure
- Lot grading; and
- Phasing – how it will occur, how infrastructure may be impacted and confirm that it will not limit future development areas.

The study will document the capacity of existing infrastructure and explain how servicing of the proposed development will impact existing municipal services. Generally, this will include calculations, details, costs to demonstrate the proposed development is compatible with existing infrastructure.

Design of services shall be in accordance with the current version of West Perth's *Municipal Development and Servicing Guidelines*.

These studies are reviewed by the Municipal Engineer on behalf of the Municipality, and additional information or submissions may be required to satisfy municipal requirements. Upon completion and acceptance by the Municipality, the Servicing Brief would be used in support of an Environmental Compliance Application (ECA) to the Ministry of Environmental Conservation and Parks (MECP) where required for the development.

3.3 Location of Utilities

For new development, the location of utilities within the road allowance shall be as detailed on the Municipality's standard drawings. Utility drawings shall be submitted to the Municipality of West Perth for acceptance of the proposed utility locations. All utility wiring is to be housed underground or direct buried. Hydro transformers are to be housed in suitable enclosures and mounted on transformer pads installed at the final elevation of the adjacent ground. The location of transformer pads shall be as detailed on the standard drawing and are typically to be in the opposite boulevard of the sidewalk. Telecommunication (telephone, cable TV and internet) junction boxes may be mounted at the surface in accepted standard enclosures.

West Perth's *Municipal Development and Servicing Guidelines* provide detail regarding requirements for utilities.

3.4 Landscaping

A landscaping plan may be required for new developments as well as redevelopment applications. The base of the plan must conform to the proposed lot grading and drainage plan and is completed by a landscape designer or landscape architect. The landscaping plan shows the location of plant material to be installed in conjunction with the proposed development, such as boulevard trees, wind breaks, buffer

strip plantings, plantings required in conjunction with stormwater management facilities (ponds, rain gardens, infiltration basins) and ornamental plantings adjacent to buildings. A drawing is prepared that shows the location of the plant material and is accompanied by information either on the drawing or in an attachment that details the size, species and number of plants required.

Municipal requirements are provided below. Site specific requirements may be provided.

Landscaping

Landscaping elements should be provided around the site perimeter, and include trees at 6-10 metre intervals and consist of a mixture of:

- Deciduous trees which are at least 60 mm (2.4") in diameter measured 300 mm above the ground and shall be No. 1 nursery stock.
- Coniferous trees at least 1.8 m (6 feet) in height.
- Shrub plantings which are at least 60 cm (2 ft.) in height or 10 litres (3 gallons) in volume.
- Hedge plantings which are at least 1.5 metres (5 ft.) in height and spaced at 1 metre (3.3 ft.) intervals.
- Ornamental fencing (e.g., wrought iron, split rail).
- Decorative stones.

All trees that die or fail to grow (as per the discretion of the Municipality) shall be replaced by the developer prior to "Final Acceptance".

Tree planting and care procedure is to be specified on the landscaping plan as follows:

- Check for underground services of hydro, water, phone, and cable by obtaining locates.
- Dig holes with appropriate equipment. Holes shall be 250 mm wider in circumference and the same depth as the root ball.
- Loosen, untie, and fold down burlap and rope from tree trunk and place in hole. Place root ball in the centre of hole and ensure that the top of the root ball is flush with surrounding terrain.
- Backfill with native soil. Adjust if necessary and pack the root ball firmly.
- Add a Mulch ring at a depth of 10 cm (4") at the base of the tree keeping the Mulch from touching the trunk directly. Termite resistant mulch shall be used in the Termite Zone.
- Stake tree for two years using rubber garden hose to protect tree from being cut by support wires.
- To protect the trunk from line trimmers where mulch is not used - use a 20 cm (8") section of solid drainage tile.
- Water newly planted trees regularly during the first year.
- Remove stakes from trees after 2 years or if tree is in a windy location postpone stake removal for 2 more years adjusting the wire and hose accordingly.
- Top up mulch ring as required on yearly basis.
- Use care when grass cutting or when using a line trimmer at the base of the tree ensuring the trunk is not struck.

Planting Strips

Required planting strips are required according to the West Perth Zoning By-law where there is a potential to disturb users of neighbouring properties.

Planting strips must:

- Have a minimum height of trees and shrubs in a planting strip at the time of planting of 1.2 metres (4 ft.)
- Contain trees and shrubs of such a species or type to achieve a minimum height of 1.75 metres (5.75 ft.) at maturity
- Have a minimum width of 1.5 metres (5 ft.)
- Extend to within 3.0 metres (10 ft.) of any driveway extending through it; and
- Extend to within 1.5 metres (5 ft.) of any walkway extending through it.

Planting strips are not located in a sight triangle or located between the street line and the building line on the lot in such a manner as to impede or obscure the vision of the operator of a motor vehicle travelling on an adjacent street.

Fencing

Required fencing must be constructed along lot lines where required to mitigate loss-of-privacy and other impacts. Such fencing is typically required to be 1.8 metres (6 ft.) high, but some circumstances may warrant a taller fence.

The Municipality may specify the type, construction and height of any required fence or wall in the site plan agreement.

3.5 Outdoor Lighting

Outdoor lighting is required to provide sufficient illumination of the site for: pedestrian security and safety; functional vehicular movement; enhancement of external building design and landscaped open space; reduce or eliminate the potential of any adverse effect of artificial light such as: glare, light trespass, light clutter, energy waste.

The type, location, height, intensity, and direction of lighting shall ensure that glare or light is not cast onto adjacent residential properties or natural areas adversely affecting living environment, or onto adjacent public streets which would pose a vehicular safety hazard. Lighting intended to illuminate large areas of a site should be shielded to reduce glare and minimize off-site light broadcasts.

Energy conservation measures must be considered to ensure that the site is not illuminated more than it need be. In some cases, the extent of lighting may be required to be reduced after normal business hours.

West Perth may require an illumination study if concern is identified regarding the lighting proposed. In these cases, a qualified engineer will be required to prepare and provide a report demonstrating how the lighting is contained on the site and that the selection/style of light will not create glare and/or broadcast light onto adjacent properties or roadways, by the adjustment of refractors and/or the placement of shields.

Area lighting fixtures must be mounted to illuminate path of travel through parking lots, along sidewalks, on accessible parking stalls and transfer aisles no more than:

- 6 metres (20 feet) above grade for residential uses; and
- 15 metres (50 feet) above grade for non-residential uses.

3.6 Parking Requirements

The West Perth Zoning By-law identify the specific requirements for number of spaces including barrier-free spaces, sizes, parking area locations, surface treatments, drainage, entrances, and exits. The guidelines included in this document are general and should be considered in conjunction with the requirements of the Zoning By-law.

To encourage an efficient development pattern, the provision of excessive amounts of parking is discouraged.

3.7 Accessibility Requirements

New and redeveloped sites will incorporate requirements of the **Accessibility for Ontarians with Disabilities Act** and **O. Reg. 413/12** and the **Ontario Building Code for Barrier Free Design** into the site plan.

Site Plan Applications will be forwarded to the Joint Accessibility Advisory Committee for review and comment.

The JAAC Accessibility Review Check List is available online: <https://www.perthcounty.ca/en/living-here/accessibility.aspx>

3.8 Bicycle Parking

New and redeveloped sites will provide one bicycle parking space for every 15 required parking spaces.

Bicycle parking facilities should be provided in highly visible areas in proximity to main building entrances but should not interfere with pedestrian movement.

Bicycle parking facilities are comprised purpose-built bicycle racks that are permanently installed and capable of reasonable theft prevention when equipment is secured with a lock.

3.9 Paths, Walkways

Pedestrian paths of travel should be safe, direct, predictable, and barrier-free. They should connect with the building entrances and exits, including emergency exits. Pedestrian routes should be designed to minimize pedestrian and vehicle crossing points, however, where pedestrian routes cross vehicle routes the crossing should be clearly marked with unobstructed sightlines for both pedestrians and vehicles.

Walkways should incorporate surface treatments that are firm, stable, slip resistant, and capable of withstanding winter maintenance activities. They should incorporate changes in materials, textures, and/or colours to differentiate them from parking and vehicle circulation areas.

New pedestrian facilities are required to meet or exceed the requirements of *Regulation 191/11 (Integrated Accessibility Standards)* of the *Accessibility for Ontarians with Disabilities Act, 2005*.

Exterior Paths

New or redeveloped exterior paths must meet the following requirements:

1. Paths must have a minimum clear width of 1600 mm, except where the exterior path connects with a curb ramp to serve as a turning space, in which case the clear width can reduce to 1,350mm.
2. Where possible, paths must maintain a minimum headroom clearance of 2.1 meters. Where this is not possible, barriers and cane detectable edges must exist around any obstructions.

3.10 Fire Protection

Please refer to the current edition of the *Ontario Building Code: Provisions for Firefighting* for design requirements.

Hydrants/Rural Water Supply

The Ontario Building Code requires new buildings that are not serviced by a municipal water supply system to provide an on-site water supply for firefighting purposes.

The water supply can consist of reservoirs, pressure tanks, elevated tanks, water mains or other fixed systems capable of providing the fire flow required, with the amount of on-site water determined by the Ontario Building Code. Dry hydrant connections for the on-site water supply should be designed in accordance with Municipal requirements.

Dry hydrants are required to meet the requirements in NFPA 1142 Chapter 8 “Dry Hydrants”, and NFPA 1142 Annex “I”.

3.11 Asset Management

Final construction drawings and as-builts of municipal services should include all structures labelled with asset numbers. The asset numbering system should be obtained from the GB prior to preparing the drawings.

Prior to Final Acceptance of the services as defined in a subdivision or development agreement, the developer shall engage his engineer to provide to Municipality of West Perth a detailed list of the cost of all the municipal assets for the purpose of West Perth’s asset management system, in the requested format.

APPENDIX 1: Agency Contact Information

There are several different approval agencies that may be involved in the review of a development going through the site plan review process. Below is a list of approval agencies having jurisdiction in West Perth and their contact information:

Ausable Bayfield Conservation Authority (ABCA)

71108 Morrison Line, R. R. # 3
Exeter, Ontario, N0M 1S5
Tel: 519-235-2610 info@abca.ca

B.M. Ross and Associates

Bruce Potter, Municipal Engineer
62 North Street
Goderich, ON
N7A 2T4
Tel: 519-524-2641

Goderich-Exeter Railway Company Limited

101 Shakespeare Street, Unit 2
Stratford, ON N5A 3W5
Regional Railway Infrastructure Inspector
randy.crosby@tc.gc.ca
Tel: 416-414-4780

Huron Perth Public Health

Perth Office
653 West Gore St., Stratford ON N5A 1L4
1-888-221-2133

Joint Accessibility Advisory Committee

c/o Tyler Sager, Manager of Legislative Services
Perth County
1 Huron Street, Stratford, ON N5A 5S4
Tel: 519-271-0531 ext. 210
tsager@perthcounty.ca

Maitland Valley Conservation Authority (MVCA)

1093 Marietta Street, Box 127
Wroxeter, ON N0G 2X0
Tel: 519-335-3557 maitland@mvca.on.ca

Ministry of Environment, Conservation and Parks (MECP)

Environmental Approvals Access and Service Integration Branch
135 St. Clair Ave. West, 1st Floor, Toronto, ON M4V 1P5
Tel: 1-800-461-6290

Ministry of Transportation- Corridor Management

Highway Corridor Management Section
659 Exeter Road, London ON N6E 1L3
Tel: 519-379-4397

Perth County Economic Development

1 Huron Street, Stratford, ON N5A 5S4
Tel: 519-271-0531

Perth County Planning and Development

Susanna Reid, Planner
1 Huron Street, Stratford, ON N5A 5S4
Tel: 519-271-0531 ext. 415
sreid@perthcounty.ca

Perth County Public Works

4 Napier Street, Mitchell N0K 1N0
Tel: 519-271-0531 ext. 314

Ministry of Transportation (MTO)

London Regional Office, 659 Exeter Road
London, ON N6E 1L3
Tel: (519) 873-4100

Ministry of Natural Resources and Forestry (MNR)

Ministry of Natural Resources and Forestry, Guelph District
1 Stone Road West
Guelph ON, N1G 4Y2
Mnr.nric.mnr@ontario.ca
Tel: 1-866-686-6072

Source Water Protection (Ausable-Maitland, Upper Thames)

Ausable Bayfield Maitland Valley Source Protection Region
Tel: 1-888-286-2610

Thames-Sydenham and Region Drinking Water Source Protection
Tel: 519-451-2800

Upper Thames River Conservation Authority (UTRCA)

1424 Clarke Road,
London, Ontario, Canada N5V 5B9
Tel: 519-451-2800 info@thamesriver.on.ca

West Perth Building Department

Bob MacLean, Chief Building Official and Zoning Administrator
169 St. David Street, P.O. Box 609 Mitchell N0K 1N0
Tel: 519-348-8429 ext. 226

West Perth Fire Department

Bill Hunter, Fire Chief

170 Wellington St, Mitchell N0k 1N0

Tel: 519-595-2800 ext. 226

West Perth Operations

Mike Kraemer, Operations Manager

169 St. David Street, P.O. Box 609 Mitchell N0K 1N0

Tel: 519-348-8429 ext. 245

APPENDIX 2: DEVELOPER CHECKLIST

 Developer responsibilities include:		
	Date	Comments
<input type="checkbox"/> Reviewing potential property use restrictions or requirements relating to Source Water Protection;		
<input type="checkbox"/> Obtaining property and conceptualizing a plan for development;		
<input type="checkbox"/> Hiring the required professionals to assist in producing a site plan. At a minimum, a professional architect, engineer, land surveyor or qualified designer is required to prepare the site plan drawings. Other professionals may be required for components of the site plan (e.g., landscape design, stormwater management, traffic impacts);		
<input type="checkbox"/> Initial contact with the Municipality to start the site plan review process;		
<input type="checkbox"/> Initial contact with the planner at the Municipality to identify the necessary planning processes (i.e., Official Plan or Zoning By-law amendments), if required;		
<input type="checkbox"/> Submitting preliminary site plan drawings and technical studies (if required) to the review team;		
<input type="checkbox"/> Reviewing need for other studies (e.g., archaeology, environmental impact study);		
<input type="checkbox"/> Attending a pre-consultation meeting, and if necessary, additional meetings with the review team;		

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	Date	Comments
<input type="checkbox"/> Responding to and incorporating feedback from the review team into a revised site plan;		
<input type="checkbox"/> Preparing revised site plans for submission to the review team to address deficiencies;		
<input type="checkbox"/> Complete and submit a Site Plan Application form;		
<input type="checkbox"/> Paying the Site Plan Application fee and any fees associated with review of the site plan;		
<input type="checkbox"/> Applying and paying permit fees for agency approvals, if required;		
<input type="checkbox"/> Submitting final site plan drawings;		
<input type="checkbox"/> Reviewing and signing the Site Plan Agreement;		
<input type="checkbox"/> Submitting securities;		
<input type="checkbox"/> Meeting the conditions of the Site Plan Agreement; and		
<input type="checkbox"/> Paying costs associated with extending of services to the property (if necessary).		

Development Concept

 Developer checklist:		
	Date	Comments
<input type="checkbox"/> Review zoning and Official Plan designations and policies;		

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<input type="checkbox"/> Review Source Water Protection policies and mapping;		
<input type="checkbox"/> Review the municipal site plan control by-law to determine if a site plan application is required for the type of proposed development;		
<input type="checkbox"/> Review the municipality's development and servicing guidelines (if available);		
<input type="checkbox"/> Confirm property limits and the extent of existing services (e.g., sewage, water, hydro, utilities);		
<input type="checkbox"/> Consider what technical studies may be required (see Section 3) and costs;		
<input type="checkbox"/> Consider what other studies (e.g., archaeology) may be required and costs;		
<input type="checkbox"/> Retain professionals to complete required technical and other studies;		
<input type="checkbox"/> Meet with professional engineer/architect/surveyor to discuss the preparation of a preliminary site plan for the proposed development concept;		
<input type="checkbox"/> Initiate discussion with local utility providers (telecommunications, hydro, gas, etc.,).		

Pre-Consultation

 Developer checklist:		
	Date	Comments
<input type="checkbox"/> Contact the Municipality to request a pre-consultation meeting;		

<input type="checkbox"/> Provide information, preliminary information, and materials to the Planning Coordinator/Planner (at minimum, 1 week ahead of the scheduled meeting date);		
<input type="checkbox"/> Contact retained professionals and ask them to attend the meeting; and		
<input type="checkbox"/> Fill out pre-consultation request form and pay associated fees – if applicable.		

Other Development Processes (outside of the Site Plan Process)

 Developer responsibility:		
	Date	Comments
<input type="checkbox"/> To provide copies of approvals and/or permits from other approval agencies obtained during the site plan process to the Municipality.		

Considerations for Major Developments

 For major developments, developers should expect:		
	Date	Comments
<input type="checkbox"/> Additional study requirements and the potential need to hire specialists and/or professionals;		
<input type="checkbox"/> Detailed comments or questions from the review team;		
<input type="checkbox"/> A potential need to obtain permits from approval agencies;		
<input type="checkbox"/> Multiple revisions to the site plan may be required before being approved; and		

<input type="checkbox"/> Additional time and costs associated with the review.		
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Preparation of Plans and Technical Studies

 **All site plan drawings submitted by developers are required to have:**

	Date	Comments
<input type="checkbox"/> Address and name of development;		
<input type="checkbox"/> Metric scale (not greater than 1:500);		
<input type="checkbox"/> North arrow;		
<input type="checkbox"/> Appropriately scaled font size and line work;		
<input type="checkbox"/> Topographic contours or spot elevations for adjacent properties;		
<input type="checkbox"/> Name, address, telephone, and email address of author;		
<input type="checkbox"/> Geodetic benchmark;		
<input type="checkbox"/> Property limits (including bearings and dimensions);		
<input type="checkbox"/> Existing and proposed structures, driveways, storage, and parking areas with dimensions;		
<input type="checkbox"/> Roads (include names), lanes, easements, road widenings, reserves, and rights-of-way;		
<input type="checkbox"/> Author's professional stamp;		

	Date	Comments
<input type="checkbox"/> A standard title block in the lower right corner, including information such as revision dates;		
<input type="checkbox"/> Existing infrastructure and structures shown in greyscale as dotted or dashed lines; and		
<input type="checkbox"/> Proposed servicing infrastructure (including septic systems) and buildings shown in a solid, darker colour (to stand out from existing).		

 General layout drawings submitted by developers are required to have:		
	Date	Comments
<input type="checkbox"/> A table of site statistics showing compliance with zoning requirements (e.g., lot area, percent lot coverage – proposed and permitted, lot frontage, gross floor area permitted and proposed, paved area, landscape area proposed and permitted, and parking spaces proposed and required);		
<input type="checkbox"/> All yard and setback requirements;		
<input type="checkbox"/> Driveways, parking stalls (including barrier-free) and aisles, and dimensions;		
<input type="checkbox"/> A key plan;		
<input type="checkbox"/> Above ground utilities, existing and proposed (poles, meters, lighting, signs, transformers, utility pedestals, hydrants);		
<input type="checkbox"/> Turning radii;		
<input type="checkbox"/> Exterior surface treatments;		

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	Date	Comments
<input type="checkbox"/> Loading areas and dimensions;		
<input type="checkbox"/> Garbage and recycling enclosures;		
<input type="checkbox"/> Existing and proposed signage;		
<input type="checkbox"/> Fire routes (where required);		
<input type="checkbox"/> Building entrances;		
<input type="checkbox"/> Finished floor elevation;		
<input type="checkbox"/> Pedestrian paths on the site and any connections to off-site paths;		
<input type="checkbox"/> Any active transportation features (e.g., bicycle racks, etc.);		
<input type="checkbox"/> Snow storage areas;		
<input type="checkbox"/> Any Source Water Protection areas (e.g., Highly Vulnerable Areas, Well Head Protection Area, etc.);		
<input type="checkbox"/> Flood lines, as specified by the local Conservation Authority;		
<input type="checkbox"/> Mail delivery or post box location;		
<input type="checkbox"/> Location of rooftop equipment and screening features;		
<input type="checkbox"/> Location, height, and type of proposed fencing and retaining walls;		
<input type="checkbox"/> Any outdoor storage areas; and		
<input type="checkbox"/> Generator set location.		

 Servicing Plan Drawings submitted by developers are required to have:		
	Date	Comments
<input type="checkbox"/> Geodetic and site benchmarks;		
<input type="checkbox"/> All existing underground services (including utilities, septic systems) on streets and easements within the property limits and adjacent streets/easements;		
<input type="checkbox"/> Topographic contours and spot elevations;		
<input type="checkbox"/> Road allowances, lot and block frontages, easements, and reserves;		
<input type="checkbox"/> Curb, gutter, and sidewalk, with dimensions;		
<input type="checkbox"/> Road widths, cross-sections, ditches, ditch gradients, and curb gradients;		
<input type="checkbox"/> For stormwater and sanitary sewers – location, size, connection details, direction of flow, and invert elevations		
<input type="checkbox"/> For watermains – connections, hydrants, valves, and diameters;		
<input type="checkbox"/> Length, grade, pipe material and class, usage, and bedding type for all pipes;		
<input type="checkbox"/> Stormwater management devices;		
<input type="checkbox"/> Catch basins and manholes, including top and invert elevations;		
<input type="checkbox"/> Ditches, swales, and culvert details (including direction of flow);		
<input type="checkbox"/> Existing and proposed fencing (height and type), hedges, trees		
<input type="checkbox"/> Basement floor elevations;		

	Date	Comments
<input type="checkbox"/> Existing and proposed elevations;		
<input type="checkbox"/> Adjacent off-site servicing;		
<input type="checkbox"/> Roof water leader discharge points; and		
<input type="checkbox"/> Erosion and sediment controls.		

 **Site Grading Plans submitted by developers are required to have:**

	Date	Comments
<input type="checkbox"/> Geodetic and site benchmarks;		
<input type="checkbox"/> 1:500 scale;		
<input type="checkbox"/> Existing and proposed lot numbers and blocks;		
<input type="checkbox"/> All proposed rear lot catch basins, leads, top elevations and inverts;		
<input type="checkbox"/> Location of service conditions;		
<input type="checkbox"/> Pipe sizes, slope, and directions of flow;		
<input type="checkbox"/> Location of any easements for registration;		
<input type="checkbox"/> Topographic contours (with a maximum of 0.5 m contours) and spot elevations;		
<input type="checkbox"/> Centre line of road grades along streets adjacent to the property and existing grades;		

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	Date	Comments
<input type="checkbox"/> Legend for existing and proposed grades;		
<input type="checkbox"/> Proposed and existing elevation and key locations around the site (e.g., lot corners) and buildings;		
<input type="checkbox"/> Drainage arrows and percentage of cross fall to catch basins;		
<input type="checkbox"/> Building elevations (e.g., basement floors, finished first floor);		
<input type="checkbox"/> Erosion and sediment controls;		
<input type="checkbox"/> Sidewalks and walkways, including base and surface materials;		
<input type="checkbox"/> Manholes, catch basins, hydrants, and valves;		
<input type="checkbox"/> Spot elevations for catch basins, sub-drains, entrances;		
<input type="checkbox"/> Retaining wall, including top and bottom elevations and engineering details; and		
<input type="checkbox"/> Elevation of driveways, parking areas and other paved areas.		



Building Elevation Drawings submitted by developers are required to have:

	Date	Comments
<input type="checkbox"/> Architectural elevations of each façade, with orientation labelled;		
<input type="checkbox"/> Building materials and colours;		
<input type="checkbox"/> Screening for mechanical units;		

	Date	Comments
<input type="checkbox"/> Building dimensions;		
<input type="checkbox"/> Facade signage;		
<input type="checkbox"/> Location of windows, doors, loading docks; and		
<input type="checkbox"/> Details for garbage enclosures.		

 Landscape Plans submitted by developers are required to have:		
	Date	Comments
<input type="checkbox"/> Adjacent lands and roads marked with spot elevations;		
<input type="checkbox"/> Walkways, parking areas, signage, street furniture, and above ground services;		
<input type="checkbox"/> Natural features, specifically features/trees to be preserved or removed;		
<input type="checkbox"/> Planting details for trees and shrubs; and		
<input type="checkbox"/> Location of any landscape features (e.g., paths, fences, planters, retaining walls, etc.).		

Site Plan Submission Requirements:

 A Site Plan Submission must include:		
	Date	Comments
<input type="checkbox"/> A completed and signed site plan application form (available from the municipality);		
<input type="checkbox"/> The required number of site plan drawing sets (digital and hard copy);		
<input type="checkbox"/> The required number of copies of any associated studies;		
<input type="checkbox"/> Review fee; and		
<input type="checkbox"/> Copies of approval documents from other approval agencies (e.g., Conservation Authorities, Ministry of Transportation, local Heritage Committee).		

Site Plan Agreement

 The developer must:		
	Date	Comments
<input type="checkbox"/> Review the Site Plan Agreement;		
<input type="checkbox"/> Provide comments, if any, on the Agreement;		
<input type="checkbox"/> Submit required securities;		
<input type="checkbox"/> Sign the Site Plan Agreement;		