



Site Plan Approval Process Town of Erin Planning Department

Pursuant to Section 41 of the Planning Act the Municipality's purpose for Site Plan Approval is to ensure that site specific details of a proposed commercial, industrial or institutional development are coordinated with goals of the Municipality and associated agencies.

Erin Council approves Site Plans conditionally. The conditional approval consists of 2 parts;

- a) Conditions to be satisfied prior to building permit issuance,
- b) Conditions to be satisfied prior to release of securities.

When Council is presented with a site plan approval, they review a site plan (reviewed by staff and agencies) and a staff report which provides appropriate conditions. The conditions of the approval imposed generally deal with site specific details and requirements for securities to be held to ensure site works are completed as approved by the Town. The list of "standard/typical" conditions is attached as Appendix A.

When a site plan is conditionally approved by Council it means that the proposed site plan has largely met the requirements of the municipality and circulated agencies. Council delegates authority to staff to ensure that conditions are satisfactorily completed to allow issuance of building permits and subsequently securities released in a timely manner.

PROCESS:

1. PRECONSULTATION MEETING WITH PLANNING DEPARTMENT;

Applicants/owners must present their proposal to the Town of Erin before submitting a formal Site Plan Application Package for the following;

- Review submission requirements including zoning, landscaping, engineering and architectural design issues.
- Staff will provide the applicant with a specific list of information that will be required as part of the submission in order to expedite the process.
- Identify policy or procedural matters with the applicant, which they might not be aware of.
- Identify other approvals or permits required from other agencies.

Applicants must conform to the following documents in order for a site plan application to be accepted:

- Town of Erin Official Plan
- Town of Erin Zoning By-law 07-67, as amended

- Town of Erin Municipal Servicing Standards
- OWMS Subdivision Overall Grading Plan (if applicable).

2. COMPLETE SUBMISSION MATERIAL.

a) COMPLETED APPLICATION FORM: The application form must be signed by Town staff noting the specific requirements for the site plan submission determined at the Preconsultation Meeting.

b) FEE: Site Plan Application fee - \$2,000.00
 Site Plan deposit - \$5,000.00

*Exception: Minor Revision /Extension - reduced fee of \$1,000.00 may be approved by Council in the following circumstances;

- previous approval lapsed without significant change to project
- previous approval included expansion, no significant change to project
- minor change to the existing floor plan or parking area (less than 100m² building area and/or 1000m² of parking/driveway area.

c) SUBMISSION DRAWINGS AND PLANS:

- All plans to be metric and printed from original drawings with all information legible and clear , All Plans are to be folded to 8/12 x 11 size with title blocks visible
- The electronic copy is to be emailed to sally.stull@erin.ca
- All elevation s to be tied to geodetic datum.
- A key map showing the location of the site
- Certificate on drawing executed by Registered Professional Engineer or a Registered Ontario Land Surveyor.
- scale, north arrow, legal description of the land, dimensions
- Owners name, email address, telephone, project name (roll no.)
- Site plan and building statistics in a chart form, the type of development
- Existing and proposed buildings and/or additions, underground parking with min. setbacks to lot lines
- Identify principal entrances of building and for any individual units.
- Location of existing buildings/structures, driveways, sidewalks and utilities on adjacent lands within 15m of property boundary.
- Identify landscaped areas (with dimensions) and surface treatments; paved, gravel, seeded etc.)
- Location of all required Fire Access Routes lay areas, outdoor amenity areas
- All parking and loading areas, include dimensions of parking stalls, driveways ad aisles.
- Details of fencing and location of lighting (poles wall mounted fixtures).

- Details of proposed signage
- Identify handicapped parking space
- Garbage locations and screening details if outside, outside storage areas and description of items

d) **WORKSHEET COST ESTIMATE: basis of Securities (Letter of Credit)**

- Please be aware that the estimates provided on the work sheet will be reviewed and approved by the Town to determine the letter of credit requirements

3. AGENCY CIRCULATION

Most agency correspondence will be via email, this ensures the quickest response time and the most up-to-date information, please utilize email addresses provided to ensure that Erin staff, consulting engineers and the commenting agencies are provided with updates or changes to proposed plans, noting the changes and date. The following agencies will be circulated within their jurisdiction:

- Municipal Engineering Consultant
- Town of Erin
Building Department
Public Works Department
Fire & Emergency Services
- Conservation Authorities
Credit Valley Conservation Authority
Grand River Conservation Authority
- County of Wellington
Planning Department
Roads & Engineering Department

*Delays generally occur due to revisions not being re-circulated to all parties involved. The completeness of site plan submission and applicant's attention to revisions directly affects timelines.

4. CONDITIONAL SITE PLAN APPROVAL:

Once the applicant's site plan has been reviewed and is revised to satisfy the Town's and circulated agencies concerns the application will be brought before Council for

approval subject to conditions for approval. The applicant will be provided with the report and conditions prior to the Site Plan Application being heard by Council. Upon Council's conditional approval the applicant will proceed to satisfy those conditions or has the right to appeal the decision to the Ontario Municipal Board.

5. SATISFYING CONDITIONS OF APPROVAL (A) FOR BUILDING PERMIT ISSUANCE:

It is the applicant's responsibility to ensure that all conditions have been satisfied and the information is provided to the Planning Department. Please note Appendix C for an example of a Letter of Credit. The Planning Department will notify the Building Department when all conditions of approval prior to Building Permit issuance have been released.

6. RELEASE OF SECURITIES:

Upon completion of the site works the Applicant may request an inspection and provide confirming information that the site works have been completed to the satisfaction of the Town of Erin in order to reduce the letter of credit. If deficiencies are noted by the Town and the applicant requests another inspection, if there is no substantive change to the deficiencies noted at the original inspection then an inspection fee of 150.00 will be charged prior to release of any securities.

Please remember a 15% holdback will be held in most circumstances for a period of 1 year to ensure that landscape material has survived. The applicant may then request an inspection to release the balance of funds held.

Appendix A

A. (standard/typical) Conditions which must be satisfied prior to building permit issuance.

1. That this approval lapse if no building permit has been issued within two years from the date of site plan approval.
2. That a detailed grading, drainage and site servicing plan be reviewed and approved by the Town of Erin.
3. That all design will be in accordance with the Municipal Servicing Standards of the Town of Erin.
4. That the proposed landscape plan be completed and stamped by a Landscape Architect, be revised to the satisfaction of the Planning Department.
5. That the owner provide a detailed written estimate of costs for landscaping, all paving, curbing, drainage and storm sewers, stormwater management facilities, installation and maintenance of erosion and siltation control measures, tree protection, boulevard restoration, roof top mechanical screening, garbage enclosures and site works listing items, quantities, unit costs, and total costs. This estimate to be reviewed and approved by the Town of Erin.
6. That the owner deposit securities with the Finance Department, in a form meeting the Finance Department's requirements, covering full costs of landscaping, all paving, curbing, drainage and storm sewers, stormwater management facilities, installation and maintenance of erosion and siltation control measures, tree protection, boulevard restoration, roof top mechanical screening, garbage enclosures and site restoration.
7. That the owner pays to the Town of Erin their contribution for the provision of sidewalks based on frontage that abuts the proposed sidewalk.
8. That provision be made for screening of all roof top mechanical equipment from public view and that the details of the screening of the roof top mechanical equipment be approved by the Planning Services Department.
9. That any Fire Protection concerns be resolved and an application be submitted to place the fire route on the Town's by-law.
10. That any Hydro concerns be resolved
11. That the applicant confirms that the signage conforms to the sign by-law to the satisfaction of the By-law Enforcement staff.
12. That the applicant seek approval from the Wellington County Forester regarding compliance with the Wellington County Forest By-law 5115-09 with regard to tree removal.
13. That the applicant provides written confirmation prepared by a certified arborist with respect to the presence of trees on the subject site or any trees on adjacent private property when the crown of the tree overhangs the subject land. If there are trees that may be affected, the following be provided:
 - a. a tree preservation and protection plan in accordance with the Town standard (wafer or plywood hoarding at drip line of tree) be prepared and submitted by a certified arborist;
 - b. that tree protection measures be implemented on site and certified by an arborist to be in place.
14. That a Stormwater Management Report and Plan be approved by the Town of Erin.

15. That the owner convey a road widening to the Town measured as (width) metres from the construction centre line of (*street name*), the approximate widening being (*width*) metres. The survey, reference plan and transfer fee to be paid by the owner.
16. That the owner conveys a (*width*) metre daylight triangle at the intersection of (*street name*) and (street name). The survey, reference plan and transfer fee to be paid by the owner.
17. That all land conveyed to the Town be certified as being in a condition which meets Environmental standards, relative to soil contamination, to the satisfaction of the Planning Department.
18. That the owner shall apply to the Town's Water Department to review any servicing concerns relating to the water connection and pay all necessary fees, if required.
19. That the owner enters into a Site Plan Agreement with the Town.
 - (a) That an agreement be registered on title to contain clauses suitable to the Town of Erin and the Town Solicitor ensuring: that the landowner is responsible for maintenance and any liability related to the stormwater management facilities provided for the property and
 - (b) that the Town has the right to enter the property to install, inspect and repair at the owners expense, if necessary, the stormwater facilities.
20. That the driveway design be approved by the appropriate Road Authority.
21. That an easement be conveyed (to whom) of not less than (width) metres for (purpose of easement) to the satisfaction of the Public Works, Planning Department.
22. That the owner obtains approval from the Town of Erin for hoarding and/or encroachments onto Town land.
23. That an entrance permit or curb cut permit be obtained from the Roads Department.
24. That driveway culverts, if necessary, be installed to the satisfaction of the Roads Department.

B. Conditions required to be met prior to securities being released (and signed acknowledgement by the Town of Erin to agree to lift the 1 foot reserve for the driveway access).

25. That the Town will sign the acknowledgement and direction for the release of the 0.3m reserve along WCR 124 for the width of the driveway access.
26. That 15 percent of the total amount of the original value of the posted securities be held back for a one-year period from the date of the Town's final inspection. In the event that in the opinion of the Chief Building Official of the Town, construction on the site is substantially discontinued and the site becomes a hazard to public safety part or all of the securities may be used by the Town to cover the cost of site restoration to be done to the satisfaction of the Chief Building Official.
27. That the owner will submit as-built drawings confirming that the grading and stormwater management facilities have been installed in accordance with the approved Drawings and Stormwater Management Report prior to the release of any securities.
28. That for all undeveloped or phased areas of the site that ground cover is established prior to release of any securities.
29. That all pad mount electrical transformers be screened from public view with appropriate landscaping to the satisfaction of the Town and Hydro Authority.
30. That all external refuse containers be fully screened with material compatible to the main structure and be maintained in good repair.
31. That on-site lighting not impinges on adjacent lands and is directed away from nearby residences.

32. That the applicant acknowledge that the site plan approval does not constitute approval of any signage that may be shown on the plans and that the applicant is required to obtain sign permits from the By-law Enforcement and Licensing Section of the Building Services Department for all signage on the subject site.
33. That any proposed wood fence be constructed of pressure treated pine or western red cedar with all hardware being galvanized.
34. That no landscaping or site facilities (i.e. signs, planters, parking, entry features) be placed within the road widening area, other than sod and street trees, unless specifically approved by the Roads Department.
35. That all conditions of this Site Plan approval shall have been complied with prior to the 30th of June in the second year following the issuance of the building permit failing which Town staff may proceed to draw on the securities to complete all outstanding site plan conditions.
36. That for all designated handicapped parking spaces; the applicant will ensure the provision of appropriate pavement markings as well as the installation of the standard Town signage for each handicapped parking space.

Appendix B -

Example "Standby" Municipal Letter of Credit

Name of Bank: _____

Date issued: _____

Letter of Credit No: _____

Amount: _____

Issued subject to the Uniform customs and practices of Documentary Credits, 2007 revision, (ICC Publication number 600L, implemented July 1, 2007.

To the Municipal Corporation of the Town of Erin,
5684 Trafalgar Road,
RR2 Hillsburgh ON
N0B1Z0

We hereby authorized your to draw on the _____(issuing Bank) from the account of _____(owner/applicant) up to an aggregate amount of \$_____. To be honoured upon demand pursuant to the request of our customer; _____.

We _____(issuing bank),hereby establish and give you an irrevocable Letter of Credit in your favour in the above amount which may be drawn on by you at any time and from time to time, upon written demand for payment under the Corporate Seal of the Municipality made upon us by you which demand shall honour without enquiring whether you have the right between yourself and the said customer to make such demand, and without recognizing any claim of our said customer, or objection by it to payment by us.

DEMAND shall be made by way of a letter signed by the Clerk of the Municipality under the Corporate Seal attached to which shall be the original Letter of Credit. Presentation shall be made to the Bank at the following address: _____.

THE LETTER OF CREDIT we understand relates to all obligations and conditions set out by the Town of Erin Council for the Conditional Site Plan Approval SP ____ - ____ and dated _____.

THIS LETTER OR CREDIT will continue in force for a period of one year, but shall be subject to the condition hereinafter set forth.

IT IS A CONDITION of this Letter of Credit that shall be deemed to be automatically extended without amendment from year to year from the present or any future expiration date hereof, unless at least 30 days prior to the present or any future expiration date, we notify you in writing by registered mail that we elect not consider this letter of credit to be renewable for any additional period.

DATED AT _____, Ontario, _____ (date)

Countersigned by: _____ (authorized personnel of issuing bank)