

**TOWNSHIP OF NORTH DUNDAS  
SITE PLAN APPROVAL**

*TO THE APPLICANT*

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Individual Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed in writing to the Freedom of Information and Privacy Coordinator of the Township of North Dundas.

The authority for site plan approval is set out in Section 41 of the Planning Act. Site Plan approval is required for all commercial, industrial, institutional, and larger scale residential development.

To help process your application, please fill in the aforementioned application form and submit the appropriate site plans. A check list is included below which you may use to ensure that you have included all the required information. Please remember that a complete application will help us to process your request faster.

The time required to approve your application depends on the complexity of the plans.

If you have any questions, please do not hesitate to contact the Municipal Planner at (613)774-2105 or by fax (613)774-5699.

**SITE PLAN CHECKLIST**

Please use this check list to verify that you have included all the required information where applicable.

**General**

1. Completed application form
2. Two (2) copies of up-to-date survey plan or reference plan
3. One (1) copy of registered deed
4. Five (5) paper copies of the draft landscape plan showing grading, drainage, and servicing)
5. Five (5) paper copies of the draft landscape plan
6. One 8½ x 11 or 8½ x 14 mylar and five (5) paper copies of each final site plan and landscape plan. These should not be prepared until the municipality has reviewed the draft plans.

7. A letter of credit or cash is required before signing agreement for 50% of the costs.
8. One (1) copy of registered mortgage (if applicable)

### **Site Plan Details**

(Note: Engineering details must be stamped by an Ontario Professional Engineer)

1. Lot dimensions
2. Lot area
3. Building dimensions
4. Building setbacks (front, side, rear)
5. Number of storeys
6. Gross floor area for each different use or occupancy
7. Number of residential units (i.e. two (2), 2 bedroom units)
8. Location of building entrances
9. Driveway accesses and width
10. Number of parking spaces including number of handicapped spaces
11. Width of parking aisles and location of fire routes
12. Dimensions of typical parking space and handicapped space
13. Loading spaces and dimensions
14. Garbage vault or enclosure
15. Location and dimensions of sidewalks, walkways, and ramps
16. Curbs including cross section detail
17. Fencing and retaining walls
18. Location of signs (ground)
19. Exterior site and emergency lighting
20. Location and dimension of children's play are for (R3) zone
21. Sight triangles on corner lots
22. Privacy yard and dimensions for (R3 or R4) zones (Winchester Village)
23. Proof of available parking on lot within 150 m, where applicable
24. Existing and proposed elevations of all critical points ie lot corners, grade points, catch basins, building lines, etc.
25. Arrows indicating direction of flow of all surface water
26. Percentage grade of proposed slopes
27. Proposed top of footing elevations

28. Location, size, inverts, and elevations of sanitary and storm sewer and water main connections and laterals
29. Location of service or utility easements
30. Location and details of swales, water courses, and surface water outlets
31. Location of nearest hydrant(s), where applicable
32. Existing road centerline
33. Proposed phasing of construction, where applicable
34. Key play of site location
35. North arrow, scale, civic address
36. Stamp and signature of professional engineer, where applicable
37. Appended detailed design calculations, where applicable

### **Landscaping Plan**

1. All seeded areas
2. All sodded areas
3. Proposed trees, shrubs, hedges, and species of each
4. Percentage of lot area constituted by landscaping
5. Planting strips, where applicable
6. Location of buildings, etc.

NOTE: Landscaping plan does not require stamp of Ontario Association of Landscape Architects.