



Site Plan Application Guidelines

Township of Warwick

1. Introduction

The following guidelines are provided for guidance in the preparation of Site Plan applications submitted under Section 41 of the *Planning Act*, R.S.O. 1990, as amended.

What is a site plan?

A site plan is a plan for a proposed development or project that addresses all areas of the development. Building location, landscape treatment, pedestrian access, drainage control and parking layout are a few of the items addressed during a site plan review.

The site plan application process allows the municipality to influence land development so that it is safe, functional and orderly. It is also used to ensure that the development standards approved by the municipality and other agencies are implemented and maintained.

A site plan is approved after staff and agencies complete a comprehensive review of plans and studies submitted with the site plan application. Technical considerations inform staff's decision to approve, modify or refuse an application for site plan.

Why do I need to provide a site plan for my development/project?

The municipality is authorized to require all development within municipal boundaries to receive site plan approval. This authority is pursuant to Section 41 of the *Planning Act*, as amended and to the Site Plan Control By-law adopted by the Township of Warwick.

All development proposals subject to Site Plan approval must complete an *Application for Site Plan Approval* and prepare a site plan drawing in accordance with this guide prior to the development proceeding.

Is a site plan required for all developments?

No. Consult with the Township Planner to determine if a development is exempt from a site plan.

In accordance with the Site Control By-law (22 of 2005), the following classes of development are usually exempted from site plan control:

- a) Single-family dwellings, semi-detached dwellings, duplex dwellings, and agricultural buildings or structures;
- b) Buildings or structures accessory to any use which is listed in sub-section (a) above.

However, a development that is exempt may be required to obtain site plan approval if required by the Planning Department. To confirm if site plan approval is required,

contact Frank Garado, Planner, at 1-866-324-6912. If site plan approval is required a building permit cannot be issued until approval on a site plan is obtained.

Can I get a building permit without completing a site plan application?

Yes - If the planned development is exempt from a site plan requirement (residential and agricultural buildings only).

No – If the planned development is not exempt from site plan requirements. In this case, the Council of the Township of Warwick is required to approve all site plans prior to any building permit being issued for the proposal.

What is a site plan agreement?

Site plan agreements are legal agreements between the applicant and the Township of Warwick which outlines the terms and conditions of the development. These agreements include a site layout, payment of fees, timelines for compliance, penalties for non-compliance, etc.

Site plan agreements are registered on title and remain in effect for the lifetime of the development. A request to release an agreement may be considered if all conditions of the approval have been met.

2. Application for Site Plan Approval

A completed application form and draft site plan are to be submitted to the Township of Warwick, 6332 Nauvoo Road RR 8, Watford ON NOM 2SO before any development can proceed or be approved.

The application must be completed by the property owner or authorized agent. Where it is being made by the agent, written authorization from the property owner must accompany the application.

If it is the opinion of Township staff that the application is incomplete, it will be returned to the applicant for completion, correction, or clarification prior to processing. Adequate information is required to process applications. This helps avoid any undue delay in the approval process.

The *Application for Site Plan Approval* must be accompanied by site plan drawings. Examples of acceptable drawings are included on pages 9 and 10 of this Guide.

3. Financial Requirements

The applicant is required to meet all financial requirements of the Municipality as part of the site plan process including, but not limited to, the following:

- Application Fee of \$500 minor, \$1000 major (Minor – value of work under \$50,000, Major – value of work over \$50,000): The application must be

accompanied by the application fee set by the municipality. The purpose of the fee is to recover part of the administrative costs involved in processing applications.

- Third Party Servicing Review (\$1000, plus cost reimbursement of additional fees – for major applications only): The applicant is responsible to cover all costs associated with a third party engineering review focused on servicing. Estimates for costs of the review, if exceeding the minimum fee, can be provided upon receiving a request.
- Site Plan Deposit (\$5,000 to \$10,000): Fee to be provided in the form of certified cheque or guaranteed funds. Fee will be deposited as a means of security for guaranteeing that all works and matters of the development have been completed satisfactory to the municipality. If at the expiration of the site plan agreement all work is completed to the satisfaction of the municipality, the deposit will be refunded.
- Legal Costs Associated with Registering Site Plan Agreement on Property: The approved site plan agreement is required to be registered on title of the subject property. All legal costs associated with the registration, as well as arranging for the registration, are the responsibility of the applicant. The applicant must provide a copy of the registration to the municipality.
- Final Engineer Sign Off and Approval: The applicant is solely responsible for the cost of providing the municipality with a letter from an accredited professional outlining that all conditions of the site plan agreement have been completed prior to any deposited funds being returned.
- Other Fees Associated with Development: Depending on the proposal from the applicant, other fees may be due associated with water and sewer installation, entrance permits, etc. Schedule A to the *Application for Site Plan Approval* will be reviewed by staff and completed to provide details on expected costs.
- Additional Fees: Applicants may be required to provide an additional fee should, in the opinion of the municipality, further costs or studies be required. This will be discussed with the Planner at the outset of the application process and during the initial meeting with the Development Advisory Committee.

Fees may be paid in cash, interact, cheque or money order to the Township of Warwick.

An application will not be deemed complete unless the relevant fees have been paid.

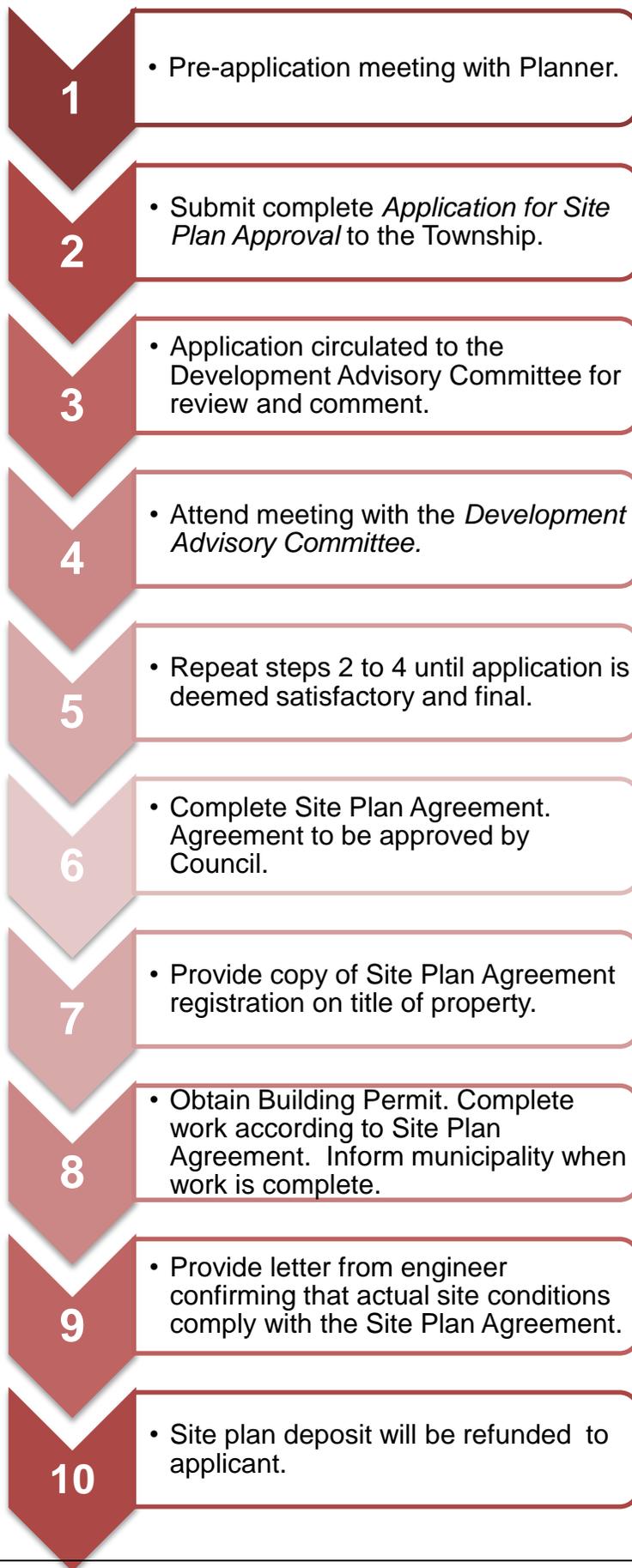
4. Other Requirements

- Ontario One Call/Call before you dig: The Township of Warwick participates in the Ontario One Call program. All persons digging are required to contact Ontario One Call at 1-800-400-2255 for applicable locates.

- Water and Sewer Connections: All water and sewer connections are completed by the Ontario Clean Water Agency (OCWA) on behalf of Warwick Township. Call 1-888-522-0117 to contact OCWA about your connection needs.
- Utility Connections: All other utility connections are the responsibility of the landowner/applicant. The Township of Warwick is not involved in Hydro One, Bluewater Power, Union Gas, etc. hook ups or locates.
- Permits: The proposed development may require additional permits to be granted (new entrance permit, etc.). The Township will advise the applicant of all applicable permits before or at the meeting with the Development Advisory Committee to review the proposed site plan application. The applicant is responsible to pay all applicable fees associated with additional permits.
- Submission of further information: The Township of Warwick reserves the right to require additional information to process the site plan application. This information may include photographs and/or supporting studies that may assist in the processing of the application, such as storm water management reports, traffic impact studies, engineering/servicing reports, etc.

5. Site Plan Application Process

Summary Diagram



Detailed Process

1. Applicant to attend pre-application meeting with the Planner to identify site plan submission requirements. This allows early identification of requirements, fees, and provides an opportunity for applicant to ask questions about the process.

2. Submit the complete *Application for Site Plan Approval* with all required materials and application fees.

- Sign either the 'Declaration' or the 'Owner's Authorization for Agent Representation' included in the Application Form in the presence of a Commissioner of Oaths (Clerk or other municipal staff delegate).

- The applicant is solely responsible for the accuracy of all information provided pursuant to these guidelines. Moreover, it is the sole responsibility of the applicant to fill in all particulars required and to supply all plans necessary to submit a complete application.

3. The Site Plan Application will be reviewed for completeness by staff. If not complete, the applicant will be advised to submit outstanding requirements. If complete, the application will be circulated to the Development Advisory Committee, a third party engineer, external agencies, and other relevant personnel in order to

obtain comments and recommendations.

The applicant may be asked for more information, clarification, etc. at this stage.

4. The applicant will be required to attend a meeting with the Development Advisory Committee. The Committee usually meets on Wednesdays at 3:00 p.m. every other week. Following the meeting, comments will be provided to the applicant to address. The number of required site plan meetings is at the discretion of the municipality. Bring 7 copies of all materials to the Committee meeting.
5. Steps 2 to 4 will be repeated until all requirements for site plan approval are met. Once the site plan submission is deemed satisfactory for approval, the applicant is to provide:
 - Final drawings for approval;
 - Payment for all financial obligations (site plan deposit, engineering review fee, etc.);
 - Other information, as required.
6. Staff will prepare the Site Plan Agreement for review by the applicant. This is a legal and binding agreement between the applicant the Township of Warwick. The Council of the Township of Warwick will approve the agreement by-law at a regularly scheduled Council meeting.
7. The applicant will provide the municipality with documents confirming registration of the Site Plan Agreement on the title of the property.
8. The applicant can apply for a Building Permit and develop the property according to the Site Plan Agreement. Once the property development is complete the applicant will inform the municipality.
9. The Applicant is required to provide the municipality with a confirmation letter from their engineer stating that the property is developed in compliance with the approved site plan drawings and agreement. The cost of providing this letter will be borne by the applicant.

The municipality will conduct a site plan inspection which confirms that the actual site conditions meet the requirements outlined in the Site Plan Agreement (drainage, site elevations, parking, etc.). A third party engineer *may* be required to participate in the site inspection. Costs of the engineer to attend will be borne by the applicant.

10. If the property is in compliance with the Site Plan Agreement, the deposit will be released to the applicant.

Non-Compliance with Site Plan Agreement

The Site Plan Agreement is a legal and binding agreement. If the property is not in compliance with the Site Plan Agreement, the municipality will inform the applicant and

require work to be completed within a specified period to bring the property into compliance.

Non-compliance *may* result in the municipality using the site plan deposit to enter the property and complete work to ensure compliance or the municipality taking the property owner to court to get a court order to ensure compliance.

Continual Compliance with Site Plan Agreement

The site is required to conform to the conditions in the Site Plan Agreement indefinitely, as the agreement is registered on the title of the property. If the property owner wishes to make further changes to the property after the site plan process is complete, (i.e. parking, paving, accessory buildings, etc.) they must first contact the municipality. An amendment to the Site Plan Agreement may be required.

6. Timelines

Processing applications may take up to 3 to 12 weeks. The timeline is dependent on the complexity of the application and the planned development. Incomplete applications will result in undue delays in processing. Therefore, applicants are encouraged to ensure they have all relevant information at the outset of the application process.

Submission and Review of Application (3 to 8 weeks)

The timeline for site plan approval will depend on the scale of the proposal and level of complexity associated with the development.

To ensure a timely and complete review, all required information should be submitted at the time of application. Circulation and review of the application may be delayed if the application is deemed incomplete. Comments from the Development Advisory Committee are typically collected within 2 to 3 weeks.

Depending upon the scale, complexity and information requirements of an application, the approval process can be completed in 6 to 8 weeks. Complex applications that involve detailed agency review, multiple revisions to plans and/or the preparation of reports may take longer.

Approval of Site Plan Agreement and Registration on Title (1 to 3 weeks)

The agreement assigns financial responsibility to the owner, should the development not meet the specifications of the site plan. The Planning Department will prepare a draft site plan agreement to be reviewed by the applicant and Council.

Agreements are approved by Council at regularly scheduled Council meetings. Council meetings are held bi-monthly, except in July, August and December where one meeting is held. Pre-approval before approval at a Council will not be granted.

Once the parties agree to the terms of the agreement, the owner is responsible for registering the agreement.

Appeals to the Ontario Municipal Board (additional time)

Applicants are advised that Subsection 41(12) of the *Planning Act* contains provisions dealing with the right of the applicant to appeal site plan approval decisions to the Ontario Municipal Board. Such appeals are filed directly with the Clerk of the municipality.

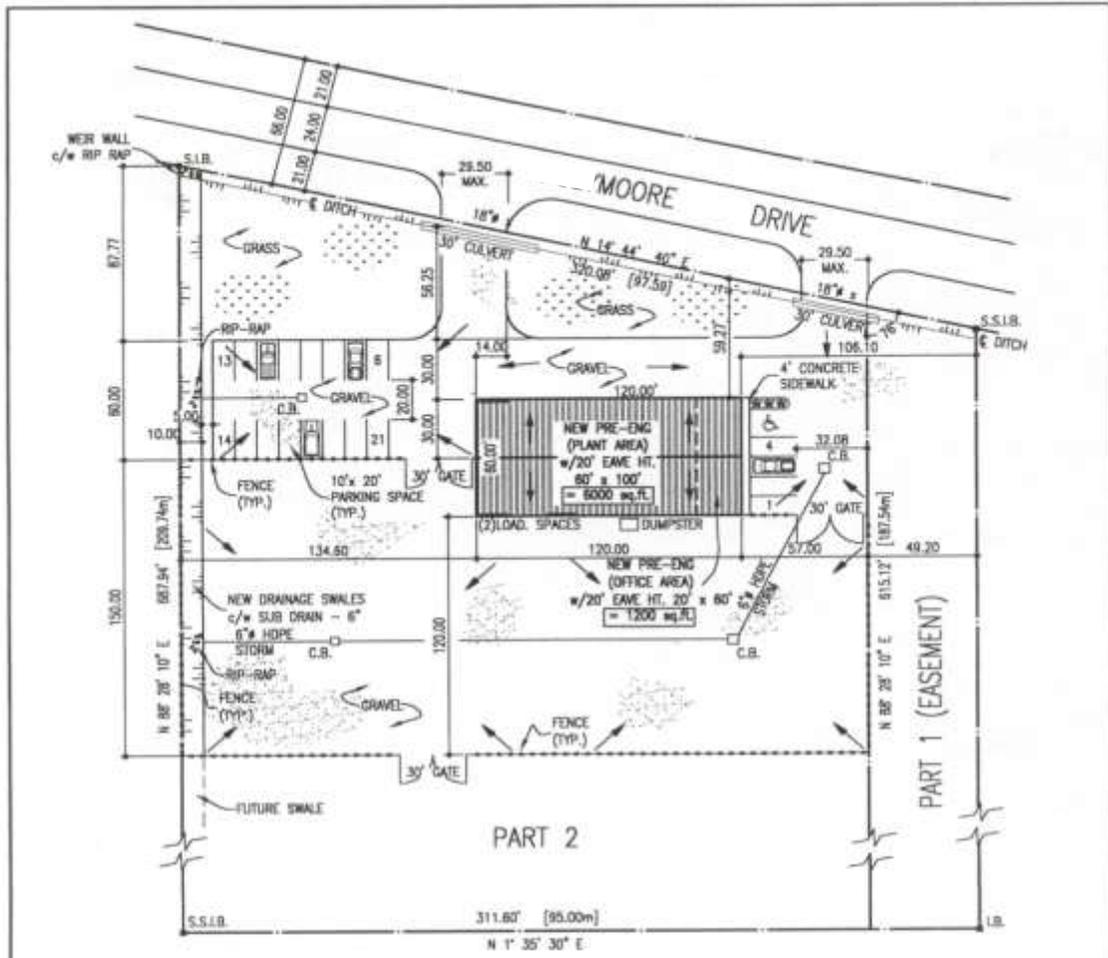
Assistance

If you have any questions regarding the application, please contact the Township of Warwick at: Phone (519) 849-3926 or Fax (519) 849-6136.

NAME OF

SAMPLE SITE PLAN

(REQUIRED FOR ALL SITE PLAN APPLICATIONS)



SITE PLAN +
 SCALE: 1:50

PROPERTY ZONING: M1.1-LIGHT INDUSTRIAL

BUILDING DATA

NEW PRE-ENG BUILDING:
 PLANT (60'x100') = 6000 sq.ft.
 OFFICE (60'x20') = 1200 sq.ft.
 TOTAL = 7200 sq.ft.

BUILDING CLASSIFICATION

GROUP F, DIVISION 3, O.B.C. 3.2.2.76
 (PLANT AREA/OFFICE) - FOR HEALTH SERVICES LTD.
 1 STOREY, FACING 1 STREET
 NON-SPRINKLERED, NON-COMBUSTIBLE CONSTRUCTION
 (MAXIMUM BLDG. AREA ALLOWED: 51,700 SQ.FT.)

LEGAL DESCRIPTION OF LAND

PLAN OF SURVEY OF
 PART OF LOT 1, CON.10
 GEOGRAPHIC WNSHIP OF
 THE COUNTY OF LAMBTON

PARKING

PARKING SPACES REQ'D: SUFFICIENT OFF-STREET PARKING
 REQUIRED TO ACCOMMODATE ALL WORKERS
 PARKING SPACES PROVIDED= 21 SPACES (1 HANDICAP)

LOADING SPACE

LOADING SPACE REQ'D: MIN. 9m x 3.5m (12'x30')
 (1 LOADING SPACE REQUIRED)
 LOADING SPACE PROVIDED= 2 SPACES

ALL DIMENSIONS IN FEET
 UNLESS NOTED OTHERWISE

BUILDING SETBACKS (REQUIRED)

FRONT YARD - 49.20 ft. [15m]
 REAR YARD -
 SIDE YARD - 14.76 ft. [4.5m]

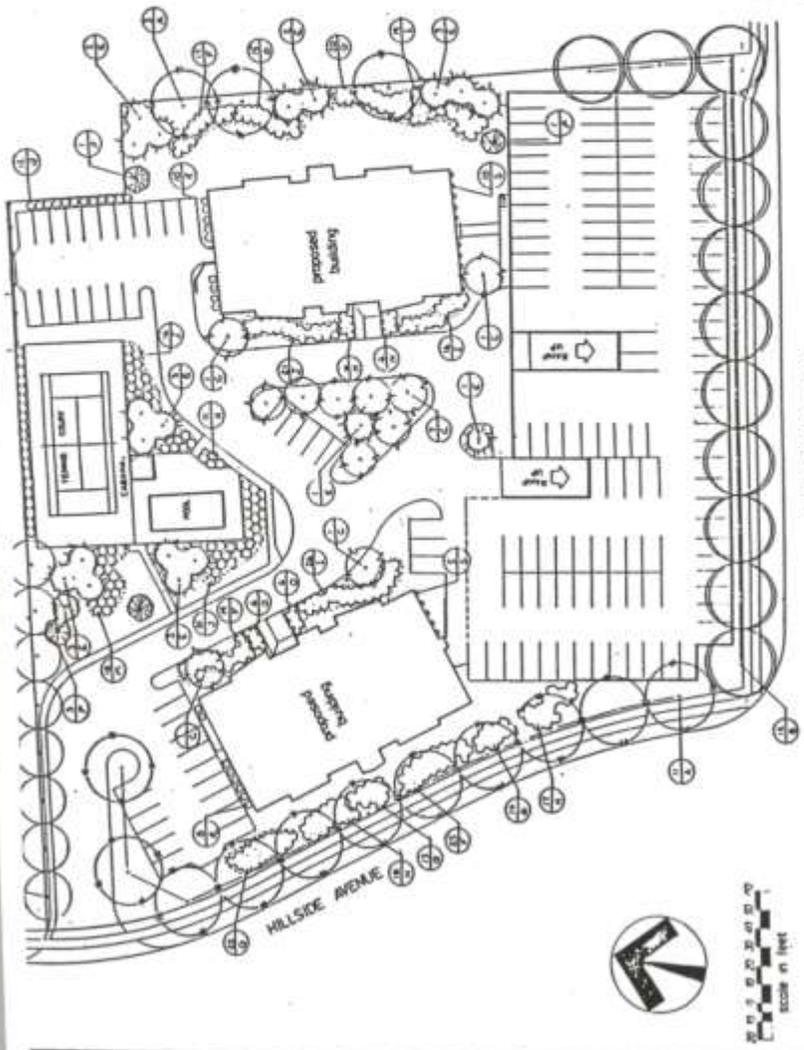
SITE PLAN APPROVAL		APR 11/00
REVISIONS	ISSUED FOR	DATE
APPLICANT		
SITE PLAN		
DATE	ISSUED	BY
A.S.	C.L.	OO-090
DATE	REV. NO.	DATE
---	---	JULY 2000
SP-1 of 1		

SAMPLE LANDSCAPING PLAN

(REQUIRED FOR LARGE SCALE SITE PLANS)

FIGURE 9.1

A	N	ACER PLASHODES	EMERALD QUEEN	8'
B	Q	PLATANUS OCCIDENTALIS		7-8'
C	Q	PRUNUS SERRULATA 'KIMQUAN'		1-3 1/2'
D	B	POPULUS ALBA 'PYRAMIDALIS'		15'
E	B	PICEA ABIES		15'
F	SI	LONICERA KOROLKOWI 'ZABELT'		2 1/2'
G	SA	LONICERA MORROWI		2 1/2'
H	ZB	LONICERA TUBERICA 'HACKS RED'		2 1/2'
I	SO	SORBARIA SOBIFOLIA		2 1/2'
J	SI	SPRAEA VANDOUTTII		18'
K	ZD	SYRINGA VULGARIS		2 1/2'
L	-	SPRAEA BIMALDA 'ANTHONY WATER'		5 1/2'
M	B	CORNUS ALBA 'SIBERICA'		2 1/2'
N	Q	JUNIPERUS CHINGENSIS 'RETELEDER'		18'
O	Q	TAXUS MEDIA 'HICKSII'		10 1/2'
P	S	PINUS NIGRA		14'
Q	Q	ACER GINNALA		13 1/2'
R	B	ELDMYALUS FORTUNEI 'EMERALD GALETY'		15 1/2'
S	IS	EMERALD GALETY 'ELDMYALUS PARTINOVICISUS QUINQUEFOLIA 'ENGELMANNI'		2 1/2'
		ENGELMANN'S VIRGINIA CREEPER		10 1/2'



NOTE:
PLANTING SPECIFICATIONS (SEE TABLE 9.6)
PLANTING METHODS (SEE FIGURE 9.3)

TITLE	SCALE
APPLICANT	
LOCATION	
DATE	
TYPICAL LANDSCAPE PLAN	