



TOWN OF NEW TECUMSETH SITE PLAN SUBMISSION GUIDELINES

THE CORPORATION OF THE TOWN OF NEW TECUMSETH
ENGINEERING DEPARTMENT
P.O. Box 910
10 Wellington Street East
Alliston, Ontario
L9R 1A1

www.town.newtecumseth.on.ca

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TOWN OF NEW TECUMSETH SITE PLAN SUBMISSION GUIDELINE

1.0 INTRODUCTION

This submission guideline is meant to be an aid for Owners, Developers, Architects or Planners when completing the Town of New Tecumseth Application for a Site Plan Agreement. The guide will be used as a checklist by Staff to ensure that minimum requirements have been met. We suggest that the Owners, Developers, Architects or Planners address each point, where applicable, in order to accelerate the approval process. The Town of New Tecumseth Staff recognizes that special circumstances do exist on a site by site basis and are willing to consider the use of equivalent materials and technology's as situations arise, additionally, the extent to which each requirement will need to be fulfilled can be reviewed.

It is highly recommended that the Owner retain the services of a single qualified agent to administer the site plan process and design requirements, and who will coordinate other consultants/contractors on his/her behalf. A pre-consultation meeting is to be held to discuss any unique situations that may exist on the site prior to the first submission.

Section 41 of the Ontario Planning Act (R.S.O. 1990), states; "where in an Official Plan, an area is shown or described as a proposed site plan control area, the Council of the local municipality may, by By-law, designate the whole or any part of such area as a site plan control area".

On January 28th, 2002, Town of New Tecumseth adopted By-law 2002-20, as amended by 2005-051, under the authority of Section 41 of the Ontario Planning Act R.S.O. 1990, enacted the following;

1. That the entire Town of New Tecumseth planning area is designated a site plan control area, save and except for the following;
 - a) All areas zoned "Single or Semi-detached Residential".
 - b) Those parts of areas zoned "Agriculture" which are used for horticultural purposes.
 - c) Those parts of areas zoned "Agriculture" which are used exclusively for crop production, and farm residential purposes.

A full copy of the Town's Site Plan By-laws can be found in Appendix "C".

The purpose of the Site Plan approval process is to:

1. Implement the objectives of the Official Plan for the Town of New Tecumseth.
2. Ensure conformity to the Town's Zoning By-law and other appropriate By-laws and regulations.
3. Ensure that development is consistent with the Town's Urban Design Guidelines and is compatible with the natural environment of the surrounding area.
4. Ensure Town of New Tecumseth technical & submission guidelines (Engineering, Planning, Recreation, Fire, Building, Public Works) are satisfied.

2.0 SITE PLAN SUBMISSION PROCEDURE

The site plan application process is administered by the Engineering Department, the first complete submission should be submitted at least sixteen (16) to twenty (20) weeks prior to the intended start of construction. The Application will be evaluated by an Engineering Coordinator to determine if the submission package is complete. If the submission package is determined incomplete, the application will be returned to the Owner for completion, correction or clarification prior to processing. The following steps should be followed to ensure a timely approval;

- 2.1. Contact Town Engineering or Planning Staff to obtain information regarding site-specific requirements or issues. An informal, pre-consultation meeting can be arranged with Engineering Staff to discuss the proposed development.
- 2.2. Make a formal complete submission to the Engineering Department, which is to include the items listed in Section 3.0.
- 2.3. The Owner will be required to submit the site plan and to obtain approval from other external agencies, such as, but not limited to; Nottawasaga Valley Conservation Authority (NVCA), Lake Simcoe Region Conservation Authority (LSRCA), County of Simcoe, Ministry of the Environment and the Ministry of Transportation.
- 2.4. Plans are circulated by Engineering Department Staff to internal departments for review and comments. Allow 3 to 4 weeks for each submission circulation.
- 2.5. The Town may require that certain plans and reports be peer reviewed by a consulting engineering firm chosen by the Town.
- 2.6. The Engineering Department notifies the Owner of any comments that arise from the circulations and review.
- 2.7. If revised plans and/or reports are required, the Owner must re-submit the plans & reports and the preceding steps are repeated until the plans & reports are completed to the satisfaction of Town Staff.
- 2.8. Once all plans/reports have been found to be acceptable, a Site Plan Agreement is prepared by Town Staff and circulated to the Owner, Town Solicitor and internal departments.
- 2.9. A report is written to the Committee of the Whole recommending to Council that the necessary By-Law be passed authorizing the Mayor and Clerk to execute a Site Plan Agreement with the Owner. The following week, Council ratifies the recommendation of the Committee of the Whole and authorizes the Mayor and Clerk to execute the Site Plan Agreement. (Note: Committee of the Whole meetings are typically held on the first & third Monday of every month, Council meetings are typically held on the second & fourth Monday of every month). Once the Agreement is finalized, it is executed by the Owner, any mortgagees, the Mayor and the Clerk. At which time, all financial requirements, including; Securities, Development Charges, Cash-in-Lieu of Parkland Dedication, etc. are paid to the Town prior to execution. All finalized

Site Plan Agreements are to be registered on title of the respective property by the Town's Solicitor.

NOTE: Building permits will not be issued until the site plan drawings are accepted and the Site Plan Agreement is fully executed.

3.0 SITE PLAN SUBMISSION REQUIREMENTS

3.1. **A completed Application Form (Appendix "A") with original signatures.**

3.2. **Seven (7) complete sets of plans for the proposed development comprised of;**

- Cover Page & Drawing Index
- Site Plan
- Site Servicing Plan
- Site Grading Plan
- Drainage Area/Stormwater Management Plan
- Landscaping Plan
- Tree Inventory & Preservation Plan
- Architectural Elevations Plan (Coloured Renderings)
- Illumination Plan
- Detail Drawings & Notes
- Any other drawings or plans that may be applicable for the development

Submitted on standard 600mm x 900mm sheets bounded and folded to Letter size (8 1/2" x 11"). Unfolded plans will not be accepted.

3.3. **Three (3) complete sets of reduced sized Ledger size (11" x 17") plans, as required above.**

3.4. **Seven (7) copies of all applicable reports, including but not limited to;**

- Stormwater Management Report
- Traffic Impact Study
- Acoustical Study
- Arborist Report
- Planning Report
- Design Brief
- Archaeological Study
- Flood Plain Analysis
- Environmental Impact Study
- Any other report that may be applicable to this development.

Following the pre-consultation meeting, the Owner will be required to prepare and submit to the Town, a Memorandum that will identify the drawings & reports deemed necessary for the development and will technically justify why the omitted drawings and reports are not required. The memorandum will be reviewed by Staff for acceptance.

The application fee and site plan deposit, in accordance with the Town's Planning Fees By-law. Fee breakdown can be found as "Appendix B".

NOTE: *The Owner may be allowed to consolidate specific required plans only if they are determined to be legible and complete.*

All drawings shall be submitted with metric dimensions, be drawn in black and white, to a standard scale (1:50, 1:100, 1:200, 1:250, 1:500, etc.). For the Site Plan Agreement, a legal size (8 ½ x 14) reductions of the final accepted site plan will be included in the Agreement (to be submitted in electronic .jpg, .tiff or .pdf format).

Where the extent of design and construction requires professional design, the Owner shall retain a qualified Professional Engineer to prepare all engineering drawings and to supervise the construction of all engineering services. The Consulting Engineer shall act as the Owner's representative in all matters pertaining to the design and construction of the services in the development. Where a question arises over the requirements for professional design, the decision of the Town shall prevail.

4.0 TITLE PAGE DRAWING REQUIREMENTS

- 4.1. Development name.
- 4.2. Town Development number (D11-xx-xxx).
- 4.3. Key plan showing the development location relative to the nearby arterial roads.
- 4.4. Owner and Consultant information.
- 4.5. Drawing Index.

5.0 SITE PLAN DRAWING REQUIREMENTS

- 5.1. Title block and revision block.
- 5.2. Identification of the proposed use of the site. (Development Name)
- 5.3. Name and address of firm preparing the Site Plan.
- 5.4. Name of Owner.
- 5.5. Municipal address and Legal Description (Reference Plan, Lot, Concession and Registered Plan Lot Number).
- 5.6. Metric scale.
- 5.7. Key Plan indicating general location of the development in respect to the Town street network.
- 5.8. Bench Mark data used, described and labelled on the drawing.
- 5.9. Contour lines and/or spot elevations referenced to the Benchmark.
- 5.10. North arrow.
- 5.11. Legend.

5.12. Site data table (Zoning Requirements – Required vs. Proposed). This site data table showing areas expressed in square metres and as a percentage of total lot area. This table includes:

- Building area coverage
- Accessory building
- Setbacks
- Lot coverage
- Paved and/or gravelled area (driveways, access roads, walkways, etc.)
- Landscaped areas & planting strips.
- Number of surface parking spaces & handicapped spaces
- Loading spaces

NOTE: *The Total above areas shall equal 100% of the Total Lot Area and shall meet all the requirements in the Town's Zoning By-law.*

5.13. Location, dimension and setbacks of all proposed buildings, structures and uses.

5.14. Location, dimensions and setbacks of all proposed yards, landscaped open spaces, planting strips, parking area, loading spaces, driveways walkways, sight triangles and boundary fencing.

5.15. Location of all proposed light standards & wall mounted lights.

5.16. Location of all signs.

5.17. Locations of all refuse storage areas.

5.18. Location of all snow storage areas.

5.19. Location of sanitary sewers, watermains, storm sewers, ditches, roadways, sidewalks, road widenings, etc.

5.20. Location of all boulevard features, including; curbs, street parking, landscaping, trees, utilities (including poles and pedestals).

5.21. Give total number of proposed parking spaces with typical dimensions (in metres) and include access routes, fire routes, drive-through lanes, loading bays, etc. location and dimension of barrier free parking. Indicate location of ramps, circulation routes, and curbs. All turning radii are to be shown on the drawing.

5.22. If required, identify location of proposed refuse storage areas.

5.23. Location of all easements and right-of-ways.

5.24. All revisions suggested by the Town, or changes made by the Owner or his/her Architect or Engineer, shall be dated, noted and described in the revision block reserved for this purpose on each drawing submitted.

5.25. If it becomes necessary to add any minor changes or information to drawings already printed, such information shall be conveyed in blue ink on all copies submitted and initialled.

6.0 SITE SERVICING PLAN DRAWING REQUIREMENTS

All existing and proposed services within all adjacent right-of-ways including boulevards are to be shown on the Site Servicing Plan.

Site Servicing Plan shall include, but not limited to, the following information:

- 6.1. All existing municipal infrastructure, including; watermain, sanitary sewer, storm sewer, catchbasins, streetlights, traffic controls, sidewalk, signs, fences, trees or landscaping, etc.
- 6.2. Any future local improvement works agreed to in the Site Plan Control Agreement are to be shown and labelled on the drawing.
- 6.3. Finished floor and basement floor elevations.
- 6.4. Town and private sidewalks and walkways (label existing Town sidewalk with material and width).
- 6.5. Manholes.
- 6.6. Catch basins, double catch basins, ditches, culverts with dimension, ditch inlets and ditch outlets.
- 6.7. Hydrants, valves and service shutoffs (curb stops). Show all fire hydrants within 40 to 60 metres of the site.
- 6.8. Valve boxes and valve chambers.
- 6.9. Curbs and/or curb and gutters (label with OPSD designate).
- 6.10. Light standards, all utility plant. (in addition to ensuring that there will be adequate lighting for a site, there is a need to ensure that the light is directed appropriately, in order to prevent ambient light pollution and the addition of light to adjacent natural areas).
- 6.11. Signs (street and private) and parking meters.
- 6.12. Easements and reserves.
- 6.13. Retaining walls and berms.
- 6.14. Driveways and parking areas, curb cuts.
- 6.15. Existing asphalt driveway ramps (grade, slope, length, width).
- 6.16. Driveway depressions (existing and proposed).
- 6.17. Existing and proposed driveways to neighbouring sites on both sides of the street.
- 6.18. Drainage swales.
- 6.19. Fences and handrails.
- 6.20. Hydro transformer boxes, vaults and Bell chambers.
- 6.21. Road shoulders, if applicable.

- 6.22. Identify location and construction of proposed refuse storage areas, if required.
- 6.23. Indicate the location for snow storage, not to be located in the vicinity of ditches, swales, or known groundwater discharge or recharge areas. Snow storage locations should be designed to drain away from ecologically sensitive features, in order to help minimize contamination, and should be separated from such features by a buffer of natural vegetation.
- 6.24. Proposed sanitary sewers, labelled with the following: pipe material, diameter, slope, pipe bedding, pipe inverts at the point of connection to main, at the building face and at property line.
- 6.25. Proposed watermain services (domestic and fire lines) to be labelled with pipe material, diameters and obvert elevations at critical locations. Domestic & fire service lines are to have separate connections at the main.
- 6.26. Fire hydrants, valves, Siamese connections and service shutoffs (curb stops) identified on the plan.
- 6.27. Storm sewers, roof leaders and foundation drains to private system labelled with the following: pipe material, diameter, slope, pipe bedding, pipe inverts at the point of connection to main, at the building face and at property line. All catch basins are to be labelled with inlet and top of grate elevations.
- 6.28. Where a storm sewer connection to the Town's existing storm sewer system is required to service the subject property an end-of-pipe quality control is required.
- 6.29. A plan & profile detail is required for any underground work to be done in the Town Right-of-Way.
- 6.30. Provide details of any service connections to the Town infrastructure including methods and materials.
- 6.31. Hydro and gas services.

It is the Owner's responsibility to circulate the site plan works with utility companies to ensure that the proposed servicing is in compliance with the standards set forth by those utilities. Maintenance of services connected to private utilities shall be in accordance with the private utility agreements

NOTE: Any conflicts with existing utilities shall be rectified at the Owner's expense.

7.0 SITE GRADING PLAN DRAWING REQUIREMENTS

The Grading Plan shall included, but not limited to, the following information:

- 7.1. Where applicable, lot grading is to be in accordance with the approved overall subdivision lot grading plan.
- 7.2. Spot elevations are required at all locations where the grade changes on the site.

- 7.3. Grades are to match the adjacent properties and approved subdivision lot grading plan unless otherwise noted. Matching grade variances are to be noted on the drawing.
- 7.4. Retaining walls not connected to the building:
 - Professional Engineer's certification is required on all retaining walls that exceed 1m in height
 - a handrail or fence is required on all retaining walls that exceed 0.6 metres in height.
 - appropriate construction details
- 7.5. Drainage swales:
 - minimum depth of 0.15 m to a maximum depth of 0.60 m (0.3 m maximum water depth)
 - minimum grade of 2% to a maximum grade of 8%
 - maximum side slopes to be 3:1
 - swale inverts are required at all changes in grade
 - a typical swale cross-section detail is required, every 25 metres.
 - type of dressing proposed for the swale
- 7.6. Slopes in landscaped areas and on berms shall not exceed 3:1.
- 7.7. The maximum allowable height of a berm without a break in grade is 1.2 m.
- 7.8. Landscape berms shall not encroach onto the Town boulevard or adjacent properties unless written authorization from the adjacent landowner(s) is provided.
- 7.9. Grading of grassed areas:
 - minimum of 2%
 - maximum of 8%
- 7.10. Proposed elevations are required on all service lids and manhole covers.
- 7.11. Elevations are required at all building access points, (i.e. ramps, entrances, and loading bays). For ramps, elevations and slope, is to be provided at the bottom and the top as well as any intermediate landings.
- 7.12. Elevations in driveways and parking lots to show the drainage pattern.
- 7.13. Proposed elevations are required for all building corners.
- 7.14. Elevations at property line, back edge of sidewalk, top of curb, and centerline of road, along the frontage of the property as required to reflect the existing conditions. This detail should be provided at all site entrances.
- 7.15. Wherever possible and with the permission of the adjacent landowners, existing elevations are required to be shown at 15.0 m and 30.0 m beyond the site limits.
- 7.16. Arrows indicating the direction of surface drainage on all paved, granular and grassed areas.

- 7.17. All existing building structures and site details such as driveways, sidewalks, utilities, etc., within 6.0 m of the site are to be illustrated on the drawing in grey or light pen weight.
- 7.18. Roof downspout locations and direction of drainage are to be identified.
- 7.19. On sites with steep slopes or extensive existing/proposed fill there may be a need for the Owner to submit a geotechnical engineering report, prepared by a Professional Engineer or Professional Geoscientist, in support of their application.

A permit may be required from the Nottawasaga Valley Conservation Authority (NVCA), Lake Simcoe Region Conservation Authority (LSRCA), Department of Fisheries (DFO) and the Ministry of Environment (MOE) for the placement, grading or removal of fill on a property, or for the alteration of a watercourse. It is the Owner's responsibility to contact the appropriate agency to determine if a permit is required.

8.0 DRAINAGE AREA/STORM WATER MANAGEMENT PLAN REQUIREMENTS

All storm water runoff is to be controlled to the specified run-off rate adopted for the original subdivision, the Town's current Design Criteria, the Nottawasaga Valley Conservation Authority's (NVCA) Stormwater Management Guidelines or the Lake Simcoe Region Conservation Authority (LSRCA) Guidelines are to be followed.

Drainage Area/Stormwater Management Plan shall include, but not limited to, the following information:

- 8.1. A Storm Water Management Report which provides:
 - Assumptions and methodology used to generate runoff volumes
 - Techniques proposed to control storm run-off to the allowable run-off rate
 - Method and volume of storm water storage
 - quality of run-off and what on-site treatment of storm water is proposed
 - Discharge point
- 8.2. A Drainage Area Plan providing:
 - The storm water runoff coefficient
 - The proposed methods of storm water storage, i.e., rooftop controls, orifice controls and on-site storage areas including volume and 100 year storm top of water elevation
 - Provide a cross sectional detail of the control structure identifying the orifice size invert and high water level
 - Maximum ponding depth of 200mm at catch basins (may be greater at loading docks with Town's acceptance)
- 8.3. The maximum allowable run-off rate.
- 8.4. The proper use of erosion and sediment control measures during construction are to be discussed in the report and illustrated on the grading plan, along with notes regarding the use of the measures. Appropriate measures are to be applied around all disturbed areas, such as:

- Sediment fence installed prior to commencement of any work and remain in place until the site has stabilized (i.e. vegetation or other cover), at which time they may be removed, along with any accumulated sediment.
- Straw bale check dams in ditches and swales.
- Geotextile should be installed under catch basin lids during construction in order to help prevent the entry of sediment into storm sewers and receiving water bodies.

All erosion and sediment control measures are to be shown on the site/grading plan along with notes regarding the use of the measures.

The following OPSD illustrations may assist in the erosion and sediment control specifications:

BSD-23	Nottawasaga Valley Conservation Authority – Silt & Sediment Fence
OPSD 218.010	sodding of side slopes
OPSD 219.010	erosion control blankets
OPSD 219.100	straw bale check dams
OPSD 219.110	light duty sediment fence
OPSD 219.130	heavy-duty sediment fence
OPSD 219.211	rock check dam
OPSD 810.010 Type 'B'	rip-rap treatment for outlets, with geotextiles

- 8.5. A maintenance manual will be required for any End-of-Pipe Oil/grit Separators and is to be included with the SWM report and added to the agreement, the separator is to be located either upstream or downstream of any orifice pipe that may be required. In addition, the Consulting Engineer shall provide flow calculations illustrating that the separation between the reduced pipe and the oil/grit separator is sufficient to reduce the flow jet velocity in the reduced pipe to the design velocity required for removal of suspended solids by the oil/grit separator.

9.0 LANDSCAPE DRAWING REQUIREMENTS

Landscape Plans shall be legible, drawn to a metric scale and be prepared by a Landscape Architect or equivalent qualified person acceptable to the Town. Minor modifications to an existing site plan will generally not require Landscape drawings prepared by a Landscape Architect. However, the Town reserves the right to request a Landscape Architect or an accredited specialist prepare the Landscape Plans for any site that has a high visual exposure or, in the Town's opinion, currently lacks sufficient landscaping. The landscape requirements are based on the Town's design guidelines and the Town's assessment.

Landscape Plan shall include, but not limited to, the following information:

- 9.1. The main features of the Landscape Plan will show all buildings, parking areas and driveways, sidewalks, walkways, together with physical features of the site for the purpose of establishing the location and relationship of planting and related construction (ramps, underground garages, stairwells,

easements, walks, seating areas, retaining or garden walls, above ground utilities, etc.).

9.2. Planting strips should be designed with the following criteria in mind:

- A planting strip should be used where a lot is used for a Non-Residential purpose and the interior side or rear lot line, or portion thereof, abuts a Residential use or undeveloped land.
- Where, in any zone, a strip of land is required to be used for no purpose other than a planting strip, it shall be of a width sufficient to support plant growth. Planting strips should be designed in accordance with the applicable zoning by-law and be measured perpendicularly to the lot line it adjoins.
- Except where it is required along a front lot line or along a side lot line, a planting strip shall be used for no other purpose than planting a row of trees or a continuous, uninterrupted hedgerow of evergreens or shrubs, immediately adjacent to the lot line or portion thereof along which such planting strip is required hereunder; the remainder of the strip shall be used for no other purpose than the planting of ornamental shrubs, flowering shrubs, flower beds or a combination thereof. Where required along a front lot line, a planting strip shall be used for no other purpose than trees, hedges, shrubs, flower beds, grasses or sodding or a combination thereof.
- In all cases where ingress and egress driveways or walks extend through a planting strip, it shall be permissible to interrupt the strip within 3 metres of the edge of such driveway or within 1.5 metres of the edge of such walk.
- No vegetation within a site triangle shall exceed the specified height allowed for under the applicable zoning by-law.

9.3. Location and identification of all proposed plant materials (using symbols and letters), outline of planting beds and existing trees to be preserved or transplanted.

9.4. The plant list must give the botanical and common name, size, height, spread, spacing, condition (bare root, potted, etc.), quantity or other pertinent descriptions common to the trade. This pertains to coniferous and deciduous trees, shrubs, groundcovers, perennials, and any seed mixes. The plant list will be keyed to the plan and plants identified on the plan will be represented with symbols and letters.

9.5. Plantings are to be considered for recreational areas such as play areas, equipped play lots, tennis courts, swimming pools, splash pads, play courts, sports fields etc.

9.6. All other items such as; patios, earth mounds or berms, walks, patios, terraces or decks, steps, benches, seat walls, all paved areas, location and type of light standards, refuse collection stations, all fences, free-standing screen or garden walls, retaining walls, ornamental pools or ponds, ditches,

- guard rails or handrails, gazebos, arbours, free-standing sculpture, above ground utilities and other exterior construction.
- 9.7. Proposed site furniture such as benches, bollards, tree grates, light standards, picnic tables etc. should be noted on the plan and details provided. All site furniture should be chosen to reflect the proposed and surrounding architecture of the buildings, have a high degree of longevity and durability and be designed for the safety of site users.
- 9.8. Any changes to the grading plan independent of the site plan prepared by the Engineer should be reflected on the Landscape Plan. Show all spot elevations at property and building corners, at top and bottom of steps, etc., as is necessary to convey the intent of the revised grading plan. Show arrows indicating surface water drainage.
- 9.9. Landscaping on each site must not impede the safety of pedestrians, or motorists and not create areas that are hidden from public view. Landscaping should be planned so as to not block sightlines, sight triangles or signage.
- 9.10. All plant material is to conform to the Canadian Nursery Trades Association Specifications and Standards. All sod is to conform to the Canadian Nursery Sod Growers Association Specifications. All seeding is to conform to the Canadian Seed Growers Association.
- 9.11. All shrubs and perennials are to be planted in continuous, mulched beds. Mulching shall be shredded bark mulch spread to a minimum depth of 75mm.
- 9.12. Areas subject to erosion such as slopes, drainage swales etc. shall be sodded. If sodding is not appropriate due to weather concerns, the use of erosion blankets in swales or on slopes is permissible until such time as sodding can be successfully completed. Other areas of high visibility such as boulevards and recreation areas should be sodded. The use of hydro seeding is also permissible.
- 9.13. The following planting sizes are to be considered minimum acceptable requirements for plant material:
- deciduous trees are 60mm calliper
 - flowering deciduous trees are 50mm calliper
 - coniferous trees are 1.8 metres in height
 - deciduous shrubs are 60cm in height
 - coniferous shrubs are 50cm in spread
- 9.14. Species native to the County of Simcoe and the Town of New Tecumseth are to be used. The use of native species helps to reduce the spread of invasive species and helps ensure the overall success of the planting. Recognizing that the use of native species is not always appropriate, the following nuisance tree species are not recommended for planting on any new site development project:
- Acer negundo (Manitoba Maple)
 - Populus species (Poplar species)
 - Salix species (Willow species)

- Ulmus parvifolia (Chinese Elm)
 - Rhamnus species (Buckthorn species)
 - Any Ash Species
- 9.15. Tree selection is subject to the approval of the Town depending on specific site requirements.
- 9.16. All necessary construction details and General Notes are to be provided so as to accurately convey the design intent of the elements on the plan and to address the proposed built form. Construction details will include, but not be limited to, the following:
- Planting Details (deciduous and coniferous tree planting details, shrub planting detail and quantity of trees to be transplanted detail, if applicable)
 - Retaining walls, steps, curbing, ramps, stairs or seating walls (if retaining wall is greater than 0.6 metre in height and not connected to the building, the detail must be stamped by a licensed professional Engineer)
 - Paving for walks and pathways (concrete, asphalt, unit paving, etc.)
 - Fencing for screening or privacy (wood, masonry, chain link, stone, etc.) and gates
 - Refuse enclosures
 - Pools, ponds, streams, splash pads, etc.
 - Play areas and equipment
 - Ground signs (where applicable)
 - On-slab planting and structures
 - All General and Specific notes required to supplement the drawings and details.

10.0 TREE INVENTORY/PRESERVATION PLAN DRAWING REQUIREMENTS

A Tree inventory/Preservation Plan is required and is to be conducted and prepared by either an Arborist, Horticulturist, Landscape Architect or equivalent qualified person acceptable to the Town. The Owner is to enlist the services of a surveyor to prepare an accurate plan showing the existing site conditions. All municipally owned trees on the site or bordering the site are to be identified and preserved.

Tree Inventory/Preservation Plan shall include, but not limited to, the following information:

- 10.1. The plan shall be legible and drawn to a metric scale.
- 10.2. Complete boundary details, showing also future streets, property and division lines; area of property, proposed or planned division of property; exact location and description of existing buildings or structures on abutting properties. All dimensions to be shown in metres or millimetres.
- 10.3. All streets with both sides shown, street widenings with curb lines and sidewalks, one foot reserves; type and extent of easements or rights-of-way, both on and adjacent to property.
- 10.4. All existing utility plant shall be shown on the plan.

- 10.5. Existing trees, significant shrubs or hedgerows, watercourses, rock outcropping, swales, ponds, natural features, etc., with exact surveyed locations.
- 10.6. Preparation of an Existing Vegetation List on the Plan (prepared by either an Arborist, Horticulturalist, Landscape Architect or specialist acceptable to the Town) that corresponds to labels on the plan that denote the location of existing vegetation. The List should contain the following:
 - Inventory List or Key to vegetation found on or just adjacent to the site
 - List of species of tree, large shrub or hedgerow being inventoried
 - Calliper size of vegetation in millimetres (measured 1.5 metres above ground) or height of vegetation in metres. (Inventory is necessary only for specimen trees equal to or greater than 100mm or 4" in calliper. Trees in large groups, hedgerows or woodlots can be inventoried as a whole, giving average size, species composition and approximate number of trees). Coniferous trees can be inventoried using calliper size for larger trees and using approximate height for smaller trees
 - Condition of the tree, hedgerow, etc., as either Dead, Poor, Fair or Good
 - Preservation Priority of the tree, hedgerow, etc., as either Low, Medium, High or to be Transplanted
 - Preservation Direction of the tree, hedgerow, etc., as either Preserve or Remove
 - A brief description or comment on each tree, hedgerow, etc., regarding form, health, growth pattern, etc and reason for removal, if applicable
- 10.7. The plan will show the location of all existing vegetation and key-in all vegetation listed in the Existing Vegetation List. Vegetation will be shown graphically at actual size and as either preserved, removed or transplanted. Owners are encouraged to leave unused portions of the site undisturbed until such time as the development is proposed to include those areas.
- 10.8. Trees on abutting properties that may be affected by the construction are to be identified on the drawing and are to be protected.
- 10.9. Wherever possible, existing vegetation should be incorporated into the new development and shown in conjunction with the proposed building footprint.
- 10.10. Location of Tree Protection fencing around trees and vegetation to be preserved. Provide a detail of the fencing type to be used (minimum 1.2 metres in height).
- 10.11. Tree Protection fencing should be erected a minimum of 0.5 metres outside of the drip-line of the vegetation to be preserved. No storage of materials or equipment or excavation within the protection zone is allowed. No equipment or materials are allowed to hit, abrade or damage trees designated to be preserved on site. No contaminants or effluent shall be dumped or flushed where feeder roots of trees exist. The protection fencing shall remain in place until all site works have been completed.
- 10.12. If during the period of time, up to and including the final Site Plan securities release, any plant material indicated to be preserved should happen to be

- damaged severely, removed or shows signs of severe distress, the Owner shall be responsible for replacing that plant material with new stock. The calliper size of the existing plant material shall be replaced with new stock that is equal in aggregate calliper size. For example, if a 360mm calliper Oak tree indicated to be preserved dies before final Site Plan securities are returned, then six (6) sapling Oaks of 60mm calliper shall be planted on site in its place.
- 10.13. Valleylands, woodlots, ravines and other environmentally sensitive lands will be protected from dumping, encroachment or other abuses during construction of the site. A minimum vegetative buffer of 5.0 metres horizontal along watercourses and wetlands should be maintained during construction wherever possible. This buffer should contain existing and native vegetation and consist of ground covers, shrubs and trees. When work is required in an ecologically sensitive area, the Owner shall provide to the Town a copy of the Fill, Encroachment or other such permit as obtained from the proper approval body.
- 10.14. Existing grades over entire property by:
- contour lines at minimum of 0.25m and maximum of 1.0m intervals, and contours of a reasonable portion of adjacent properties or;
 - the equivalent in spot elevations; and
 - the elevations of the crown of adjacent roads and public sidewalks

11.0 ARCHITECTURAL DRAWING REQUIREMENTS

Drawings showing the plan, elevation and cross-section views for each building to be erected. The drawings shall be legible, drawn to a metric scale and, where required under the Ontario Building Code, be prepared by a qualified Architect or Engineer.

The drawings shall include, but shall not be limited to, the following information:

- 11.1. the massing and conceptual design of the proposed building (**in colour**).
- 11.2. the relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access.
- 11.3. matters relating to exterior design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design.
- 11.4. the sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities.
- 11.5. Elevations of all sides (or a fully representative section) of all main and accessory buildings, showing all roof structures (penthouses, chimneys, roof top units, vents, air conditioning, etc.) with metric measurements.
- 11.6. All roof top mechanical equipment shall be screened in such a manner as to not be able to be viewed from ground level. Materials used to screen the roof

- top mechanics should be sensitive to the materials used in building construction and are not to be transparent in any way.
- 11.7. Plans showing intended location (i.e. ground, roof or fascia) of signs and their dimensions (in metres or millimetres). This shall include a plan of the sign face, to scale, and shall show materials and colours and must comply with the Town's current Sign By-law.
 - 11.8. Details shall be submitted for exterior materials and colours.

12.0 ILLUMINATION PLAN DRAWING REQUIREMENTS

Plans showing the location and design of all exterior lighting including lighting specifications. Any exterior lighting needs to be adequate for the site and generally by directed inward and down into the site. Lighting should be designed to avoid causing ambient light pollution. Reducing light trespass on adjacent properties is best accomplished by the use of full cut-off fixtures, low wattage bulbs and flat glass fixtures to reduce glare.

The plan shall include, but shall not be limited to, the following information:

- 12.1. Proposed lighting levels shown in 5m x 5m grid or contour lines.
- 12.2. It is recommended that a minimum lighting level of 0.5 fc at the property line be provided, however, the level of 0.5 fc shall not exceed 1.5 m beyond the limits of the property. Show lighting levels 5 metres beyond the property line.
- 12.3. The location of all buildings, structures and use areas on the property.
- 12.4. The location, number, type, position, elevation and mounting height of all outdoor light fixtures. Lamp types are to be;
 - i. Incandescent;
 - ii. Low pressure sodium;
 - iii. High pressure sodium;
 - iv. Carbon arc; or
 - v. Any type of lamp that is not more than 5% of the Total Emergent Flux emitted by the lamp or lamps with a wavelength between 320 and 340 nanometres.
- 12.5. The number and location of outdoor light fixtures to be equipped with automatic timing devices.
- 12.6. Any other features which may affect the nature, intensity or direction of light emission from outdoor light fixtures.
- 12.7. Outdoor Light Fixture are not to be installed at a mounting height in excess of 9.2 meters above grade. Mounting height refers to the height measured from grade to the underside of the lamp, or the highest of the lamps if there is more than one lamp.
- 12.8. Every Lot shall have a sufficient number of Outdoor Light Fixtures equipped with Automatic Timing Devices which turn off the Outdoor Light Fixtures between 11 p.m. and sunrise.

- 12.9. The Average Maintained Horizontal luminance of all outdoor areas on a Lot is not to exceed 16.4 lux (1.5 footcandles).
- 12.10. In an area used for the outdoor display of merchandise for sale, provided that the applicable zoning by-law and other applicable law permits such outdoor display of merchandise, the Average Maintained Horizontal Luminance is not to exceed 215.2 lux (20 footcandles).
- 12.11. Where vertical surfaces of Buildings or other structures are illuminated for decorative purposes or for any other purpose, the Average Maintained Vertical Luminance of such vertical surfaces is not to exceed 64.6 lux (6 footcandles).
- 12.12. Description, calculations and technical information regarding all outdoor light fixtures, including; power (in watts), type of light source, filtering, information as to light distribution in the horizontal and vertical planes, information as to light distribution in the horizontal plane between 11:00 p.m., and sunrise the following day and manufacturer's catalogue information and drawings.
- 12.13. An illumination statistics table, similar to the following is to be included on the illumination plan;

ILLUMINATION STATISTICS					
Description	Avg	Max	Min	Max/Min	Avg/min
Zone #1					
Allowable	1.5 f.c.	20 f.c.	0.5 f.c.	20:1 to 2:1	10:1 to 2:1

13.0 SUPPORTING DOCUMENTATION & REPORTS

13.1. Stormwater Management Report

The Owner of the land shall have a Professional Engineer prepare a report detailing the modeling, design and features of the proposed Stormwater Management System. The Stormwater Report is to provide system performance data for the 5yr to 100yr design storms and must include scale drawings showing delineated drainage catchment areas, delineated surface pond limits for the 100 year design storms (where applicable), overland flow route and a schematic diagram reflecting the model (complex models).

The report will address how the 5-year post development release rate flows from the entire site, including roof top drainage, will not exceed the 5-year pre development flows.

All storm water runoff is to be controlled to the specified run-off rate adopted for the original subdivision. The Town's current Design Criteria, Nottawasga Valley Conservation Authority's (NVCA), Lake Simcoe Region Conservation authority (LSRCA) Stormwater Management Guidelines and the Ministry of Environment's Stormwater Management Planning and Design Manual are to be consulted when preparing a Stormwater Management Report.

The following information is to be included as part of the Stormwater Report:

- The Enhanced Criteria outlined in the Ministry of Environment's Stormwater Management Planning and Design Manual is to be used for stormwater management facility designs.
- Assumptions and methodology used to generate runoff volumes
- Techniques proposed to control storm run-off to the allowable run-off rate
- Method and volume of storm water storage
- quality of run-off and what on-site treatment of storm water is proposed
- Discharge point

If the development requires that the stormwater be released into the existing Town storm sewer system the Town will require confirmation that the existing storm sewer has been sized to accept these flows. It is the responsibility of the Owner to demonstrate to the Town that the receiving storm sewer system is sized appropriately and has a sufficient amount of residual capacity to accept the proposed flows. If the storm sewer system has not been sized to accept the proposed flows, an alternate outlet will be required.

A maintenance manual will be required for any End-of-Pipe Oil/grit Separators and is to be included with the SWM report and added to the agreement, the separator is to be located either upstream or downstream of any orifice pipe that may be required. In addition, the Consulting Engineer shall provide flow calculations illustrating that the separation between the reduced pipe and the oil/grit separator is sufficient to reduce the flow jet velocity in the reduced pipe to the design velocity required for removal of suspended solids by the oil/grit separator.

13.2. Traffic Impact Study

The purpose of the Traffic Impact Study (TIS) is to examine the impact of traffic generated by a new use at its access and at nearby intersections and interchanges, and determine necessary road improvements. The TIS will be used to support the developments internal parking lot layout and entrance locations. Impact assessment is to relate to current and future traffic volumes and the level of improvement required. The need for and content of a TIS shall be determined in consultation with the Town's Engineering Department. The study is to be based on a 20-year time horizon.

The TIS will include the following:

Development Plan - including proposed access locations to roadways and adjacent development, internal road network, building locations, parking, etc. if available.

Land Use Type - general and specific uses such as residential (single family detached), industrial (general light industrial), lodging (hotel) and commercial (shopping centre). For mixed use developments traffic generation estimates are to be based on full development of the site and the highest traffic generating uses. For example, if zoning permits a variety of uses, the TIS must assume full development of the highest generating uses.

Development Size - examples are property size (acres, hectares), number of residential units, industrial gross floor area (sq. ft., sq. m.) or number of employees, number of hotel rooms and commercial gross leasable area (sq. ft., sq.m.).

Trip Generation and Distribution - peak hour trips entering and exiting development usually during peak hour of adjacent roadway, but where industrial/commercial use is proposed, the development's peak hours should also be considered. Peak hour may vary according to location, nature of use and season.

Information Source - information for items 2, 3 and 4 can be obtained for most developments from ITE trip Generation Manual, 5th Edition and related updates.

Roadway Volumes - peak hour directional volumes including source of information, as well as the mix of vehicles, ie. automobiles, trucks.

Turning Movements - a.m. and p.m. peak hour turning movements combining development access volumes and roadway volumes as well as directional split assumptions. Also include peak hour turning movements for affected adjacent roadway intersections.

Staggered Development - projected turning movements should be included for future expansion and ultimate development, if available.

Transportation Impact - assessment of traffic control and land requirements on roadway and development access as well as adjacent affected intersections with reference to Ministry of Transportation guidelines.

Implementation - proposed time of installation for the proposed improvements and/or developments and commitment of Owner to undertake the necessary works.

Note: These guidelines are not intended to cover all development conditions and are subject to revisions at anytime. The County of Simcoe and the Ministry of Transportation may have different requirements for traffic studies in areas under their jurisdiction.

13.3. Acoustical Impact Study

All Industrial developments and any development adjacent to or within close proximity to residential dwellings or in any location determined to be sensitive by the Town, shall be required to conduct a noise impact analysis to demonstrate compliance to MOE guidelines. These reports are required to be submitted with the completed site plan application.

14.0 ENGINEERING DEPARTMENT GENERAL REQUIREMENTS

14.1. Entrance & Driveway

The access and vehicular movement within the site shall be designed to the Town's requirements and shall apply to the Town's Zoning By-law and shall be supported by a traffic impact study.

The following requirements shall be met and shown on the Servicing Plan:

- For any work on existing roadways, a traffic control plan prepared in accordance with the Ontario Ministry of Transportation Manual of Uniform Traffic Control Devices (MUTCD), Book 7, is to be submitted to the Town.
- Isles between parking spaces are to have a minimum width of 6.0 metres.
- The minimum distance between two separate entrances on one lot, measured along the street line, shall be 9.0 metres.
- The minimum distance between an entrance and an intersection, measured along the street line, shall be 15 metres.
- Driveway grades shall have a minimum slope of 2.0% and a maximum slope of 7.0%.
- Heavy Duty Pavement Structure is to be used for all Commercial and Industrial entrances within the Town boulevard and for all Fire Truck Routes within the development, unless a geotechnical engineer recommends a thicker structure. A cross-section is to be included on the drawing;

Recommended Heavy Duty Pavement Structure consists of :

50mm HL3
50mm HL4
150mm Granular A
300mm Granular B

Recommended pavement structure for internal asphalt surfaces:

35mm HL3
40mm HL4
150mm Granular A
200mm Granular B

- The plan shall identify existing and proposed entrances, curb cuts and depressed walks on each side of all streets that border the property.
- The entrance width at property line and radii is to be dimensioned
- Truck routes and turning radii is to be illustrated on the drawing.
- Illustration of the parking configuration is required on the drawing as per applicable zoning regulations.
- A minimum clearance of 1.0 metre is to be provided between all proposed above ground services and the Town sidewalk and new/existing entrances.

- Exit and entrance lanes to be designed in accordance to applicable zoning by-law.
- Where private curbing is to be extended to the Town sidewalk, a note is to be added to the drawing stating:
"All driveway curbing within 0.6 m. of a Town sidewalk is to be depressed to the elevation of the Town sidewalk."
These curb depressions should be identified on the drawing.
- The maximum depth of floodwater over the finished grade of walkway, parking or and driveway areas is to be 200 mm, as greater depths may restrict the movement of pedestrians and most light passenger vehicles.
- Heavy-duty sidewalk with a minimum thickness of 200mm, is to be continuous through industrial/commercial site entrances. 150mm x 150mm steel mesh reinforcement and handicapped accessible. Refer to OPSD 310.010 and 310.030.
- All sidewalk is to be a minimum 150 mm granular "A" base and 150mm concrete.

14.2. Drive-Through Guidelines

Drive-Through Guidelines are attached as Appendix "D".

14.3. Proposed Site Servicing

- All water mains and sanitary and storm sewers shall be designed and installed in accordance with accepted good engineering practices and with MOE guidelines for water distribution and sanitary sewage collection. They shall be constructed in accordance with applicable Ontario Provincial Standard Specifications (OPSS) and Ontario Provincial Standard Drawings (OPSD).
- The Owner shall ensure that there is full time inspection by the Engineer Inspection during the installation and testing of all underground infrastructure.
- All buried water and sewer services shall have an appropriate warning tape laid on top of the cover material or no closer than 300mm of the top edge of the structure.
- Connections to any municipal infrastructure outside the development shall only be permitted with the approval of the Town.

Domestic & Fire Water Services

Domestic & Fire service connections for industrial, commercial or institutional areas shall have separate service connections at the watermain.

Domestic Service

- Domestic service connections for industrial, commercial or institutional areas shall be sized individually according to the intended use. The minimum size of service pipe shall be 50mm in diameter.
- Must conform to the current Ontario Building Code (OBC), Canadian Standards Association (CSA) and American Society for Testing and Materials (ASTM) standards.

Fire Water Services

- The fire service connections shall be sized according to the intended use, the OBC and the National Fire Protection Association (NFPA) codes & standards. The minimum size of a fire service pipe shall be 150mm in diameter and shall be painted to reflect the NFPA Standards.
- Hydrants shall be self draining Century 6'0" "Open Left" 2H, 12B CSA, Storz (1,0-L), 150mm mechanical joint boot and shall come complete with hydrant valves and anchor tees.

Sanitary Service

Sanitary service connections for industrial, commercial or institutional areas shall be sized individually according to the intended use. The minimum size of service pipe shall be 150mm in diameter (the preferable minimum grade is 2%, the absolute minimum grade is 1%). The minimum cover at the street line shall be of sufficient depth to permit servicing of buildings by gravity, wherever possible.

Sanitary service connections to industrial, commercial or institutional blocks shall require the installation of an inspection maintenance hole (min. 1500mm diameter) located on the property line at the outside edge of the manhole.

- Sanitary service connection pipes are to be green. White colored pipe is reserved for storm service connections.
- Sanitary service connection pipes are to be Polyvinyl Chloride (PVC) Pipe. Pipe and fittings shall be manufactured to the latest edition of CSA Standard B-182.1 (ASTM Specification D 3034) with rubber gasketed bell and spigot joints. Pipe and fittings shall have a Standard Dimension Ratio of 28 (SDR-28) and a minimum pipe stiffness of 630 kPa.
- Bedding materials shall be in accordance with OPSD 802.010 with Granular 'A' bedding and OPSD 802.030 Class 'B' with Granular 'A' bedding for concrete pipes unless otherwise recommended by a qualified geotechnical engineer.
- Note: "Y" services connection laterals are not permitted where separate lots exist or are proposed. Individual services required.

14.4. External Works

Installation of external works may be required within the municipal right-of-way as a result of a proposed development that are constructed, the works may include items such as;

- installation of municipal infrastructure (i.e. watermains, sanitary sewers, pump stations, storm sewers, outlet control devices)
- traffic control devices (i.e. traffic signals)
- sidewalks and curbs
- turning lanes
- landscaping

The Owner shall appoint a qualified Professional Engineer registered with the Association of Professional Engineers of Ontario, acceptable to the Municipality, to design, supervise and certify the construction and installation of the External Works, with the duties of the Consulting Engineer to include, but not be limited to the following:

- to prepare and certify the designs in accordance with the Engineering Standards of the Municipality;
- to prepare, certify and furnish all required drawings in accordance with the Engineering Standards of the Municipality required under paragraph 1;
- to obtain all necessary approvals from the Minister of the Environment, the Nottawasaga Valley Conservation Authority, County of Simcoe and any other governmental, conservation, or regulatory agency, as required;
- to provide the contract administration and the full time supervision of field layout and construction of the External Works including the utilities and to undertake and certify the quality of the required testing of the External Works;
- to maintain all records of construction and upon completion to advise the Municipality of all construction changes and to prepare final "as constructed" drawings with a complete set of "as constructed" transparencies and lot service location sheets for the project, to be turned over to the Municipality prior to the issuance of the Certificate of Substantial Completion. The drawings, location sheets and records are to be provided in a form compatible with the Municipality's computer-ready mapping format, the current details of which are to be obtained prior to the submission of the documents;
- to act as the Owner's representative in all matters pertaining to the construction;
- to ensure that all work done is carried out in accordance with construction methods that conform to accepted engineering practice and relevant safety legislation governing construction practice;
- to certify that the External Works are constructed in accordance with the Engineering Standards of the Municipality and the accepted Engineering Design Drawings;

- to provide coordination and scheduling to comply with the timing provisions of the Site Plan Agreement and the requirements of the Municipality, for all External Works specified in the Agreement; and
- to provide certificates of progress payments and certificates of Substantial Performance under the *Construction Lien Act*.

15.0. ZONING GENERAL REQUIREMENTS

The following items are subject to and are to be in accordance with the Town's Zoning By-law.

Parking & Driveways

- Entrance width at the property line to be at least 3.0 metres, but not more than 9.0 metres in width. With a minimum centre line radii of 12 metres for commercial and industrial developments.

Parking Space

- Each parking space shall have a minimum width of 2.75 metres and a minimum length of 5.5 metres.
- Parallel parking spaces shall have a minimum width of 2.5 metres and a minimum length of 6.1 metres.

Barrier Free Parking Spaces will have the following characteristics:

- In conjunction with the parking space requirements, barrier free parking shall be provided and signed. Three percent (3%) of the required parking spaces, or at a minimum one (1) space is to be provided for barrier free parking.
- All barrier free parking spaces are to be hard surface and marked on the ground with blue paint and are to be signed by an identifying marker consisting of the International Symbol for the physically challenged, complete with the appropriate signage.
- All barrier free spaces shall have a minimum width of 3.9 metres and a minimum length of 5.5 metres.
- A standard parking space parallel to a curb shall constitute an acceptable parking space providing it allows individuals to get in and out of either side of a vehicle and provide a sidewalk wheelchair ramp nearby.
- Provide minimum vertical clearances of 2.9m at accessible parking spaces, at accessible passenger loading zones and along access routes.
- Barrier free parking spaces should be level. Where this is not possible, the gradient should not exceed 5%. Preferred grade is 2% in all directions
- Concrete curb wheel stops must be placed to provide a minimum of 0.8m clear space for wheelchair access.
- Barrier free parking spaces shall be the spaces located closest to the nearest accessible entrance(s) of the building on an accessible route.

- Care should be taken so that persons in wheelchairs or using braces and crutches are not compelled to travel behind parked cars.
- Curb ramps, where required, shall be provided to permit access from parking area to sidewalk
- Curb cuts should be shown on the drawings at all sidewalks, ramps, etc.
- Outdoor walkways should be at least 1.5m wide so that a wheelchair can be turned around. The surface should be firm and even. Paving blocks with large joints and gravel and soil would not be satisfactory.

Refuse Enclosure

- The Site Plan is to show the design, location and construction details of any exterior refuse storage areas.
- Refuse storage areas shall be enclosed on all sides by a solid wall (masonry, wood or other durable material) not less than 1.8 metres in height. Such walls shall contain an adequate door or gate to allow for the removal of refuse.
- Refuse storage areas shall be located in the rear yard or side yard and shall not be located in a front yard or exterior side yard.
- Refuse enclosures are not to be located in areas required for parking or loading spaces.
- Refuse storage enclosures intended to contain large metal refuse bins requiring commercial pick-up shall be constructed with doors with the hinge points outside the minimum specified width, posts with latch mechanisms to stop door swinging.

Loading Space

- Loading Spaces are not to be located in areas required for parking or Refuse Enclosures
- Access to a Loading Space shall be provided by one or more driveway(s) that have a minimum unobstructed width of at least 4.6 metres.
- Loading Spaces shall not be located in the front or exterior side yard of a property.

16.0 FINANCIAL REQUIREMENTS

The following is a summary of the financial requirements that are to be submitted to the Town prior to execution of the Site Plan Agreement.

- 16.1. Town Development Charges are calculated in accordance with the Town's Development Charge By-law (please contact the Town's Finance Department for site specific details)
- 16.2. Education Development Charges are calculated in accordance with the Simcoe County Education Development Charge By-law (please contact the Town's Finance Department for site specific details)

- 16.3. County of Simcoe Development Charges are calculated in accordance with the County of Simcoe Development Charge By-law (please contact the Town's Finance Department for site specific details)
- 16.4. As a condition of development or redevelopment the Town will require a 2% cash-in-lieu of parkland for commercial or industrial purposes and is calculated based on the actual land only value and the area of buildings and lot development.
- 16.5. The Owner will be required to submit to the Town a \$10,000.00 security deposit per utility cut. A utility cut is identified as any service or utility connection that will require entering onto the municipal right-of-way and disturbing the roadway, curb, sidewalk or boulevard.
- 16.6. A Letter of Credit to cover the faithful performance of the Owner's obligations under the Site Plan Agreement is required, and is based on \$40,000.00 per hectare up to a maximum \$120,000.00.
- 16.7. When external works are required to facilitate development of a property and the Owner is required to construct municipal infrastructure, a security deposit for 100% of the construction estimate is required to be issued with the Town.

APPENDIX "A"

APPLICATION FOR SITE PLAN AGREEMENT



Town of New Tecumseth Application for Site Plan Agreement

Box 910, 10 Wellington Street, Alliston, ON L9R 1A1
Tel: (705) 435-6219 or (905) 729-0057
Website: www.town.newtecumseth.on.ca

GENERAL INFORMATION

This application form must be completed in its entirety and submitted to the Town for consideration.

Pursuant to Section 41 of the Ontario Planning Act (R.S.O. 1990), the Council for the Corporation of the Town of New Tecumseth has, by By-law 2002-20, and amended by By-law 2005-051, designated the entire Town of New Tecumseth planning area a site plan control area, save and except for the following;

- ⇒ All areas zoned "Single or Semi-detached Residential".
- ⇒ Those parts of areas zoned "Agriculture" which are used for horticultural purposes.
- ⇒ Those parts of areas zoned "Agriculture" which are used exclusively for crop production, and farm residential purposes.

The purpose of the Site Plan approval process is to; implement the objectives of the Official Plan for the Town of New Tecumseth, ensure conformity to the Town's Zoning By-law and other appropriate By-laws and regulations, ensure that development is consistent with the Town's Urban Design Guidelines and is compatible with the natural environment of the surrounding area and to ensure the Town of New Tecumseth Technical & Submission Guidelines (Engineering, Planning, Recreation, Fire, Building, Public Works) are satisfied.

The Applicant will be required to submit an application fee of two thousand five hundred dollars (\$2,500.00) plus the calculated fee relating to gross floor area (GFA) or units, in accordance with the Town's current By-law (found in Schedule "B" of the Site Plan Submission Guidelines). All fees are to be made payable to the Town of New Tecumseth in the form of cash, cheque or money order. Additionally, a deposit in the amount of two thousand five hundred (\$2,500.00) is required to be submitted as part of the application for legal and consultant fees incurred by the Town of New Tecumseth as a result of the processing of the application.

Complete and accurate submissions are required to ensure that the file can be processed. **Incomplete or inaccurate applications will be returned for re-submission.** Except for required signature(s), answers must be typed or neatly printed in dark ink, suitable for reproduction. All sections must be completed, or marked "N/A" (not applicable), as the case may be.

APPLICATION FOR SITE PLAN AGREEMENT CHECKLIST

BEFORE SUBMITTING AN APPLICATION, PLEASE ENSURE THE FOLLOWING IS COMPLETED:

- Fully complete all parts of your application form.
- Sign the application form in all appropriate locations and obtain the signed authorization of the owner if you are not the property owner.
- Attach the applicable nonrefundable fees and deposits. Cheques should be made out to the Town of New Tecumseth.
- Seven (7) complete sets of all the required drawings and reports, ***bounded & folded (to letter size 8 1/2 x 11)***.
- Three (3) reduced, Ledger (11 x 17) copy of the proposed drawings only.

If at any time you have questions or concerns regarding your application, please contact the Engineering Department at 705-435-6219.

APPLICATION FOR SITE PLAN AGREEMENT

FOR OFFICE USE ONLY
File No.:

1. Applicant Information

All communication will be directed to the Prime Contact only. Please indicate who this will be. Prime Contact:	
Registered Owner(s): Name(s) :	
Address :	Mailing Address (If Different):
Telephone :	Fax :
Email Address :	
Date Subject Land was acquired by current owner :	
Date of the Application :	
Are the subsurface rights and the surface rights held by the same owner? YES or NO If NO , who owns the rights? Please provide contact information.	
Agents: Name:	
<input type="checkbox"/> Engineer <input type="checkbox"/> Architect <input type="checkbox"/> Planner <input type="checkbox"/> Other: _____	
Address :	
Telephone :	Fax :
Cell Phone :	
Email Address :	

2. Description of Subject Property

a) Lot(s)/Blocks(s) :	b) Concession(s) :
c) Registered Plan No. :	d) Civic Address :
e) Roll Number(s) :	
f) Former Municipality of : <input type="checkbox"/> Alliston <input type="checkbox"/> Beeton <input type="checkbox"/> Tecumseth <input type="checkbox"/> Tottenham <input type="checkbox"/> Adjala <input type="checkbox"/> Tosorontio <input type="checkbox"/> Essa	
g) Are there any easements or restrictive covenants affecting the subject lands? YES or NO If yes , supply a copy of such documents and provide a brief description of its effect :	
h) What are the existing uses of abutting properties? 1) To the north : _____ 2) To the south : _____ 3) To the east : _____ 4) To the west : _____	
j) Does the owner have an interest in, or own any adjoining lands which are not to be included in this amendment? If yes, please describe the locations:	
i) Physical description of the property :	
Frontage (m)	
Area (ha)	
Depth (m)	
Width of Road Allowance (m):	

3. Current and Proposed Land Use

a) What is the current Town Official Plan Designation and Zoning? Official Plan Designation: _____ Zoning: _____
b) Describe the land uses that the current designation authorizes. List the current uses and buildings and previous uses of the land:

4. Zoning Information

	Zoning By-law Requirements	Existing	Proposed
Lot Coverage (%)			
Front Yard Setback			
Exterior Yard Setback			
Interior Yard Setback			
Rear Yard Setback			
Building Height			
Gross Floor Area			
Landscape Open Space (%)			
Planting Strip Width			
Parking Spaces			
Loading Spaces			
Driveway Width			

5. Proposed Development

<u>Residential</u>			
Single Family Dwelling —	Semi-Detached —	Duplex —	Tri-Plex —
Four-plex —	Row Dwelling House —		
<u>Apartment Dwelling</u>			
Bachelor —	1 Bedroom —	2 Bedroom —	3 Bedroom — 4 Bedroom —
Other: _____			
Total Residential Uses: _____			
Commercial:		Dimensions of Building _____	
Industrial:		Dimensions of Building _____	

6. Servicing

Please check the appropriate box under each of the servicing options.

Servicing	Type of Servicing	Existing		Proposed	
		Yes	No	Yes	No
Potable Water System	Publicly owned and operated piped water system				
	Privately owned and operated well				
	Lake or other water body				
	Other Means				
Sewage Disposal (See (a))	Publicly owned and operated sanitary sewage system				
	Privately owned and operated individual septic tank				
	Privately owned and operated communal septic system				
	Privy				
	Other means				
Storm Drainage	Storm Sewer				
	Ditches/Swales				
	Other : <i>Please Specify</i>				
Roads (See (b))	Provincial Highway				
	Municipal Road - Maintained Year Round				
	Municipal Road - Maintained Seasonally				
	Other public road				
	Right of Way				
<p>a) Development utilizing privately owned and operated individual or communal septic systems producing more than 4500 litres/day of effluent are required to submit a <i>servicing options report</i> and a <i>hydrogeological report</i> in support of this application.</p> <p>b) If access to the subject land is by private road, or if “other public road” or “right of way” was indicated, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.</p>					
Servicing	Type of Servicing	Existing		Proposed	
		Yes	No	Yes	No
Other Services	Electricity				
	School Bussing				
	Garbage Collection				
	Natural Gas				

7. Owner's Authorization

I, (we) _____, being the registered owner(s) of the subject
(Name(s) of owner, individuals or company)

lands, hereby authorize _____ to prepare and submit an
(Name of Agent)

Application for Site Plan Agreement for approval.

Signature of Owner(s) _____
Date

Note: If the owner is an incorporated company, the company seal shall be applied. If there is not a company seal, a statement of authority to bind is required.

8. Agreement on Costs

I have enclosed the applicable application processing fees and deposits.

I, _____, being the applicant for the
(Name of Applicant)

subject lands, hereby agree that notwithstanding that the agent may make payments on my behalf, I shall be solely and fully responsible for paying all costs the municipality may incur in the processing of this application. I further agree that such costs shall be paid promptly upon being invoiced by the Town, failing which, such costs, and interest and administration fees, may be collected, which may include recovering costs as taxes.

NOTE: Development Charges may be applicable to the development, which this application, if approved, will facilitate. Any questions with respect to the applicability of the Town's Development Charge By-law should be made to the Manager of Finance.

Signature of Applicant _____
Date

9. Declaration: *This must be signed by the applicant in the presence of a Commissioner.*

I (we), _____, of the _____ of
_____, County/Region of _____ solemnly

declare that all the statements contained in this application and all supporting documentation are true, and I (we) make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the **CANADA EVIDENCE ACT**.

DECLARED before me at the _____ in the County/Region of
_____ this _____ day of _____, _____.

Signature of Owner(s) or Authorized Agent _____
Signature of Commissioner

Signature of Owner(s) or Authorized Agent

10. Applicant's Consent (Freedom of Information)

In accordance with the provisions of the Planning Act, it is the policy of the Town of New Tecumseth to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I

_____, the applicant, hereby acknowledge the above-noted and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act that all the information in this application and any supporting documentation provided by myself, my agents, consultants and solicitors, as well as commenting letters or reports issued by the municipality and other review agencies will be part of the public record and will also be available to the general public.

Signature of Applicant

Date

11. Owners Consent For Municipal Staff and Council to Enter the Site

I/We, _____ am/are the owner(s) of the land that is the subject of this Site Plan Application and give permission to Municipal Staff and the Council of the Town of New Tecumseth to enter onto the subject land for the purpose of inspecting the lands to evaluate the merits of the application.

Signature of Owner

Date

Signature of Owner

This application package is to be submitted to:

**The Engineering Department
Town of New Tecumseth
Box 910, 10 Wellington Street E, Alliston, Ontario L9R 1A1
Phone: (705) 435-6219**

APPENDIX "B"

PLANNING FEE'S BY-LAW

**THE CORPORATION OF THE TOWN OF
NEW TECUMSETH**

BY-LAW

Number 2007-230

“PLANNING FEES BY-LAW”

Being a by-law to prescribe a tariff of fees
for processing applications in respect to planning matters

WHEREAS Section 69(1) of the Planning Act, R.S.O. 1990 as amended, provides that the Council of a Municipality may by by-law establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost of the municipality and of the committee of adjustment constituted by the Council of the Municipality in respect of the processing of each type of application provided for in the tariff;

AND WHEREAS the Municipal Council of the Town of New Tecumseth deems it necessary to adopt a new by-law respecting planning fees;

NOW THEREFORE the Council of the Corporation of the Town of New Tecumseth hereby enacts as follows:

1. That the tariff of fees as set out in the Attached Schedule A to this By-law be and are hereby prescribed for the processing of applications made in respect of those types of planning matters as set out on Schedule A.
2. Planning applications received by the Town of New Tecumseth prior to December 10, 2007, shall be subject to the tariff of fees in effect on the date the application was received by the Town of New Tecumseth with the exception that applications for plans of subdivision not draft approved as of December 10, 2007 shall also be subject to the fees payable at draft plan approval which shall apply notwithstanding the date on which the application was received by the Town as set out in this by-law.
3. That this by-law shall be cited as the “Planning Fees By-law”.
4. That this by-law shall come into force and take effect on the date of final passing thereof.
5. This by-law shall repeal By-law 2004-073, as amended by By-law 2004-092 and 2005-032.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 10TH DAY OF
DECEMBER, 2007.**

MAYOR

CLERK

Schedule "A" to Planning Fees By-law 2007-230

<u>APPLICATION TYPE</u>	<u>BASE FEE</u>
MINOR VARIANCE	\$ 700.00
CONSENT	\$ 1500.00
Revision to conditions of decision requested by applicant	\$ 200.00
OFFICIAL PLAN AMENDMENT	\$7000.00
ZONING BY-LAW AMENDMENT	\$7000.00
Temporary Use	\$1500.00
Garden Suite	\$1500.00
Lift H Holding Symbol	\$ 500.00
SITE PLAN	
Base Fee for all applications	\$ 2500.00
Plus	
a) Commercial/Office	\$ 0.80/m ² GFA
b) Industrial/Office/Institutional	\$ 0.50/m ² GFA
c) Residential	\$ 100/unit
d) or if units previously paid in subdivision application	\$ 30/unit
PART LOT CONTROL EXEMPTION BY-LAW	\$1500.00
PLAN OF CONDOMINIUM	
Base Fee	\$6900.00
Plus	
On submission of application	
a) Residential	\$20/unit
b) Industrial/Commercial	\$50/ha
PLAN OF SUBDIVISION	
Base Fee	\$6900.00
Plus	
On Submission of Application	
a) Single, Semi Townhouse units and Multi-unit Blocks	\$50.00/unit
b) Commercial	\$500.00/ha
c) Industrial	\$125.00/ha
d) Institutional	\$125.00/ha
Upon Draft Plan Approval	
a) Single, Semi Townhouse units and multi unit blocks	\$50.00/unit
b) Commercial	\$500.00/ha
c) Industrial	\$125.00/ha
d) Institutional	\$125.00/ha
<u>All Plans of Subdivision</u>	
Revision to Draft Plan, requiring circulation	\$1000.00
Revision to Condition(s) of Draft Approval	\$1000.00
Extension of Draft Approval	\$1000.00
Registration of Each Phase	\$ 500.00
Referral of a Plan to the Ontario Municipal Board	\$ 150.00

Schedule "A" to Planning Fees By-law 2007-230

Development Engineering Fees

Subdivision Engineering Review 3.0% of the estimated cost to construct the municipal services plus the cost of external consultants to assist in the review of the engineering submission. The Engineering Fee shall be paid in two installments. The first 1.0% instalment is due in conjunction with the application to process the engineering component of the plan of subdivision. This initial instalment is non refundable should the applicant not wish to proceed with the development. The payment of the second 2.0% instalment shall be included as a condition of the subdivision agreement and due prior to final approval of the plan. The engineering fee shall be adjusted prior to issuance of guaranteed maintenance based on the actual certified cost of the municipal services if the fee variance is greater than \$500.

Amending Agreement	\$1,000.00
Model Home Agreement	\$1,000.00
Earthworks Agreement	\$3,000.00
Pre-servicing Agreement	\$3,000.00
Development Agreement (Simple) – does not include the extension of municipal water or municipal sanitary sewer	\$1,000.00
Development Agreement (Complex) – includes the extension of municipal water and/or municipal sanitary sewer	\$4,000.00

1. All Base Fees are payable at the time of submission of the application unless otherwise noted.
2. Fees payable upon draft plan approval shall apply notwithstanding the date of the submission of the plan of subdivision application.
3. The cost of peer reviews required for the processing applications where resources outside of Municipal Staff are required for the review of the application shall be charged to the applicant, in addition to the Base Fee and the applicant shall provide the Town with a deposit in the amount of \$2,500.
4. Where agreements are to be registered on title, the costs associated with the registering of the agreement on title and the costs of the Town's legal review of the agreement are in addition to the Base Fee and shall be paid by the applicant prior to the execution of the agreement by the Town and the applicant shall provide the Town with a deposit in the following amounts:

Subdivision Agreement	\$5,000
Site Plan Agreement	\$2,500
Consent Agreement	\$1,500

Schedule "A" to Planning Fees By-law 2007-230

5. All monies paid as a deposit for subdivision, site plan and consent agreements and peer review shall be considered as a deposit on account, from which expenses incurred in processing the agreement including but not limited to legal review, registration on title and consultant review and expenses, will be invoiced to the applicant.
6. Copies of third party invoices and a Town invoice will be forwarded to the applicant with payment due to the Town within 30 days. Any unpaid Town invoices will result in interest charges in accordance with the Town's Interest By-law.
7. Upon completion of the matter for which the deposit is being held by the Town, the applicant shall make a written request to the Chief Financial Officer/Treasurer for refund of the balance of the deposit. The applicable department head shall authorize the release of the deposit or portion thereof and forward same to the Finance Department for processing.
8. Fifty percent of the required application fees submitted in respect of an Official Plan or Zoning Amendment application may be refunded if the application is withdrawn prior to it having been scheduled for a public meeting. Notice of the withdrawal shall be in writing to the Manager of Planning and shall be signed by the applicant.
9. One hundred percent of the required application fees submitted in respect of a consent or minor variance may be refunded if the application is withdrawn prior to it having been scheduled for a committee of adjustment meeting. Notice of the withdrawal shall be submitted in writing to the Secretary, Committee of Adjustment and shall be signed by the applicant."

NOTE: The cost of peer reviews required for processing applications where resources outside of Municipal Staff are required for the review of the application shall be charged to the applicant, in addition to the Base Fee.

APPENDIX "C"

SITE PLAN BY-LAW

THE CORPORATION OF THE TOWN OF
NEW TECUMSETH

BY-LAW

Number 2002-20

"ESTABLISH SITE PLAN CONTROL AREAS BY-LAW"

A by-law to establish Site Plan Control Areas
in the Town of New Tecumseth

WHEREAS an Official Plan is in force and effect in the Municipality;

AND WHEREAS a comprehensive Zoning By-Law is in force and effect in the Municipality;

AND WHEREAS the Council of The Corporation of the Town of New Tecumseth has established site plan control policies in its Official Plan and outlined the areas to which these policies may apply;

AND WHEREAS The Corporation of the Town of New Tecumseth deems it necessary to designate certain areas as site plan control areas;

AND WHEREAS authority is granted under Section 41 of the *Planning Act*, R.S.O. 1990, as amended, to designate the whole or any part of an area established in its Official Plan as a Site Plan Control Area;

NOW THEREFORE the Council of The Corporation of the Town of New Tecumseth enacts, as follows:

1. That the entire Town of New Tecumseth planning area is hereby designated a site plan control area, save and except for the following:
 - a) All areas zoned "Single or Semi-detached Residential".
 - b) Those parts of areas zoned "Agricultural" which are used for horticultural purposes.
 - c) Those parts of areas zoned "Agricultural" which are used exclusively for crop production, and farm residential purposes.
2. That notwithstanding the areas designated under Part 1 of this by-law, site plan control areas may be designated as deemed necessary by the Council of The Corporation of the Town of New Tecumseth in accordance with the provisions of the Official Plan.
3. That the Council of the Town of New Tecumseth delegates to the Chief Administrative Officer of the Town of New Tecumseth the power and authority to exempt from site plan control any property proposing construction alterations within the site plan control area which do not change the occupancy use of the building or premises and have a construction value less than \$25,000.00.

4. That the Council of the Town of New Tecumseth delegates to the Chief Administrative Officer the power and authority to approve site plans, and to determine if a site plan agreement is required, for any property where there is to be an addition to an existing structure and the estimated size of said addition is not greater than 25% of the estimated size of the existing structure.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 28TH DAY OF JANUARY, 2002.

MAYOR

CLERK

APPENDIX “D”

TOWN OF NEW TECUMSETH DRIVE-THROUGH DESIGN GUIDELINES

Town of New Tecumseth

Drive-Through Facilities - Design Guidelines

OBJECTIVE

To provide design guidelines for the development of drive-through facilities within the Town of New Tecumseth.

These guidelines will assist developers, architects, planners and landscape architects in making informed decisions when preparing commercial site plans, they will be used to minimize the impacts on adjacent residential areas, create an attractive streetscape appearance and promote functional traffic & Pedestrian movement.

BACKGROUND

Drive-through facilities have been the fastest growing area of commercial sales for the past several years, fast food restaurants, banks, pharmacies and donut shops are constructing more and more drive-through facilities and retrofitting existing businesses by adding drive-through facilities to address the demand for a more convenient way for the traveling public to access their product. Drive-through facilities also provide a more convenient way for the physically challenged to access their product.

With the increase demand for these facilities, municipalities across Ontario have had to establish specific guidelines to address concerns associated with drive-through facilities, the following are some of those issues;

- Location
- Traffic
- Noise & Light Pollution
- Reduction of Air Quality
- Odour
- Pedestrian Safety
- Litter & Waste
- Landscaping

DESIGN GUIDELINES

1. LOCATION

- 1.1. A minimum separation distance of 10 metres is required for all parts of a drive-through facility (including the stacking lanes) from the lot line of any residential use or residential zone.
- 1.2. Proposed drive-through facilities must be compatible and sensitive to the existing urban form & land uses, streetscape & landscape features and conducive to the future development of the area.
- 1.3. The development of drive-through facilities within the downtown core areas is discouraged.

- 1.4. Restaurant and fast food drive-through facilities on sites less than 0.3 ha in area, when located adjacent to residential properties, are discouraged.

2. TRAFFIC/ACCESS & STACKING LANES

The design of a drive-through facility must:

- 2.1. Minimize the number of vehicular access points to the site from the public street.
- 2.2. Locate access points into the site as far away as possible from street intersections.
- 2.3. Avoid locating stacking lanes between the building and the public street.
- 2.4. Keep stacking lanes out of view of the public street and/or sidewalk.
- 2.5. Maximize the setback from the front or flank lot line to the access point of the stacking lane.
- 2.6. Provide a minimum of 10 stacking spaces on site for restaurant and fast food drive-through facilities.
- 2.7. Provide a minimum of 4 stacking spaces on site for banking, pharmacies and similar non-food related drive-through facilities.
- 2.8. Stacking spaces are to be 3.5 metres in width and 6.5 metres in length.
- 2.9. Locate access points to the stacking lanes away from parking stalls, loading areas and garbage enclosures.
- 2.10. Stacking of vehicles on a public street is prohibited.
- 2.11. Stacking of vehicles shall not block or encroach on designated fire routes.
- 2.12. Avoid interruptions to stacking lanes by other vehicular cross traffic.
- 2.13. Use raised islands or concrete curbs to separate stacking lanes from the main parking area and driveways.
- 2.14. Provide clearly visible and appropriately placed directional signage at the entrance and exit locations to stacking lanes.
- 2.15. A Traffic Study, which identifies on and off site traffic impacts can be requested at the discretion of the Town.

3. POLLUTION CONTROL (NOISE, LIGHT, ODOUR & LITTER)

- 3.1. A 1.8 metre high tight board fence acceptable to the Town along the property line is to be provided where a drive-through facility is located adjacent to residential properties.
- 3.2. A proposal for a drive-through facility must be accompanied by a sound attenuation study, which verifies noise levels and recommends measures to minimize noise impact.
- 3.3. The number of parking spaces provided must conform to the provisions of the Town's Zoning By-law.

- 3.4. All lighting sources must be directed away from adjacent residential properties and screening must be provided, as necessary.
- 3.5. Encourage multiple windows servicing a single stacking lane (e.g. order window, payment window, pick-up window) to reduce idling of vehicles.
- 3.6. Additional paved areas, such as stacking lanes and driveways must be minimized in order to maximize landscaped areas.
- 3.7. Provide at least one waste receptacle along the queuing lane, to be used by patrons of the drive-through facility.

4. PEDESTRIAN SAFETY

- 4.1. The site should be organized in such a way so that it is not necessary for pedestrians to cross-stacking lanes or driveways when accessing the site.
- 4.2. Building entrances must be located in such a way as to prevent conflicts between pedestrian and vehicular traffic.
- 4.3. Provide well articulated pedestrian routes on the site, linking buildings and parking areas. Connect these routes to the street where feasible.
- 4.4. Provide raised walkways and decorative paving, or similar means, to delineate pedestrian areas.

5. LANDSCAPING

- 5.1. Landscaping must be in compliance with all applicable provisions of the Town's Zoning By-law.
- 5.2. Town of New Tecumseth Commercial/Industrial Landscape Design Guidelines must be followed for all drive through facilities.

It should be noted that these are guidelines and not zoning by-law provisions. As such, the objective is to provide flexibility in interpreting the guidelines based on site-specific conditions. The guidelines should be used in conjunction with the Town's Official Plan, Zoning By-law and Engineering Design Standards.