



**SITE PLAN SUBMISSION REQUIREMENTS**  
**Operations Services**  
**The Corporation of The Town of Tillsonburg**  
**Development Guidelines and Design Criteria**

**Section 5**



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## **5 SITE PLAN SUBMISSION REQUIREMENTS**

### **5.1 General Requirements**

The purpose of this Manual is to provide submission requirements for the developer and its engineering consultants required for project acceptance for Site Plan Control by the Operations Services of the Town of Tillsonburg.

### **5.2 Application**

The property Proponent or their authorized agent should complete the SPA application found in Appendix "4-2" in Section 4. Where an agent is making the application, the written authorization of the Proponent must accompany the application. If the application is being made under an agreement of purchase and sale, a copy of the agreement must be attached and will remain confidential. Drawings which accompany a site plan application are required to be submitted in standard .pdf format to [planning@tillsonburg.ca](mailto:planning@tillsonburg.ca).

The application must be accompanied by the required fee payable in cash or cheque made to the "Town of Tillsonburg".

### **5.3 Fees, Performance Securities and Deposits**

In accordance with the Town Site Plan Control By-law, a Proponent may be required to provide the Town with an irrevocable, renewable letter of credit, certified cheque, or development bond to ensure satisfactory provision and maintenance of the building, structures, facilities and work approved under the SPA process.

#### **5.3.1 Fees**

The required application fee shall be submitted payable to the "Town of Tillsonburg." Please refer to the Rates and Fees By-Law, as amended, for the application fee amount.

#### **5.3.2 Performance Securities**

The Proponent shall provide performance securities (in the form of an irrevocable, renewable letter of credit, certified cheque, or development bond) and applicable deposits before the Town issues SPA for the proposed development in the following manner:

**Table 1. Performance Securities**

<b>For all lands zoned Industrial, Commercial, Open Space or Institutional (excluding retirement homes, nursing homes, etc)</b>	
<b><u>On-Site Works</u></b>	
Grading and drainage, seeding, maintenance, erosion control, fencing	<b>50%</b>
Stormwater management facilities	<b>100%</b>
<b>For all lands zoned Residential or Institutional (pertaining to retirement homes, nursing homes, etc)</b>	
<b><u>On-Site Works</u></b>	
Grading and drainage, asphalt, curbing, servicing, etc	<b>100%</b>
Landscaping	<b>100%</b>
Stormwater management facilities	<b>100%</b>

***The performance security required for all work proposed within the Town or County road allowance, or on Town/County owned land, shall be at 100% of the cost estimate provided by the Proponent’s consulting Engineer to the satisfaction of the Town of Tillsonburg.***

***The performance security shall also contain 1.76% net non-rebatable HST.***

Further to the above, the Town will not require performance securities in the event that the Proponent’s submitted cost estimate (to the satisfaction of the Town Engineering Services), indicates the required performance security will not exceed \$5,000.00.

Also, the Town will not require performance securities relating to stormwater management in the instance where a Town owned regional stormwater management facility has already been constructed. However securities will be required for dredging the storm water management pond.

The amount of the performance securities required by the Town shall be listed in the Site Plan Agreement. Any construction on Town property or the use of public right of ways during construction must be first approved by the Town through the SPA process and outlined in the Site Plan Agreement. Any construction on Town or County properties or road allowances shall require an encroachment permit prior to the commencement of any approved construction.

In order to determine the amount of the performance securities required by the Town, the Proponent’s consulting Engineer must complete Appendix “4-3” – Cost Estimate of the Site Works and Services found in Section 4 and affix their professional stamp.

### **5.3.3 Deposits**

A deposit may be required for a third party peer review of site servicing, grading and storm water management, noise and vibration, and traffic impact, etc. as determined by Town staff. If the collected deposit does not cover the cost of the third party review, the Proponent will be required to pay for any additional/outstanding fees to the Town prior to SPA. Alternatively, any monies from the deposit remaining after the third party review will be returned to the Proponent upon SPA.

### **5.4 General Requirements for Drawings**

The completed application form shall be accompanied by a site plan drawing(s). At a minimum, the drawings used to describe the proposed development will show the site details, landscaping, storm water management, services and grading. Additional separate drawings showing the landscape plan, site servicing plan, building elevations and cross section plans shall also be submitted.

Three (3) full size (maximum size of 24"x 36") folded copies of the site plan drawing(s) are required, including digital .pdf copies of the full size drawings. These drawings shall be prepared by a qualified professional in such a manner as to permit registration at the Oxford County Land Registry Office. Please refer to the SPA Pre-consultation application (Appendix "4-1") in Section 4 to verify the applicable professional required to prepare the SPA drawings.

### **5.5 Drawings Required for Stamping**

Once SPA has been granted, three (3) sets of large drawings, a digital .pdf of the final plans shall be submitted to be included in the Site Plan Agreement or Undertaking. Final plans for SPA shall be certified by the appropriate professional. The drawings and plans submitted for review must meet the requirements set out in this document.

### **5.6 Site Plan Drawing Requirements**

The general site plan requirements are listed in checklist format in SPA application (Appendix "4-2") and are required as a minimum submission for SPA. Further details are listed below. All submitted drawings are required to be in black and white only unless otherwise specified in these Guidelines. Also, please see the completed SPA Pre-consultation application for clear guidance regarding required drawings/reports/studies/etc.

## **5.7 Building Elevation and Cross-Section Drawings**

Building elevation and cross section drawings are required for all commercial, industrial, institutional buildings and residential buildings containing more than four units. These drawings must include the following details:

- Drawing scale
- Elevation and details of all facades of the building including type of surface material and paint colour schemes
- All windows, doors, openings and any mechanical equipment attached to or on the roof of the building including the dimensions of these features
- A longitudinal cross-section view through the building to the street line
- Elevations and dimensions of any signs on the building. If a freestanding sign is proposed, an insert drawing is required with the details of the sign

## **5.8 Landscape Plan Requirements**

The landscape plan(s) must encompass the same area of the site plan and must include:

- The location of all existing and proposed trees and/or shrubs which are to be preserved or removed. The symbol of each tree/shrub must reflect the branch spread or canopy of existing trees/shrubs and the proposed trees/shrubs at maturity
- A landscaping table listing all existing and proposed species, including common name, botanical name, quantity, size and condition at planting
- Planting specifications and any required instructional drawings
- All areas to be seeded or covered in grass sod and calculated area thereof, in addition to the percent coverage for the site

Please refer to Section 15 which lists, in detail, the Landscape Plan Guidelines.

## **5.9 Excess Soil Management Plan**

An Excess Soil Management Plan shall be prepared by a Qualified Person, as defined by Ontario Regulation 153/04, for proposed developments that require excess soil to be removed from site and meets the criteria of current Ontario regulations. The purpose of the report is to characterize the quality of the excess soil and generate a management plan that is in compliance with the current Ontario regulations for excess soil management.

The Plan shall be prepared as per the MOE's "Management of Excess Soil – A Guide for Best Management Practices" and shall comply with the current regulatory implementation schedule as put forth by the MOE.

The Excess Soil Management Plan shall be submitted to the Town of Tillsonburg for approval. If deemed appropriate by the Town, the Town may appoint a qualified third-party reviewer to review

the plan for compliance to the current regulatory obligations. The owner shall be responsible for the cost of the third-party reviewer.

The Owner will be responsible for O.Reg 406/19 ON-SITE AND EXCESS SOIL MANAGEMENT

### **5.10 Fire Department Access**

Access to buildings for emergency services as required by the Ontario Building Code, shall be shown on the site plan.

### **5.11 Road Widening(s) and Site Triangle(s)**

All road widening(s) and site triangles to be dedicated to the Town and/or County are to be shown on the site plan. These lands are to be free of buildings, structures and signs. All road widening(s) and site triangles will be deeded free and clear of all legal encumbrances to the Town. Any costs associated with the dedication of road widening(s) and site triangles are to be incurred by the Proponent.

### **5.12 Easements**

An easement provides the right to use private land for a specific purpose. A title search prior to developing plans will identify existing easements and their specific use, size and location.

In order for any Town and utility installations traversing the site to be properly installed and maintained by the appropriate authority, Town service easements and utility easements are required for any water mains, sanitary and storm sewers, drains, telephone, electricity, gas and cable services that traverse the site.

The site plan shall show both existing easements and any easements to be granted to the Town, County or applicable utility provider. The easements shall be free of all buildings and structures. The treatment of the easement(s) including the placing of fill, vehicular access and landscaping, shall be with the approval of the Town, County or utility company to which the easement is conveyed.