



**Site Plan Control Application Package  
Schedule A**

# Contents

|   |           |
|---|-----------|
| <b>Application for Site Plan Approval</b>                 | <b>3</b>  |
| <b>Approvals &amp; Contacts</b>                           | <b>6</b>  |
| <b>Overall Application Package Checklist</b>              | <b>7</b>  |
| <b>Site Plan Drawings Checklist</b>                       | <b>8</b>  |
| <b>A. Overall Site Plan Drawings</b>                      | <b>8</b>  |
| Administrative Details                                    | 8         |
| Site Characteristics                                      | 9         |
| Proposed/Existing Buildings                               | 9         |
| Driveways, Access & Parking                               | 9         |
| Utilities & Services                                      | 10        |
| Landscaping & Site Features                               | 10        |
| Minimum Landscaping Requirements                          | 10        |
| <b>B. Grading, Drainage &amp; Site Servicing Drawings</b> | <b>11</b> |
| Minimum Grading & Drainage Requirements                   | 12        |
| Stormwater Management Report                              | 13        |
| Consultant Engineer Letter of Conformance                 | 13        |
| <b>C. Elevation Drawings</b>                              | <b>14</b> |
| <b>Accessibility Checklist</b>                            | <b>14</b> |
| <b>Site Works &amp; Services Estimate</b>                 | <b>15</b> |
| <b>Example Letter of Credit</b>                           | <b>17</b> |
| <b>Example Letter of Conformance – Engineer</b>           | <b>19</b> |

# Application for Site Plan Approval

## 1. Site Plan Approval Stream

Minor

Major

Amendment

## 2. Project Name

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## 3. Property Information

Municipal Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Roll Number: \_\_\_\_\_

PIN Number: \_\_\_\_\_

Property Size: \_\_\_\_\_

Hectares

Acres

Zoning: \_\_\_\_\_

Official Plan Designation: \_\_\_\_\_

## 4. Applicant Information

Applicant Name: \_\_\_\_\_

Applicant Is:

Agent

Owner

Mailing Address: \_\_\_\_\_

*(Number)*

*(Street)*

*(City/Town)*

*(Postal Code)*

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

## 5. Registered Owner's Information

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*(Number)*

*(Street)*

*(City/Town)*

*(Postal Code)*

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

## 6. Proposal Information

Existing Uses on Property: \_\_\_\_\_

Adjacent Land Use: \_\_\_\_\_

General Description of Proposal: \_\_\_\_\_

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**7. Servicing**

| Services:            | Existing                 |                          | Proposed                 |                          |
|----------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Municipal Water      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Municipal Sanitary   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Municipal Stormwater | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**8. Previous Applications/Agreements (List Application Type & File Number)**

| Previous Applications: | Date of Application | Status |
|------------------------|---------------------|--------|
|                        |                     |        |
|                        |                     |        |
|                        |                     |        |

**9. Applicable Planning Documents**

Property Reference Plan: \_\_\_\_\_  
 Record of Site Condition: \_\_\_\_\_  
 MTO Permit: \_\_\_\_\_  
 CCCA Permit: \_\_\_\_\_

**10. Applicable Conservation Authority**

Property is located within the Catfish Creek Conservation Authority Regulation Area?

**11. Additional Information**

a. Has there been any previous industrial or commercial use on the subject lands?

Yes  No  Unknown

If yes, please specify:

\_\_\_\_\_

b. Has there been any gas station or other fuel dispensing/storage facility on site?

Yes  No  Unknown

If yes, please specify:

\_\_\_\_\_

c. Has there been any contamination by former uses on the site or adjacent land?

Yes  No  Unknown

If yes, please specify:

\_\_\_\_\_

d. If the property is mortgaged, you understand that the mortgage charge will be postponed in favour of the Development Agreement?

Yes  No

**12. Applicant Signature**

I, \_\_\_\_\_, hereby declare that the statements herein are to the best of my knowledge a true and complete representation of the purpose and intent of this application.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**13. Owner's Authorization**

I, \_\_\_\_\_, owner of the subject lands, hereby authorize \_\_\_\_\_ to act as agent(s) for the purpose of all matters with respect to processing this application.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Approvals & Contacts

Prior to a Site Plan Application being approved by the Town of Aylmer, additional approvals and clearances may be necessary. Please consult with the necessary parties to confirm whether approvals are required and/or have been granted.

### Town of Aylmer

Corporate Services  
46 Talbot St. West  
Aylmer, ON  
Tel: 519-773-3164  
Email: [planning@town.aylmer.on.ca](mailto:planning@town.aylmer.on.ca)

Zoning By-law Amendment  
Minor Variance  
Encroachment Agreement  
Official Plan Amendment

  
  
  


### County of Elgin

Planning  
450 Sunset Drive  
St. Thomas, ON  
Tel: 519-631-1460

Land Division / Easement Agreement  
Plan of Subdivision / Condominium  
Official Plan Amendment Approval

  
  


### Catfish Creek Conservation Authority

Planning  
8079 Springwater Rd., RR#5  
Aylmer, ON  
Tel: 519-773-9037  
Email: [planning@catfishcreek.ca](mailto:planning@catfishcreek.ca)

Work Permit

### Ministry of Transportation

Western Region  
659 Exeter Rd.  
London, ON  
Tel: 519-873-4100

### Ministry of Environment

Southwest Region  
733 Exeter Rd.  
London, ON  
Tel: 519-873-5000

### Ministry of Natural Resources

Southern Region  
Robinson Pl. South Tower, 4<sup>th</sup> Floor  
300 Water St.  
Peterborough, ON  
Tel: 1-800-667-1940

### Utilities

EPCOR Utilities  
ERTH Power  
Eastlink (*telephone / internet / cable*)

## Overall Application Package Checklist

Prior to submitting a Site Plan Approval application, please ensure that the following information has been reviewed and is included in the submission package:

1. A cover letter containing a detailed description of the proposed development
2. A completed application form
3. A statement of agreement from any person sharing rights-of-ways, easements or mutual facilities if applicable
4. Proof of Ownership / Agent Authorization
5. Six (6) paper copies and one (1) electronic copy of all drawings, including Overall Site Plan, Elevations, Grading and Drainage including Stormwater Management report
6. All checklists, forms and additional information indicated in the Site Plan Control Application Package

## Site Plan Drawings Checklist

The proposal shall have regard for:

Character, scale, appearance and design features of structures, but only to the extent that it is a matter of exterior design.

Sustainable design elements on adjoining property under the municipality's jurisdiction (i.e. trees, shrubs, plantings, street furniture, curb ramps, waste and recycling bins, etc.)

Accessibility for persons with disabilities.

### A. Overall Site Plan Drawings

Please ensure that site plan drawings are formatted as outlined below and contain the following information:

#### Administrative Details

1. Metric scale of 1:250 or other standard scale
2. Signed and stamped by a qualified professional
3. Project details such as name, submission date, phasing outline
4. Applicant and owner information
5. Legal description and municipal address
6. Drawing number and title
7. Town of Aylmer zoning compliance table including required and proposed zoning, lot coverage, area, frontage, yards, parking and building height
8. Revision box and dates
9. Key map showing the location of the property and provincial, regional and municipal roads
10. North arrow
11. Scale bar



### Site Characteristics

- 12. Lot boundaries, bearings and dimensions from a legal survey
- 13. Adjacent land uses and existing structures
- 14. Locations of easements, site triangles, reserves, road widening and land dedications
- 15. Existing and proposed screening / fencing including materials of construction
- 16. All open storage areas

### Proposed/Existing Buildings

- 17. Proposed building footprint, proposed use and location
- 18. Distance to building(s) from all property lines
- 19. Dimensions of buildings, structures and building entrances (including finished floor elevations)
- 20. Relationship of the proposed buildings to adjacent buildings, streets and exterior areas to which members of the public have access

### Driveways, Access & Parking

- 21. Streets, driveways, sidewalks and parking areas including dimensions
- 22. Boulevard treatment (if applicable)
- 23. Location and dimension of fire routes and turnarounds with a minimum 12.0 metre radius measured at the centreline
- 24. Vehicle access, aisle and driveway locations are indicated with width, turning radii dimensions and type of curbing
- 25. Items which may impact vehicle access (i.e. traffic signals, turning lanes, centre medians, etc.)

## Utilities & Services

26. Location of utilities and underground services including water, wastewater, stormwater.

## Landscaping & Site Features

27. All landscaped areas in conformance with the zoning requirements
28. All open storage areas
29. Location and dimension of all outdoor hard surfaces and type of material proposed
30. Watercourses and rock outcroppings (if applicable)
31. Retaining walls, fences, stairs and berms
32. Ground and pylon signs
33. All exterior lighting
34. Landscape items to be included on the site plan:
- a. Location of existing vegetation to be retained/preserved
  - b. Location and details of proposed landscape features including decorative paving, garbage containers, curbing, retaining walls, site furniture, signs and planters (with surface treatments indicated)
  - c. Design of street trees and streetscape elements are in conformance with the Town of Aylmer Tree Policy

## Minimum Landscaping Requirements

- Locations of landscaping features are compatible with utilities, services and signage
- Landscaping features are sited to improve energy conservation (i.e. cold and wind screening, shading, etc.) as well as to deter crime (i.e. access points are unobscured, public vs. private space is defined, etc.)

- Consideration given to the preservation, retention and improvement of existing landscape features
- Low maintenance, hardy, native species considered where appropriate
- Species selected for compatibility with site conditions and seasonal appearance
- Landscaping table listing all existing and proposed species including common name, botanical name, quantity, size and condition at planting

## **B. Grading, Drainage & Site Servicing Drawings**

1. Signed and stamped by a professional engineer who is certified and licensed in the Province of Ontario
2. Property lines, adjacent streets and land uses
3. Locations of easements, site triangles, reserves, road widenings and land dedications
4. Buildings and structures on site and adjacent properties
5. Street, driveways, sidewalks and parking areas including dimensions
6. Watercourses and rock outcrops
7. Retaining walls, fences, stairs and berms
8. Utilities and underground services
  - a. Location of water, wastewater, stormwater and utility services
  - b. Location of nearest fire hydrant and distance to principle entrance
  - c. Locations of all utility poles and overhead wires including identification of any which will be relocated (including guy wires)
  - d. Exterior waste storage and handling areas (Note: If interior waste storage is to be provided, a note is required on the site plan drawing.)
  - e. Snow storage
9. On-site exterior lighting (including streetlight poles)

10. Town of Aylmer Standard Notes to be included on plan
11. Type of surfacing
12. Location, size, length, grade, material and bedding of all proposed underground services
13. Locations of landscaped areas
14. Details of stormwater management control features:
  - a. Location, size and length of culverts and pipes
  - b. Catch basins, roof top controls, on-site storage, curb cuts and pond outlet controls
  - c. Proposed service connections to Town of Aylmer infrastructure
  - d. Size and location of storm laterals and service lids
15. Displays top of foundation wall and finished floor elevation of the ground floor and entrances of all buildings
16. Existing and proposed spot elevations within the project site and on adjacent properties (includes percent grades, slope ratios, detention areas and directional arrows)
17. Retaining walls in excess of 1.0 m are reviewed and stamped by an engineer
18. Roof downspout locations

### Minimum Grading & Drainage Requirements

- Site drainage and controls are self-contained within the lot (unless otherwise approved by the Town of Aylmer)
- Drainage from adjacent sites has been considered and incorporated into the grading design
- Grade differences at property line are matched or minimized
- Berms, retaining walls and significant grade changes are provided and no earth slopes are greater than 4:1

- Front yards have been graded to drain towards the street
- Maximum driveway grade is 6.0%
- Erosion and sedimentation control measures have been used during and after construction (i.e. silt control fencing located prior to site grading and stone mat installed at site entrance)
- Where property drains to a stormwater management pond, release rate for roof tops and overall site including rooftops shall be calculated
- For areas not draining to a stormwater management pond, a release rate calculation is required
- Grading and drainage satisfy Town of Aylmer requirements

### Stormwater Management Report

- Prepared, signed and stamped by a professional engineer who is certified and licensed in the Province of Ontario
- If the project site is within a Registered Plan of Subdivision, the Stormwater Management Report must comply with approved Master Environmental Servicing Plan and overall Stormwater Management Report for the subdivision
- Meets the Town of Aylmer's stormwater management criteria outlined in the Town of Aylmer guidelines

### Consultant Engineer Letter of Conformance

- Certifies the consultant engineer is a full member in good standing and licensed in the Province of Ontario and that the submission utilizes sound engineering principles
- Consultant has reviewed the Site Plan Control Package and has visited the project site
- Consultant has reviewed the Town of Aylmer guidelines

### C. Elevation Drawings

1. A plan indicating location and size of rooftop mechanical units and screening (if applicable)
2. All exterior walls showing dimensions
3. Finishing materials and colours for all elements
4. Door and window types and details
5. Architectural details
6. Exposed foundation
7. Air conditioning and exhaust vents (if applicable)
8. Signs, exterior lights, equipment and equipment housing
9. Details of public areas and special features

### Accessibility Checklist

1. If building a new parking area or redeveloping an existing parking area, the number and type of accessible parking spaces must satisfy the requirements outlined in the Province of Ontario's Design for Public Spaces Standard
2. Accessible parking signage complies with Regulation 581 of the Highway Traffic Act
3. Curb ramps are in accordance with the Ontario Building Code
4. Designated accessible parking spaces are located within close proximity to building access points or a suitable pedestrian route has been established linking accessible parking spaces to building access points
5. Snow storage and delivery locations do not interfere with or impede access routes and designated accessible parking spaces
6. Renovations comply with accessibility requirements outlined in Section 3.8 of the Ontario Building Code

# Site Works & Services Estimate

## On-site Works & Services

- 1. Site grading and preparation \$ \_\_\_\_\_
- 2. Paving – granular base and sub base \$ \_\_\_\_\_
- 3. Paving – base and surface asphalt \$ \_\_\_\_\_
- 4. Lighting \$ \_\_\_\_\_
- 5. Fencing \$ \_\_\_\_\_
- 6. Walkways \$ \_\_\_\_\_
- 7. Curbing \$ \_\_\_\_\_
- 8. Waterlines \$ \_\_\_\_\_
- 9. Sanitary sewers \$ \_\_\_\_\_
- 10. Storm sewers \$ \_\_\_\_\_
- 11. Landscaping \$ \_\_\_\_\_
- 12. Total of all other works and services  
*(Please list detail in separate table)* \$ \_\_\_\_\_

**TOTAL OF ALL ON-SITE WORKS & SERVICES** \$ \_\_\_\_\_

**A. PERFORMANCE SECURITY – Excludes Stormwater**  
Total of all on-site works and services x 50% or 100% =

|  |  |      |
|--|--|------|
| Zoned Industrial, Commercial, Open Space or Institutional (excluding retirement homes, etc.) | Grading and drainage, seeding, maintenance, erosion control, fencing | 50%  |
| Zoned Residential, Institutional (pertaining to retirement homes, etc.)                      | Grading and drainage, asphalt, curbing, servicing, etc.              | 100% |
|  | Landscaping  | 100% |

\$ \_\_\_\_\_

**B. PERFORMANCE SECURITY – Stormwater Management Facility (where applicable) x 100% =** \$ \_\_\_\_\_

Off-site Works & Services

- 1. Water lines and hydrants \$ \_\_\_\_\_
  - 2. Sanitary sewers \$ \_\_\_\_\_
  - 3. Storm sewers \$ \_\_\_\_\_
  - 4. Total of all other works and services  
(Please list detail in a separate table) \$ \_\_\_\_\_
- TOTAL OF ALL OFF-SITE WORKS & SERVICES \$ \_\_\_\_\_

**C. PERFORMANCE SECURITY**

Estimate of all legal, engineering, architectural and any other consultant costs (where applicable) for the entire development x 100% = \$ \_\_\_\_\_

**LETTER OF CREDIT IN THE AMOUNT OF THE ABOVE TOTAL (A+B+C=)** \$ \_\_\_\_\_

\_\_\_\_\_  
Signature & Stamp of Professional  
Engineer



# Example Letter of Credit

|   |                            |
|---|----------------------------|
| BANK OR CREDIT UNION LETTERHEAD<br><i>(if Credit Union is approved)</i> | Letter of Credit No: _____ |
|   | Total Amount: _____        |
|   | Date: _____                |
|   | Branch: _____              |

TO: THE CORPORATION OF THE TOWN OF AYLMER IRREVOCABLE STANDBY LETTER OF CREDIT

We hereby authorize the Town of Aylmer to draw on \_\_\_\_\_ *(financial institution)*  
 \_\_\_\_\_ *(address)*  
 for account of our customer, \_\_\_\_\_ *(name)*  
 up to an aggregate amount of \_\_\_\_\_ dollars (\$ \_\_\_\_\_ )  
 available by drafts at sight for 100% value as follows:

Pursuant to the request of our customer, the said \_\_\_\_\_ *(name)* ,  
 we, the \_\_\_\_\_ *(financial institution)* hereby establish and give to the Town of  
 Aylmer this Irrevocable Standby Letter of Credit in the Corporation's favour in the total  
 amount of \_\_\_\_\_ dollars (\$ \_\_\_\_\_ ) which may be drawn on by  
 the Town of Aylmer at any time, from time to time upon written demand for payment  
 made by the Town of Aylmer, which demand we shall honour without enquiring  
 whether the Town of Aylmer have a right to make such demand and without  
 recognizing any claim of our said customer.

Provided, however, that the Town of Aylmer are to deliver to the \_\_\_\_\_ *(financial institution)*  
 at such time as a written demand for payment is made upon us, a certificate signed  
 by the Treasurer for the Town of Aylmer, or designate, confirming that monies drawn  
 pursuant to this Letter of Credit are to be used to perform any outstanding obligations  
 of our said customer to the Town of Aylmer are performed.

It is understood and agreed that the obligation of the undersigned under this Letter of  
 Credit is an obligation to pay money only and that in no circumstances shall the  
 undersigned be obliged to perform or cause to perform any of our customer's  
 obligations to the Town of Aylmer.

The amount of this Letter of Credit shall be reduced from time to time as advised by  
 notice in writing given to us by the Town of Aylmer from time to time. This Letter of  
 Credit will continue to be in effect until \_\_\_\_\_ *(date)* , and will expire  
 at the close of business on that date. The Town of Aylmer may call for payment of the  
 full amount outstanding under this Letter of Credit at any time prior to the close of  
 business on that date should the Letter of Credit not be renewed.

We agree to notify the Town of Aylmer, on or before \_\_\_\_\_ *(month prior to expiry)*  
 if this Letter of Credit will not be renewed by us. If we fail to do so notify you, then this  
 Letter of Credit shall be deemed to be automatically renewed for a further year and so



## Example Letter of Conformance – Engineer

### COMPANY LETTERHEAD

*(date)*

Attention: *(Name of Lead Planner)*

Re: Engineering Letter of Conformance  
*(Project Name)*  
*(Site Plan Application Number)*  
*(Legal Description/Municipal Address)*

This letter clarifies that I, *(name)* of *(company name)*, being a Professional Engineer in good standing in the Province of Ontario and licensed to perform consulting engineering services in the Province of Ontario, have reviewed and understand the Town of Aylmer Site Plan Control By-law and Application Package.

I also certify that I have visited the site and am familiar with the property and surrounding properties and have designed the site plan accordingly. I also certify that I have reviewed the most recent legal survey plan of the property and am aware of all registered easements affecting the property.

The aforementioned site plan submission containing the drawings, reports, and studies as shown in Schedule A *(list all drawings by number with revision number if applicable, reports, and studies in Schedule A)* attached hereto meets all the criteria set out in the Site Plan Control Application Package. (If any of the criteria have not been met, carefully list which ones were not met along with a brief summary of the issues and engineering principle that justify non-compliance.) The submitted Site Plan design does not adversely affect any of the neighbouring properties, meets all applicable laws of Ontario and is designed with good engineering principles.

The submitted Site Plan was designed with pedestrian usage and safety in mind, and the overall safe and efficient movement of goods/vehicles/pedestrians was contemplated in the design with no safety issues identified. No egress or access traffic concerns/conflicts were identified in the proposal and the intended use of the site will not cause unsafe or unacceptable service level traffic conditions.

Yours truly,

*(Name and Title of Professional)*  
*(Name of Company)*  
*(Professional Stamp)*