

# APPLICATION FOR SITE PLAN CONTROL PROCESS GUIDELINES

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## **Background**

Pursuant to Section 41 of the Planning Act, R.S.O. 1990, as amended, the whole of the City of Woodstock is designated as a site plan control area.

In accordance with the City of Woodstock Site Plan Control By-law No. 8711-11, a Site Plan Control application is required for the following forms of development:

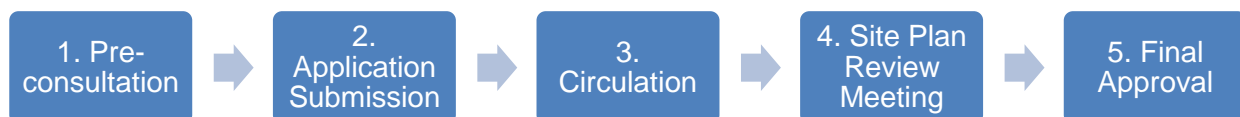
- The construction or placement of a building, or addition to a building/structure, that has the effect of increasing the size of the development or usability of the site;
- The establishment of a paved parking lot with five or more spaces, or the establishment of paving with a total lot area of 100 m<sup>2</sup> (1,076.4 ft<sup>2</sup>) or more; and,
- Any alteration to the existing grading and/or drainage patterns of an existing site.

All submissions for Site Plan Control must meet the requirements of the City of Woodstock Zoning By-law No. 8626-10, as amended.

Please consult with the City of Woodstock Engineering Department or County of Oxford Community Planning Office to determine if your property is subject to site plan control.

## **Site Plan Approval Process**

The site plan approval process consist of five steps, as follows:



### **1. Pre-consultation**

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The applicant (or agent) is encouraged to discuss their proposal with the City of Woodstock Engineering Department and County of Oxford Community Planning Office prior to plan preparation.

The purpose of a pre-consultation meeting is to provide the Applicant with an opportunity to review the proposed application with City and County Staff, to discuss potential concerns and receive preliminary comments. This meeting is also intended to inform the applicant of submission requirements.

It also may be necessary to obtain advice on appropriate Official Plan land use policy and applicable Zoning By-law provisions, prior to the preparation of grading and servicing drawings.

If the subject property fronts onto a County road, applicants are strongly encouraged to contact the County Public Works Department at 519-539-0015 ext. 3102, for information regarding entrances.

## **2. Application Submission**

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### **Where to Submit**

The site plan application form, in conjunction with the required drawings and studies/reports, must be submitted to the following office:

Community Planning Office  
County of Oxford  
P.O. Box 1614  
21 Reeve Street  
Woodstock, ON N4S 7Y3

Telephone: (519) 539-9800  
Fax: (519) 421-4712

### **Processing Fees**

The following applicable fees are to be paid by cash or cheque to the “**Treasurer, County of Oxford**”. Fees are **not** subject to HST.

- Full Site Plan Application - \$1,250.00 + \$2,500.00 Public Works review fee, totaling **\$3,750.00**
- Amendment to an Approved Site Plan - \$750.00 + \$1,500.00 Public Works review fee, totaling **\$2,250.00**.

### **Who Can Apply**

The application is to be completed by the property owner, or their duly appointed and authorized agent. Where the application is being made by an agent, written authorization from the owner must be included in the application submission.

A complete application must include the following:

- A completed application form.
- Four (4) full-sized (24 x 36 inch) copies of the detailed Site Plan drawing set. **All drawing sets are to have sheets FOLDED individually and collated into drawing sets, to fit into a legal size file folder (rolled plans will not be accepted);**
- One (1) copy of a reduced (11 x 17 inch) drawing set;
- Three (3) copies of all applicable studies;
- PDF drawing set sent by mail to [planning@oxfordcounty.ca](mailto:planning@oxfordcounty.ca) (link to documents is accepted)
- Drawings must be printed in black and white, with the exception of facade drawings;
- All drawings must be in metric units;
- The Site Plan and Landscape Plan must be submitted as separate drawings, unless otherwise advised by municipal staff; and,
- Stamps of qualified professionals such as an engineer, architect or landscape architect preparing the drawings must be affixed to each drawing.
- **Drawings that do not meet these requirements may be returned, and may delay the processing of the application.**

## **Drawing Requirements**

A site plan submission must include the following drawings and associated details.

### **a. Site Plan**

In general, the following details are to be included:

- Small City of Woodstock “Key Map” showing the location of the subject property at a scale of no less than 1:10,000, providing a neighbourhood context for the site;
- Title, legal description, municipal address, author, client/owner, drawing number, drawing date and revision history;
- Directional indicator (north arrow) and representative scale;
- Site characteristics and zoning provision table, including:
  - i. Proposed uses(s) – as defined in the Zoning By-law, and building/site areas dedicated to each use;
  - ii. Zone(s) applicable to the development site;
  - iii. Required zone provisions (frontage, area, depth, coverage, front yard, rear yard, side yard, landscaped open space, building height, parking requirements, etc.);
  - iv. Proposed site-specific development data compared to the required zone provisions.
- Street centreline and curb line of adjacent streets, sidewalks and existing road allowance;
- Land dedications required for road allowance widening purposes, or future widening, in accordance with municipal policy;
- Dimensions of the subject property;
- The location, width and use of any existing or proposed easements;
- Location and dimension of the following:
  - i. proposed buildings and structures (including parking facilities);
  - ii. buildings and structures on adjacent properties;
  - iii. proposed yards (front, rear, interior and exterior) relative to all buildings and structures;
  - iv. garbage and recycling storage, as well as collection areas (indicate if private or City collection).
  - v. loading space areas and ramps;
  - vi. parking areas, dimensions and setbacks from property lines;
  - vii. access ways and driveways, showing on-site traffic flows;
  - viii. snow storage areas;
  - ix. amenity areas;
  - x. fencing;
  - xi. pedestrian and vehicular building entrances;
  - xii. existing and proposed grades;
  - xiii. free-standing signs;
  - xiv. walkways and bicycle paths;
  - xv. adjacent bodies of water (rivers, creeks and streams); and,
  - xvi. floodplain and regulatory fill lines as established by the Upper Thames River Conservation Authority (UTRCA).

## **b. Landscape Plan**

The base mapping for the Landscape Plan must be the proposed final Site Plan. A separate Landscape Plan is required where substantial amounts of landscaping are proposed, existing vegetation is affected (preserved/removed) by the development, or where otherwise warranted. This Plan must be prepared by a Landscape Architect.

In any case, the City of Woodstock Landscaping Plan Requirements and Guidelines (March, 2008) and Landscape Specifications and Tree Protection (March, 2008) documents are to be consulted and adhered to, in the preparation of this plan. These Guidelines can be found through the following link: [http://www.oxfordcounty.ca/Business-in-Oxford/Planning-and-Development/Development/Woodstock#tab\\_applications](http://www.oxfordcounty.ca/Business-in-Oxford/Planning-and-Development/Development/Woodstock#tab_applications).

In general, the following details are to be included:

- Location of all existing and proposed trees/shrubs using symbolic representation (reflecting mature canopy spread);
- City of Woodstock planting detail drawings for coniferous and deciduous trees as well as shrubs; and,
- A complete list of all tree and shrub species, including common name, botanical name, quantity, size, and condition at planting.

## **c. Utility, Grading and Services Plan**

The utility, grading and services plan must include details with respect to the proposed sanitary sewer, storm drainage, water delivery, electrical delivery systems, gas, and communication services for the proposed development, or each phase of development. Utility, Grading, and Services plans are typically submitted as separate plans, however, they may be combined into one plan for less complex projects.

Applicants are strongly encouraged to consult with the City Engineering Department and/or County Public Works Department to determine if additional servicing information is required.

In general, the following details are to be included:

- Sanitary services, indicating the location, direction, size and grades associated with:
  - i. existing and proposed sanitary pipes from existing and proposed building(s) to private drain connections with municipal sewers;
  - ii. private drain connections to municipal sewers;
  - iii. control access points (“manholes”) to be located at the street line on private property; and,
  - iv. all control access point (“manhole”) invert and finished grade elevations.
- Storm drainage services, indicating the location, direction and size (where relevant) associated with:
  - i. stormwater management retention and detention ponds;
  - ii. catch basins (grates and inverts);
  - iii. control access points (“manholes”);
  - iv. drainage piping;
  - v. private drain connections;

- vi. drainage swales (with sample elevation points and description of percent grade or slope);
  - vii. existing and proposed grades within the subject property and along property lines (and potentially into adjacent properties);
  - viii. overland water flows across property, along property lines and at key points on-site and to adjacent properties;
  - ix. overland flows from adjacent properties (if any); and,
  - x. weeping tiles and direction of water flows associated therewith.
- Water services, indicating the location, elevation/grade, direction and size (where relevant) associated with any existing or proposed water services for all phases of the development.
  - Electrical services, indicating the location of any transformers, electrical vaults, secondary services and meters. Entry points into buildings must also be shown.
  - Gas and communication services, indicating the location of any existing or proposed utilities, transformers, gas regulators or communication pedestals.

#### **d. Elevation Plan**

Building elevation plans must be submitted for all residential buildings containing more than four (4) dwelling units and all commercial, industrial and institutional buildings with a gross floor area greater than 300 m<sup>2</sup> (3,230 ft<sup>2</sup>).

In general, the following details are to be shown:

- Façades of the building(s), and the front façade of any buildings on adjacent properties, showing elevations, heights, slopes, etc.;
- All windows, doors, other openings, and any mechanical equipment;
- Signs, graphics and supporting structures, with size and height dimensions;
- Longitudinal cross-section view through the building(s) to the street line;
- Proposed construction material (steel, brick, stone, glass, etc.) for exterior walls, roof, doors, etc., as well as the design style of any painted or pre-manufactured surfaces; and,
- Location and style of exterior lighting attached to buildings and structures.

#### **e. Studies/Reports**

Any studies and/or reports deemed to be necessary in a pre-consultation meeting or as a result of agency circulation (i.e. Stormwater Management Plan, Traffic Impact Study, Lighting Study, etc.).

### **3. Circulation**

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After a complete application is submitted, it will be circulated to municipal officials and other related agencies (City Engineering Department, Hydro One Networks Inc., Upper Thames River Conservation Authority, etc.), as required, for their review and comment.

Any comments that are received during the circulation process will be provided to the applicant.

#### **4. Site Plan Review Meeting**

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Once all comments are received (typically within 2 weeks), a meeting is held with the Site Plan Review Committee, if necessary. The applicant is required to attend this meeting to review and discuss agency comments.

Following that meeting, the applicant is required to address the comments that were received and submit revised site plan drawings in pdf format (or hard copies, depending on the complexity of the plans) for further review and comment.

#### **5. Final Approval**

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Final approval of the Site Plan drawings will be granted upon receipt and acceptance of the final drawings, subject to any further reviews requested by the Site Plan Review Committee members.

Once the final plans are approved, the applicant is required to enter into a Site Plan Agreement (or Amendment Agreement, where necessary) with the City of Woodstock. The Site Plan Agreement may be required to be registered on title. Please consult with the City Engineering Department to initiate the site plan agreement.



## Application for Site Plan Control

### **SITE PLAN SUBMISSION CHECK LIST**

(To view the full Site Plan Submission Guidelines, please visit:

<https://www.oxfordcounty.ca/en/services-for-you/resources/Community-Planning/WDSK/App-Forms/Site-Plan-Submission-Guidelines.pdf>)

**PLEASE ENSURE ALL BOXES ARE CHECKED BEFORE SUBMITTING YOUR APPLICATION**

**1. SITE PLAN APPLICATION FORM – Filled out entirely**

- Name on application is as it appears on title to the property
- If the Owner is a company, the owner's name is listed as well as the company name
- Form is signed and commissioned
- Authorization of Owner to Applicant is Complete (see Section 3, below)

**2. FEE - Cash or Cheque payable to County of Oxford**

- New site plan application fee \$1,250.00 + \$2,500.00 Public Works review fee, totaling **\$3,750.00**

**OR**

- Amendment to a previous site plan \$750.00 + \$1,500.00 Public Works review fee, totaling **\$2,250.00**

**3. AUTHORIZATION FORM – (Application Section 5)**

**Required only if someone other than the owner is making the application.**

- Company names may NOT be used to provide authorization, and must include the individual's name that is providing the authorization on behalf of the company. Also, you cannot provide authorization to a company, you must specify a specific person within the organization.

**4. DRAWINGS - MUST BE FOLDED (individually folded sheets, and collated)**

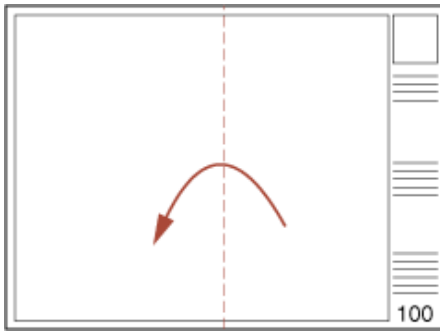
**Rolled plans will NOT be accepted, and may be returned, potentially delaying your application.**

- One 11" x 17" full drawing set
- Digital Submission of detailed drawing set
- Four (4) full-sized (24 x 36 inch) copies of the detailed drawing sets including:
  - Site Plan x4
  - Landscape Plan x4
  - Utility, Grading & Servicing Plan x4
  - Elevation Plan x4
  - Studies & Reports x4

# Folding a Large Format Drawing

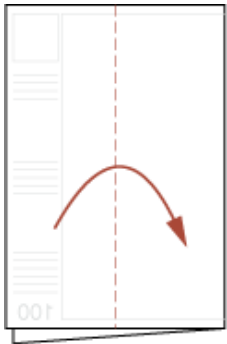
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The intent of folding large architectural or engineering drawings is to allow the lower portion of the title block to be visible without having to open the entire sheet. This allows a stack of drawings to be filed and then easily identified by the sheet number and drawing title.



**Step 1:** Fold the drawing in half so that the content is concealed inside the fold.

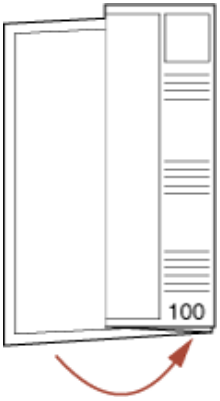
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**Step 2:** Fold the top leaf back over itself, which will be 1/4 of the original width.

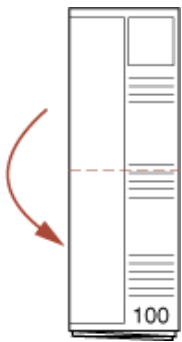
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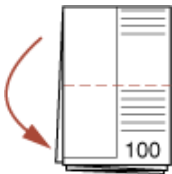
**Step 3:** Fold the bottom leaf back under the top leaves. You now have an accordion folded sheet that is 1/4 the width of the full sheet and full height.

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**Step 4:** Fold the top half of the sheet under the bottom half, so that the title block appears on top of the folded drawings. Stop here, if your drawings are 24" x 36".

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**Step 5:** If your plans must be larger than 24" x 36", fold the drawing in half again.