



Township of
Leeds and the
Thousand Islands

Site Plan Control Guidelines

(Section 41 of the Planning Act, R.S.O. 1990, c.P.13, as amended)

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Site Plan Control Guidelines

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1.0 GENERAL INFORMATION

1.1 Introduction

The Township of Leeds and the Thousand Islands Site Plan Control By-law allows the Township to regulate development through site plan control in accordance with Section 41 of the Planning Act, R.S.O. 1990, c.P.13, as amended. This By-law designates certain lands within the Township as "Site Plan Control Areas".

The By-law further provides that no one shall undertake development in any site plan control area until the Township has approved a site plan showing various details of the development being proposed.

This document should be reviewed with the Township Municipal Design Criteria and Standards.

This document has been prepared to assist applicants in completing site plan control applications. Interpretation of whether an application satisfies the Site Plan Control By-law is determined by the Director of Planning and Development.

1.2 Purpose

The purpose of site plan control is to ensure that development in the Township of Leeds and the Thousand Islands is constructed in accordance with the Township's Official Plan, Zoning By-law and other applicable Township By-laws, regulations, and Township standards. Site plan control ensures that development is completed in accordance with approved plans and site features are maintained on the property.

If a property is regulated by site plan control future alterations to the property may require an application for site plan modification and an amending site plan control agreement. The Township's Site Plan Control By-law sets out the specific land uses, zones, and areas which are intended to be subject to site plan control.

Site Plan Control promotes:

- Safe, orderly and functional development;
- Safety and efficiency of vehicular and pedestrian movement;
- Land use compatibility between new and existing developments;
- The provision of functional attractive site amenities and facilities to achieve good urban, rural and waterfront design objectives;
- Retention and protection of valuable and sensitive natural features within development sites;
- The provision and appropriate placement of required infrastructure and services on development sites;
- The provision of easements or grading and site alterations needed to provide public utilities and site drainage; and,



- The construction and maintenance of the development as approved by the Township.

Site Plan Control Agreements along with other building regulations are designed to protect the interests of all parties: the public, the Township, the owner and the builder. To support an application for Site Plan Approval, the Township, the owner and the builder. To support an application for Site Plan Control Approval, drawings are prepared and submitted to show buildings, driveways, parking areas, pedestrian sidewalks, landscaping, natural features, fences, lighting, signs, drains, wells, septic systems and municipal services.

1.3 Pre-Consultation

A pre-consultation meeting with Township staff is required for all applications to assist owners and developers with the site plan control process. The purpose of the pre-consultation meeting is to identify the necessary approvals that will be required to allow the project to proceed, to address any process or timing questions, to identify any potential technical issues and requirements that may impact the viability of the project, and to confirm the necessary supporting studies and information that will be required for submission with the application.

Township staff encourage an integrated approach to site planning be undertaken in the early stages of design. Township staff contribute to the project by:

- identifying issues influencing design decisions at an early stage;
- helping property owners identify the physical opportunities and constraints of the property;
- providing guidance for the most effective use of the property to meet the functional needs of the owner;
- ensuring future compatibility of the development within the context of the surrounding properties;
- coordinating the requirements of other agencies and departments that have jurisdiction; and,
- providing a forum for sharing information and achieving a resolution of site planning issues.

Staff are available to explain the process, indicate the feasibility of the proposed development and may be able to point out any special considerations for the property.

The Township may require the applicant to discuss the application with outside agencies deemed appropriate by the Township, including the Health Unit, Ministry of the Environment, local Conservation Authorities, Hydro One, etc.



Prior to submitting an application for site plan control, it is the applicant's responsibility to review the Site Plan Control Guidelines to ensure the site plan is submitted with all necessary requirements.

1.4 Staff and Agency Roles

Planning

The Planning Department acts as the coordinator of the site plan control process. Staff review the proposed development for conformity with the Township Official Plan and Zoning Bylaw, as amended. Consideration is given to aesthetics, compatibility, function and efficiency, heritage resources, architectural elevations, signage, barrier free site design, landscaping and all natural heritage features. Site plan applications are circulated by the Planning Department to relevant municipal departments and outside agencies for review and comment. Comments received are then presented to the applicant. Upon resolution of all outstanding agency and Township comments the application will be approved by the Director of Planning.

Building

Building staff provide preliminary comments respecting the Ontario Building Code and servicing requirements that can assist with the preparation of plans for building permit applications. Building permits for proposed developments shall not be issued until site plan approval has been given, the site plan agreement has been entered into and any required financial security for landscaping, or other required site works, has been accepted by the Township.

Operations/Public Works

Operations staff provide an engineering review addressing such matters as road widenings, curb and ditch requirements, driveway locations, traffic impacts, safety and access, lot grading and drainage, and storm water management.

Fire

The Township Fire Department provides a review of fire access routes, locations of fire hydrants and other fire protection requirements.

Cataraqui Region Conservation Authority (CRCA)

The CRCA provides a review of developments with respect to natural heritage and natural hazard features. Their review includes stormwater management and identifying permitting requirements under their regulation 148/06 Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses.



Health Unit

The Leeds Grenville & Lanark District Health Unit provides a review of the location and setbacks of a proposed septic system for a site to ensure the system is appropriately designed to service the intended development.

Ministry of Transportation (MTO)

The MTO has the authority to control all works on and within certain distances of Highways 401 and 15. An MTO land use permit or sign permit may be required. These permits do not relieve the permit holder from complying with relevant municipal bylaws that are separate from any approvals or agreements (site plan) required by the Township. MTO interests may include, signage, road widenings, curb and ditch requirements, driveway locations, traffic impacts, parking design, safety and access, lot grading and drainage, and storm water management.

Canadian National Railways (CNR)

Developments in proximity to CNR lines are reviewed for compatibility and potential impacts. The CNR may present recommendations to the Town to ensure that the CNR's interests are not adversely affected.

Department of Fisheries and Oceans (DFO)

Development adjacent to, or in proximity of watercourses, may have potential impacts on fish habitat. The DFO may be requested to review and comment on such development proposals.

Ontario Ministry of Natural Resources (OMNR)

The OMNR may be consulted by Town staff on matters of provincial interest related to development proposals. This may include provincial policy statements and specific regulatory flood elevations for lakes and the St. Lawrence River.

1.5 Other Applications

The Township controls the use of land in Leeds and the Thousand Islands through the (Comprehensive Zoning) By-law No. 07-079. If an applicant wishes to use or develop a property in a way that is not permitted under the Zoning By-law, an application may be made for a Zoning By-law amendment ('rezoning'). Council may approve a change to the Zoning Bylaw only if the new use conforms to the Township's Official Plan.

If a development proposal does not comply with a provision of the Township's Zoning By-law but follows the general intent and purpose of the Official Plan and By-law, an



application for a minor variance may be made. A minor variance allows for an exception from a specific requirement of the Zoning By-law for a particular property.

The Township must consult the public concerning both rezoning and minor variance applications by notifying neighbouring property owners and allowing for input at a public meeting. Any decision by the Township regarding a zoning or minor variance application may be appealed to the Ontario Land Tribunal (OLT).

Applications requiring amendments or variances to the Zoning By-law must receive final approval prior to approval of a site plan control application. It is recommended that a site plan control application be processed concurrently with any other required approvals. Application fees are established by the Township's General Rates and Fees By-law.



2.0 SITE PLAN APPLICATIONS

2.1 Application

A site plan control application must be completed and submitted to the Township along with any required supporting plans and reports as described in this guideline and identified through pre-consultation. The submission of a complete application with all supporting information is required. Incomplete applications and partial submissions will not be circulated and will result in delays processing an application.

The following are required to be submitted for all site plan control applications:

- A copy of the deed or a signed statement of ownership of the subject lands;
- A completed application form;
- Application fee;
- Survey;
- Site Plan Drawing including site statistics;
- Cost estimate of works to be completed;
- Grading & Servicing Plan;
- Landscaping Plan;
- Building Elevations

Depending on the nature and complexity of the site plan control application the requirements for an application may be simplified and information may be able to be consolidated on a single plan.

2.2 Plan Specifications

The checklist attached to this guideline as **Appendix 2** must be submitted as part of an application. This checklist provides specifications for preparation of a site plan. Depending on the application all items on the checklist may not apply to a particular development. Once the Township departments and external agencies have reviewed the application, additional information or plans may be required.

A site statistic table is required to be included on the site plan drawing which includes all of the zoning requirements for the property. The table should include the following information for the site: lot area; building floor area; number of units; height of building; building setbacks from all lot lines; number of required and provided parking spaces; number of required and provided barrier free parking spaces; number of required and provided loading spaces; percentage of building area; percentage of accessory building area; percentage of paved and/or graveled area; percentage of landscaped area, etc.;



Ontario Building Code (OBC) requirements should be reviewed with the Chief Building Official to determine if any building plan would be required to be prepared by a professional engineer or architect.

2.3 Road Widening

In accordance with the Planning Act and Section 7.4.3 of the Official Plan a road widening may be required to be conveyed to the Township through the site plan control process to ensure roads meet the road allowance widths specified in the Official Plan.

Road widening dedications along County Roads may be required to ensure appropriate widths for future rights-of-way to accommodate anticipated traffic. The minimum road allowance width for all County Roads shall be consistent with the United Counties of Leeds and Grenville County Roads Department Policy Statement, as amended from time to time. The minimum right-of-way for County Roads 2, 32, and 42 is 30.5 m. In all other cases, the minimum right-of-way width for County Roads is 26.2 m, except where, in consultation with the United Counties of Leeds and Grenville, circumstances may necessitate a wider road allowance or where there is insufficient land to obtain a widening without having to demolish existing buildings.

The proposed road allowance width for local Township roads should be 20 m (65.6 feet), wherever possible. It is the intention of Council that all municipal road allowances eventually be widened to the proposed width of 20 m (65.6 feet), using such mechanisms as subdivision approvals, consent approvals and Site Plan Control approvals, in order to produce a safe and efficient road transportation network in the municipality. The maximum dedication which may be required for a road widening as a condition of site plan approval will be 5 m (16.4 feet), or the amount necessary to provide the proposed right-of-way width, whichever is less.

A transportation impact study, prepared by a professional and certified engineer, may be required by a proponent to address both the impact of any new development upon the Township Roads system, as well as any associated improvements that are required prior to the approval of the development.

2.4 Landscaping

Where an applicant is required to locate plantings in a landscaped area, consideration shall be given to the plantings' suitability to withstand site-specific characteristics or constraints such as street salt, pollutants, root compaction, disease and pests, and maintenance needs.



Landscaped Open Space shall mean open space at grade on a lot comprised of shrubs, flowers, trees, grass, bushes and other landscaping materials and may include space occupied by paths, walks, courts, patios and pools, but shall not include parking areas, traffic aisles, driveways or ramps for vehicles, or any open space beneath or within a building or structure.

The following is a list of tree and plant species that are acceptable to the Township. The list does not comprise all the species alternatives but is provided here for information purposes.

On-site Trees for Landscaped Areas

DECIDUOUS

Common Name	Botanical Name
Norway Maple	Acer Platanoides
Ash Marshall's	Fraxinus Pennsylvanica
Honey Locust	Gleditsia Triacanthos
London Plane Tree	Plantanus Aceifolia
Flowering Crab	Malus Floribunda
Linden	Tilia
Hawthorn	Crataegus
Amur Cork Tree	Phellodendron
Northern Catalpas	Catalpa Speciosa
European	Carpinus Betulus
Russian Olive	Elaeagaus Angustifolia
Red Oak	Quercus Rubra

CONIFEROUS

Common Name	Botanical Name
Pyramid Cedar	Thuja Occidentalis
Pyramid Pine	Pinus Flexilis
Scots Pine	Pinus Sylvestris
Austrian Pine	Pinus Nigra
Swiss Stone Pine	Pinus Cembra
White Spruce	Picea Glauca
Colorado Spruce	Picea Pungens
Serbian Spruce	Picea Omorika

The following planting sizes are the minimum acceptable requirements for plant material:

- deciduous trees of 45mm caliper (diameter) planted with wire basket protection cages at the trunk base;
- flowering deciduous trees of 45mm caliper;
- coniferous trees of 1.8 metres in height;
- deciduous shrubs of 60cm in height; and
- coniferous shrubs of 50cm in spread (drip line).

Where shrubs are required for screening buffering, they must be coniferous (evergreen) and have a minimum height of 1.2 metres at the time of planting. Evergreen trees are not permitted in sight triangles.



A landscaping plan prepared by a qualified professional is required for development on arterial and collector roads.

2.5 Accessibility

The Accessibility for Ontarians with Disabilities Act, 2005, requires municipalities to make accessibility for persons with disabilities a consideration in land use planning.

“Barrier” means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, technological barrier, or a policy or a practice.

Site Plan control is a tool the municipality can use to require specific barrier free facilities as part of new developments.

Barrier free access features shall be clearly signed. Access ramps and entrances shall be clearly marked and designed in compliance with Ontario Building Code

Barrier Free Parking Spaces

The requirements associated with barrier free parking spaces, including size, location and required number of barrier free parking spaces, are governed by the Township Zoning By-Law. Barrier free parking spaces shall be the spaces located closest to the nearest accessible entrance(s) of the building on an accessible route. If located in a separate building, the barrier free parking spaces shall be on the shortest accessible route to an accessible entrance of the parking facility. Care should be taken so that persons in wheelchairs and scooters or using braces and crutches are not compelled to wheel or walk behind parked cars. All barrier free parking spaces must be painted blue and be marked by an identifying marker consisting of the International Symbol for the physically challenged.

Pathways

The surface should be firm, even and clear of obstacles such as trash cans or newspaper boxes. Paving blocks with large joints and gravel and soil should be avoided. Pathways should have a colour or texture that contrasts from its surroundings. The design of curb-cuts should include flared edges and colours or tactile alerts to demarcate them. Grades should be gradual, maximum 5%, along a pathway. Long or steep ramps should have switchbacks with resting platforms. A passenger drop-off area should be provided with a direct and level route to the main entrance of the building and, ideally, provided with a roof shelter. Curb ramps, where required, shall be provided to permit access from parking area to



sidewalk. Openings to the pathway should be perpendicular to the direction of travel. As a safety measure, wheel-stops help prevent vehicles from encroaching the pathway.

2.6 Fire Routes

Where required to designate fire routes, the fire route shall be constructed, signed and maintained in compliance with the Ontario Building Code and Township of Leeds and the Thousand Islands standards. Fire routes and signage location are required to be shown, dimensioned and labelled on the site plan drawing to ensure compliance.

Fire safety standards applicable to site plan design are provided, primarily, from provincial regulations such as the Ontario Fire Code, the Fire Protection and Prevention Act, and, the Ontario Building Code. In addition to these regulations, fire safety requirements with respect to site access and water supply provisions are detailed elsewhere within this document.

The access and vehicular movement within the site shall be designed to the Township's requirements, applicable zoning regulations and the approval of the Fire Department. Fire access routes should include dimensions to indicate:

- minimum width of 6 metres;
- minimum 12 metres centre line turning radius;
- minimum 5 metres overhead clearance height;
- maximum 90 metres dead end length or suitable turn-around facilities; and,
- maximum 15 metres distance from principal entrances and other required access openings.

2.7 Access

The access and vehicular movement within the site shall be designed to the Township's Operations and Fire Department requirements and shall comply with applicable zoning regulations. Heavy Duty Pavement Structure is to be used for all commercial and industrial entrances within the Township right-of-way.

2.8 Snow Storage

The plans must indicate where snow will be stored. Snow storage should be in areas located as far away as possible from ditches, swales, or known groundwater discharge or recharge areas, in accordance with Ministry of the Environment Guideline B-4 and Procedure B-4-1. 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.



2.9 Retaining Walls

For any applications which will require retaining walls that are not connected to the building, the following is required:

- appropriate construction details;
- Professional Engineer's certification on all retaining walls that exceed 1.0 metre in height; and,
- provision of a handrail or fence on all retaining walls that exceed 1.0 metre in height. Retaining walls that are connected to the building must comply with the Ontario Building Code and will be reviewed by the Building Department at the Building Permit stage.

2.10 Shorelines

Where site plan control is required for waterfront development, including single family dwellings and accessory structures, special consideration shall be given to the protection of:

- Aquatic vegetation and habitat;
- Shorelines and riparian areas;
- All natural vegetation within the required building setback from the water's edge; and,
- Steep slopes and areas that may be prone to erosion.

Site Plan Control shall be required for all development on lands adjacent to the Rideau Canal. An application for Site Plan Control should be accompanied by a plan identifying the location of all buildings, driveways, and private water and sewage systems, the location of access to the shoreline; the extent to which vegetation within 30 m of the shoreline will remain undisturbed; and mitigation measures to be implemented where the shoreline and shoreline vegetation have been previously altered or will be disturbed as a result of the proposed development.

Proponents of waterfront development subject to site plan control shall be required to demonstrate that any impacts on the shoreline and near shore area will be minimal and meet the development standards of the authority having jurisdiction.

This may require:

- submission of environmental evaluation reports, construction mitigation plans, storm water management plans, site grading plans, tree conservation and landscaping plans; and,
- confirmation from the Cataraqui Region Conservation Authority that required permits or approvals for in-water works have been secured.



Construction mitigation, storm water management plans and site grading plans may require temporary and/or naturalized barriers to maintain slope stability and natural vegetation, and control storm water runoff during construction and post construction. These plans may result in the identification of specific building and private waste disposal system locations resulting in greater setbacks from the shoreline. Limiting construction activities to non-spawning and/or hatching periods may also be a requirement where sensitive fish and/or other aquatic habitat has been previously identified.

Tree conservation and landscaping plans may restrict tree and vegetation removal and include requirements for the re-naturalization of near shore areas where riparian features have been removed or injured. The plans and reports required to proceed with development on shoreline properties subject to site plan control will be undertaken by qualified professionals.

2.11 Off-Site Works

If major road work or off-site construction is required, the Operations Department may require separate drawings relating to this work. A Construction Agreement between the owner and the Township with separate financial securities equal to 100% of the cost of the works may also be required. A cost estimate prepared by a Professional Engineer retained by the Owner will be required to be submitted to determine the amount of financial securities for off-site construction works.

2.12 Parkland Conveyance

By-law 12-057 is the Township Parkland Conveyance By-law. This by-law provides that as a condition of development or redevelopment of land, that land in an amount not exceeding in the case of land for commercial or industrial purposes two percent and for all other development five percent of land be conveyed to the Township for park or other recreational purposes. Alternatively, the Township may require cash in lieu of land to maintain and upgrade existing public recreation facilities.

2.13 Required Reports

The pre-consultation meeting will determine which reports are required to support a site plan control application. All reports must be current and completed by a qualified professional. The Township reserves the right to complete a peer review of any of the required supporting reports. Costs of peer review are the responsibility of the applicant. Report requirements **may** include any of the following:



Servicing Report

A servicing report must identify how the proposed development will be serviced including storm drainage, sanitary sewer and water service connections to existing Township infrastructure, and availability of capacity in the Township system to accommodate additional requirements of the proposed development. It must also address all impacts on downstream infrastructure that may require system upgrades. The servicing report must include how water for firefighting will be provided in accordance with the Ontario Building Code. The servicing report must be prepared, signed and stamped by a qualified professional engineer.

Stormwater Management Report

A stormwater management report must identify all drainage-related impact caused by the proposed development and assess quantity and/or quality control of stormwater runoff. All stormwater runoff is to be controlled to an appropriate run-off rate in accordance with Provincial standards and/or Township's design criteria. The stormwater management report must be prepared, signed and stamped by a qualified professional engineer.

Tree Inventory and Preservation Study

A tree inventory and preservation study relates to properties containing woodlots, tree stands or hedgerows that may be identified as significant. It must identify those trees proposed to be removed and retained, and methods to be used to maximize tree preservation. Replacement trees may be required by the Township. The inventory and study must be prepared by a qualified arborist (certified by the International Society of Arboriculture).

Traffic Impact Study

A traffic impact study provides an assessment of the adequacy of existing or future transportation systems to accommodate additional traffic generated by the proposed development. It recommends any improvements required to the roadway system in order to maintain a satisfactory level of service and safety and evaluates the location and configuration of access/egress to the site. The traffic impact study must be prepared, signed and stamped by a qualified professional engineer.

Geotechnical Assessment

A geotechnical assessment evaluates the soils and subsurface conditions of a site and provides recommendations for the design and construction of the site. The geotechnical assessment must be prepared, signed and stamped by a qualified professional engineer.



Hydrogeological Study

A hydrogeological study applies when properties are in areas serviced by private water and septic systems. The hydrogeological study must be prepared, signed and stamped by a qualified professional engineer or professional hydrogeologist.

Environmental Impact Study

An environmental impact study describes the natural environment that will be affected by the proposed development and assesses the expected impacts on the environment. It uses a list of assumptions in the assessment to finally provide recommendations regarding the actions necessary to prevent, mitigate or remedy the effects on the environment. The environmental impact study must be prepared by a qualified professional.

Noise and Vibration Study

A noise and/or vibration study is required where a sensitive land use (i.e. residential) is proposed near a noise source (i.e. railway, major roadway, industry) or where a noise source (commercial or industrial use) is proposed adjacent to a sensitive land use. The report follows the Ministry of the Environment's guidelines and demonstrates that the appropriate criteria can be achieved. The study must include an assessment of indoor and outdoor sound levels and recommend mitigation measures for the development such as sound barriers, ventilation requirements, special building component and necessary warning clauses. The noise and/or vibration study must be prepared, signed and stamped by a qualified professional engineer.

Environmental Site Assessment

An environmental site assessment is required for all applications where a land use change is proposed from an industrial or commercial use to a more sensitive land use (i.e. residential). Initially, a phase I environmental site assessment is required. Further investigation will be required if the Phase I assessment identifies the possibility of site contamination. A record of site condition may be required in accordance with Ontario Regulation 153/04. The environmental site assessment must be prepared, signed and stamped by a qualified professional engineer.

Archaeological Report

An archaeological report is required for all applications in or near areas of archaeological potential, as determined by the criteria set out by the Ministry of Tourism, Culture and Sport. A Letter of Review and Acceptance into the Provincial Register of Reports is required from the Ministry and must be provided to the Township where an archaeological report is required. The report must be completed by an individual holding a valid Ontario archaeological license.



Cultural Heritage Impact Study

A cultural heritage impact study is required for development proposals on lands designated under the Ontario Heritage Act or adjacent to a protected heritage property. The impact of the proposed development on the protected heritage property is required to be evaluated. The report is to demonstrate how the heritage attributes of the protected heritage property will be conserved, and what mitigating measures or alternative development approaches may be required to protect the resource. The heritage impact study must be prepared and signed by a member of the Canadian Association of Heritage Professionals.

Lighting Plan

A lighting study or lighting plan is intended to demonstrate the lighting and illumination properties of a proposed development and the impacts on adjacent properties and surrounding uses. The lighting study or plan should establish the location, height, and type of lighting fixtures to be installed on the site and on the site's buildings. As part of the lighting study or plan, a photometric plot plan should be included to illustrate the illumination levels and light fixture locations on the site and ensure there is no impact on adjacent properties.



3.0 APPROVAL PROCESS

3.1 Process Outline

The general steps in the site plan control process, following the submission of the site plan application, are as follows:

APPLICATION SUBMISSION REQUIREMENTS

Prior to any municipal staff review or circulation of the Site Plan Control application, the following information must be submitted:

- Completed application form;
- Full application fees;
- Required sets of plans;
- Required reports; and,

In order to ensure the timely and co-ordinated processing of the Site Plan Control application, all submissions are to be complete and provided to the Planning and Development Department for distribution. Reports or drawings are not to be submitted directly to an individual department/commenting agency.

- Planner circulates the application to various Township departments and external agencies where appropriate:
 - Chief Building Official
 - Public Works
 - Fire Chief
 - Conservation Authority Cataraqui Region Conservation Authority
 - Others may be circulated, including but not limited to, Ministry of the Environment (MOE), Ministry of Natural Resources (MNR), and Department of Fisheries and Oceans (DFO)
- Planner requests comments within 15 days of circulation
- Planner contacts the applicant with a complete set of comments following circulation
- A completed revised submission is provided to the Township including a cover letter explaining how all technical comments have been addressed.
- Application is recirculated to ensure all comments have been addressed to the satisfaction of the commenting department or agency.
- Township prepares a site plan agreement and provides to applicant for review/signature
- Executed agreement, Financial security and legal registration costs provided to Township
- Township provides approval letter



- Agreement is signed by Township and registered against the title of the subject lands;
- Building permit may be issued once site plan control approval is issued by letter
- Applicant applies for release of security with stamped engineers certificate (*when conditions for the release are met*)
- Inspections are completed and security is released by Township upon satisfactory implementation of the site plan

3.2 Site Plan Control Agreement

The applicant will be required to enter into an agreement with the Township of Leeds and the Thousand Islands. The site plan control agreement requires that the proposed development be constructed in accordance with the approved site plan drawings and terms of the site plan control agreement. The agreement will be registered against the title of the subject lands at the applicant's expense.

During the construction phase, any changes or questions should be directed to Township Planning staff. Although changes may be shown on the building permit drawing, unless approved through the site plan control process, the approved site plan drawings prevail, and a performance security may be held until outstanding items are brought into compliance with approved plans.

Alterations to a property subject to a registered site plan control agreement may require an application for amending site plan control agreement.

3.3 Security

The site plan control agreement may require submission of a performance security and possibly a maintenance security for any works required pursuant to the agreement. Any performance security shall be provided in the form of a letter of credit in favour of the Corporation of the Township of Leeds and the Thousand Islands, or other form of payment approved by the Township. A performance security may be drawn upon by the Township of Leeds and the Thousand Islands at any time in accordance with the terms and conditions of the site plan control agreement. A performance security shall be effective for one year and shall be automatically renewed from year to year.

The amount of the security will be based on 50% of the works cost estimate for the on-site works and 100% of the works cost estimate for works on municipal property. Works such as paving, grading, landscaping and servicing are used to determine the value estimate. The works cost estimate is required to be prepared and stamped by a qualified professional and will be included as a schedule to the site plan control agreement. Securities are required to be provided to the Township prior to the issuance of Site Plan Control approval.



A reduction of 90% of the security will be considered with the submission of a letter requesting a security reduction, along with an Engineer's certificate. The Engineer's certificate must confirm that all works (on and off-site) have been completed in accordance with the approved drawings and the conditions of the site plan control agreement.

The remaining 10% of the security will be held as warranty for a minimum period of one year from the date of the respective 90% security release to ensure that all the works, including landscaping, are maintained and any necessary repairs or replacements are completed. Upon receipt of a letter requesting final security release, the balance of the security will be returned following the expiry of the one year warranty period and subject to the Township being satisfied that the works have been maintained.

3.4 Timing

Once applications for site plan control have been determined to be complete, they will be processed in a timely manner. Incomplete site plan control applications may result in delays.

Pre-consultation with the various Township departments and outside agencies prior to submission of an application will expedite the approval process and is required as per the Township Pre-consultation By-law.

3.5 Building and Water System Permits

Once site plan control approval is issued by the Township an applicant will be eligible to receive building permits and water system permits. It is not necessary for an applicant to wait for registration of a site plan agreement before making application for the associated permits. Permit applications may be submitted at the same time as a site plan control application or while the site plan application is being processed. However, permits will not be issued until site plan control approval is issued.

3.6 Fees

Fees are established by the Township's General Rates and Fees By-law and are subject to change from time to time.



4.0 INQUIRIES

Questions should be directed to the Township Planning staff early in the process prior to submitting a formal application.

Formal pre-consultation with Township staff and external agencies is required prior to the submission of an application.

Staff are located at the Township administration office at 1233 Prince Street, Lansdowne, ON, K0E 1L0. 613-659-2415 or 1-866-220-2327.



Appendix 1- Site Plan Control Application Form



DEVELOPMENT APPLICATION

Section 41 (Site Plan Approval)
of the Planning Act

OFFICE USE ONLY

Application:		Date Received:	
Roll Number:		Deemed Complete:	
Application Fee:		<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash <input type="checkbox"/> Interac <input type="checkbox"/> N/A
Posting of Sign By:	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Staff (\$50 Fee) <input type="checkbox"/> Other
Posting of Sign Fee:	<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash	<input type="checkbox"/> Interac <input type="checkbox"/> N/A

1. APPLICATION TYPE *(Check all that apply)*

Site Plan Agreement

2. PRE-CONSULTATION (Attach supporting documentation)

TLTI – Staff Leeds, Grenville & Lanark Health Unit
 CRCA St. Lawrence Parks Commission
 Other:

3. COMPLETE APPLICATION REQUIREMENTS

Complete Application Form
 Authorization of Applicant (if applicable)
 Affidavit signed by a Commissioner of Oaths, Notary, etc. (Available at Office)
 Township and other Agency (if applicable) Applications and Fees
 Cover Letter and/or report
 Survey Plan (if available)
 Deed
 Scaled Sketch as per Section 11 (1 hard copy (11x17 paper or less) or 1 digital copy)
 Minimum Distance Separation Calculation Form (if applicable)
 All Supporting Information identified through Pre-Consultation including DRT

4. SUBJECT LAND

Assessment Roll Number: _____
 Civic Address: _____
 Legal Description (Concession, Lot, Part, Reference Plan numbers): _____

 Date subject land acquired by current owner: _____

5. REGISTERED OWNER(S)

All owners must be included. If company, identify principals. A separate page may be submitted, if needed.

Name(s): _____

Company Name (if applicable): _____

Mailing Address: _____

Phone (home): _____

Phone (cell): _____

Email Address: _____

6. APPLICANT INFORMATION

*If an applicant is NOT the owner of the subject lands, written authorization from **all registered owner(s)** must be obtained stating that the agent is authorized to make the application (Section 13)*

6.1 Is the applicant the same as the owner?

Yes (same information as above)

No (please fill out below **and** complete Section 14 – Agreement, Authorization and Declaration)

6.2 Name(s): _____

Company Name (if applicable): _____

Mailing Address: _____

Phone (home): _____

Phone (cell): _____

Phone (work): _____

Email Address: _____

7. SUBJECT LAND CHARACTERISTICS

7.1 Please list and describe any existing easements, right-of-ways or restrictive covenants that apply to the subject property (required to be shown on sketch)

7.2 Site Description: (briefly describe factors that may impact the proposed development, such as soil type and depth, lot configuration, steep slopes or low-lying areas, natural feature, etc.)

7.3 Dimensions of Subject Land			
Total Lot Area:	hectares	acres	
Lot Depth:	metres	feet	
Lot Width (frontage):	metres	feet	
7.4 Road Access (include name)			
<input type="checkbox"/> Provincial Highway: _____			
<input type="checkbox"/> County Road: _____			
<input type="checkbox"/> Municipal Road: _____			
<input type="checkbox"/> Private Right-of-Way: _____			
<input type="checkbox"/> Water Only: _____			
7.5 If access to the subject land is by water only, provide details of parking and docking facilities to be used and the approximate distance of these from the subject land and the nearest public road:			
7.6 Servicing – Water	Existing	Proposed	Not Applicable
Municipal Piped Water System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Privately Owned and Operated Well			
<input type="checkbox"/> Dug	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Drilled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Communal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lake or Other Water Body:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.7 Servicing – Sewage	Existing	Proposed	Not Applicable
Municipal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Privately-Owned			
<input type="checkbox"/> Individual Sanitary Sewage System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Communal Sanitary Sewage System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Composting/Self-Contained Toilet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Privy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Outhouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.8 Servicing – Storm Drainage	Existing	Proposed	Not Applicable
Sewers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ditches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. OFFICIAL PLAN, ZONING BY-LAW AND LAND USE INFORMATION		
8.1 Official Plan Designation:		
8.2 Special Policy Area: <input type="checkbox"/> 1000 Islands <input type="checkbox"/> Highly Sensitive Lake Trout Lake <input type="checkbox"/> No		
8.3 Zoning:		
8.4 Is this a designated heritage property: <input type="checkbox"/> Yes <input type="checkbox"/> No		
8.5 Existing Use(s): (indicate uses and length of time uses have continued)		
8.6 Proposed Use(s):		
8.7 Existing Use on Adjacent Lands:		
North:	South:	
East:	West:	
8.8 Previous Use(s): (indicate all previous land uses on the subject land or adjacent lands including any industrial or commercial use, or if there is suspected contamination)		
8.9 Indicate any current or previous application under the <i>Planning Act</i> affecting the subject land:		
Application Type	File Number	File Status
Minor Variance		
Site Plan Agreement		
Zoning By-Law Amendment		
Official Plan Amendment		
Consent		
Subdivision		
Other:		
<input type="checkbox"/> There have been no previous Planning Act applications affecting the subject lands		

8.10 Potential Land Use Constraints:	On Subject Lands	On Adjacent Lands Within	No
Agricultural Operation including Livestock Facility or Stockyard (If Yes, MDS info must be submitted)	<input type="checkbox"/>	<input type="checkbox"/> 1000m	<input type="checkbox"/>
Waste Management Site or Landfill	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input type="checkbox"/>
Sewage Treatment Plant or Waste Stabilization	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input type="checkbox"/>
Provincially Significant Wetland (PSW)	<input type="checkbox"/>	<input type="checkbox"/> 120m	<input type="checkbox"/>
Locally Significant Wetland (LSW)	<input type="checkbox"/>	<input type="checkbox"/> 50m	<input type="checkbox"/>
Area of Natural and Scientific Interest (ANSI)	<input type="checkbox"/>	<input type="checkbox"/> 50m	<input type="checkbox"/>
Flood Plain	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Wellhead Protection (Village of Lansdowne)	<input type="checkbox"/>	N/A	<input type="checkbox"/>
James W. King Intake Protection Zone - St. Lawrence River - South of Gananoque (OP Schedule A6)	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Licensed Mine, Pit or Quarry or an area designated for Aggregate Extraction	<input type="checkbox"/>	<input type="checkbox"/> 1000m	<input type="checkbox"/>
Rehabilitated Mine/Pit/Quarry Site?	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input type="checkbox"/>
Industrial or Commercial Use, or Wrecking Yard Specify Use: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Active Railway Line	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input type="checkbox"/>
Municipal or Federal Airport	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input type="checkbox"/>
Provincial Highway 401	<input type="checkbox"/>	<input type="checkbox"/> 250m	<input type="checkbox"/>
Utility Corridor(s) i.e. Power Lines, Hydro Easement i.e. Natural Gas or Oil Pipeline, etc.	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input type="checkbox"/>
Gas Station – Currently or at Any Time	<input type="checkbox"/>	<input type="checkbox"/> Adjacent	<input type="checkbox"/>
Lands suspected to be contaminated	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input type="checkbox"/>
Has grading of the subject land been changed by adding earth or other material(s)?	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Designated Heritage Building/Site	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input type="checkbox"/>
8.11 Additional information that may be relevant to the review of the application:			

Provided on a Separate Sheet

9. REQUIRED PLANS

- 9.1** A detailed sketch in metric has been attached with the required information as noted in Section 9.2. Yes No
- All required site plan drawings, elevations, cross-sections, grading, drainage, etc. along with the required information as noted in Section 9.3. Yes No

9.2 Sketch Requirements

For minor variance, a detailed sketch **is required**. The sketch must include:

- (a) The boundaries and dimensions of the subject land.
- (b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating setbacks from the front, rear and side lot lines.
- (c) The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, flood plains drainage, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that:
 - (i) Are located on the subject land and on land that is adjacent to it, and
 - (ii) In the applicant's opinion, may affect the application.
- (d) The current uses of land that is adjacent to the subject land.
- (e) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.
- (f) If access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
- (g) The location and nature of any easement affecting the subject land.

9.3 Site Plan Requirements

In addition to Section 9.2, for site plan applications, drawings showing plan, elevation and cross-section views for each building to be erected, except a building to be used for residential purposes containing fewer than 25 dwelling units which drawings are sufficient to display,

- (a) The massing and conceptual design of the proposed building;
- (b) The relationship of the proposed building to adjacent buildings, streets and exterior areas to which members of the public have access;
- (c) The provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;
- (d) Matters relating to exterior design, including 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
- (d.1) Matters relating to exterior access to each building that will contain affordable housing units or to any part of such building, but only to the extent that it is a matter of exterior design;
- (e) the sustainable design elements on any adjoining highway under a municipality's jurisdiction, including trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities; and
- (f) facilities designed to have regard for accessibility for persons with disabilities.

10. EXISTING STRUCTURES & SETBACKS ON SUBJECT LAND (Indicate any to be demolished)

10.1 Existing Structures in metres. **Include all structures on subject land, including marine facilities and structures under 10 square metres.**

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Stories	Dimensions			Year Built
				Length	Width	Height	

10.2 Setbacks of Existing Structures to property boundaries, shoreline, etc. in metres

Type of Structure	Front	Side	Side	Rear	Water	Flood Plain	Public Road (center)	Right of Way (edge)	Other _____

10.3 Existing Parking & Loading Spaces

Existing Number of Standard Parking Spaces:	Existing Number of Barrier Free Parking Spaces:
Existing Number of Loading Spaces:	

11. PROPOSED STRUCTURES & SETBACKS ON SUBJECT LAND (Indicate any to be demolished)

11.1 Proposed Development (**if any**) in square metres, metres

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Stories	Dimensions			Year Built
				Length	Width	Height	

11.2 Setbacks of Proposed Structures to property boundaries, shoreline, etc. in metres

Type of Structure	Front	Side	Side	Rear	Water	Flood Plain	Public Road (center)	Right of Way (edge)	Other _____

11.3 Proposed Parking & Loading Spaces

Proposed Number of Standard Parking Spaces:

Proposed Number of Barrier Free Parking Spaces:

Proposed Number of Loading Spaces:

12. AUTHORIZATIONS & PERMISSION TO ENTER

All Registered Owner(s) must complete the following to authorize the applicant/agent to make the application on their behalf (if Owner is NOT the applicant) and/or to permit Council, Committees of Council, Township Staff or authorized agents to enter the subject property to conduct site inspections related to this application. If multiple owners, an authorization letter from each owner is required.

I/We _____,
(name(s) of owner(s) or company)

being the registered owner(s) of the subject property of this application:

- Hereby authorize the following person(s) to act as our agent to prepare, submit the application and pay any associated fees on my/our behalf (if applicable):

(Name of Applicant(s)/Authorized Agent(s))

- Hereby authorize Council, Committees of Council, and Township Staff or authorized agents to enter the subject property without notice to conduct site inspections related to this application.
- Agree to ensure that any driveway/lanes are accessible during the circulation period of the application so that Committee members, Township staff and other agencies do not have any barriers blocking access to the subject land. Island properties will require a boat ride, which is to be provided by the owner/agent. If applicable, Township Staff will make arrangements for the most suitable date and time.
- Agree to post any required signage on site, which is prepared by Township Staff, with respect to this application in the requested timeframe of the Planning Act and upon notification by Township Staff. I/We also agree to provide photographic evidence of the posted sign at the request of Township Staff.
- Agree to stake the area of any proposed construction a minimum of 1 week prior to the hearing/meeting date of your application.
- Have included the written approval of all surveyors, designers, etc. that designed any documents, plot plans etc. to allow the Township to use their plan(s) in the notice or hearing and other documents which are viewable by the public.
- Hereby acknowledge and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

Signature(s): _____

Date: _____

13. AGREEMENT TO INDEMNIFY & STATUTORY DECLARATION

I/We, _____
(name of owner, applicant or authorized agent)

Of the _____
(name of Municipality)

In the _____
(name of County)

Hereby agree to indemnify and save harmless The Corporation of the Township of Leeds and Thousand Islands (the "Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the applicant's application for approval under the Planning Act.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeal Tribunal from any decision of the Council approving the applicant's application.

I/We acknowledge and agree that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not be required to process or to continue processing the application, or to appear before the Local Planning Appeal Tribunal in support of a decision approving the application until the amount has been paid in full.

I/We further acknowledge and agree that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

I/We solemnly declare that all of the above statements contained herein and all exhibits transmitted herewith including this application and any required document attached hereto 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.

Signature(s): _____

Date: _____

Declared before me at the: _____, in the
(name of municipality)

(name of County)

This ____ day of _____, 20____.

Signature of Commissioner, etc.: _____



Appendix 2-Site Plan Drawing Requirements

Township of Leeds and the Thousand Islands

SITE PLAN DRAWING REQUIREMENTS

The Township of Leeds and the Thousand Islands By-law No. 11-002 allows the Township to control development through a site plan approval process. To assist applicants in applying for site plan approval, the following checklist is provided.

The application should be prepared with reference to the document entitled Site Plan Approval Guidelines of the Township of Leeds and the Thousand Islands which is available online at www.leeds1000islands.ca. For additional information please contact the Township at 613-659-2415.

NOTE: The applicant is responsible for obtaining the most recent editions of the Standard Specifications and Drawings of the Township of Leeds and the Thousand Islands and Ontario Provincial Standards and Specifications. The current revisions shall apply.

CHECKLIST

General

1. All sections of the site plan application forms filled in.
2. All plans, drawings, reports, calculations, cost estimates etc. prepared and sealed/stamped by a registered professional (i.e. engineer, architect, legal surveyor as applicable)

All Plans

3. All dimensions provided in metric
4. All plans drawn at one of the following metric scales: 1:100, 1:200, 1:250, 1:300, 1:400 or 1:500
5. Title block on all plans showing the name of the firm or person who prepared the plan and a revision block showing the date and nature of all revisions to the original plan
6. North arrow on all plans oriented toward the top of the plan
7. Geodetic data and location of benchmarks specified
8. Block noting revisions and dates

Legal Survey

9. Legal description of the property subject to site plan approval including lot, concession, block and registered plan number
10. Key map showing the location and extent of the subject lands

Existing Conditions Plan

11. All dimensions, area of property, location and use of all existing buildings on the site shown on plans
12. Uses of abutting properties indicated for all surrounding lands
13. All setbacks from lot lines and between buildings/structures shown on plans

Township of Leeds and the Thousand Islands

SITE PLAN DRAWING REQUIREMENTS

14. Both sides of any abutting roads or rights-of-way, any 0.3 metre reserves, street widening with curb lines (where appropriate)
15. Type and extent of all easements, both on and adjacent to the property, located and labelled
16. All natural features such as trees, water courses, rock outcrops, drainage ditches, swales or steep slopes located and labelled
17. All existing utilities and services located and labelled
18. All original ground grades shown in geodetic levels

Site Plan

19. Site Statistics Table identifying each buildings use, number of floors, all outside dimensions; building heights, setbacks and yard dimensions
20. All proposed streets shown with right-of-way width
21. Any services, sewage system, storm drainage, water supply system, gas or electric services located and labelled
22. All parking and loading areas, spaces and aisles, whether designated as garages, carports or open parking, located, labelled and dimensioned
23. All vehicular circulation, curbs, curve radii of curbs at all street access points and driveway intersections located, labelled and dimensioned
24. All walkways and sidewalks located, labelled and dimensioned
25. All fire routes (if applicable) including all necessary signage and surface demarcation located, labelled and dimensioned
26. All existing and proposed fire hydrants on or near the subject property located and labelled
27. All finished ground grades shown in geodetic levels
28. Flow arrows shown to indicate the direction of surface water flow
29. Table of main building areas indicated in both square metres and as a percentage of total lot area
30. Table with site statistics and zoning compliance
31. Retaining walls, protective railings, service or delivery access, extent of underground garage and ramp location, stairwells, garbage collection and/or storage areas located, labelled and dimensioned
32. Loading zones (if required) located, labelled and dimensioned
33. Location of the new building(s) complies with the Minimum Distance Separation (MDS) formulae
34. Signs located, labelled and dimensioned with note/description on plan detailing height and colour(s) of sign(s) (if applicable)

Drainage and Servicing Plan

35. Land drainage and stormwater conveyance arrangement shown, including catchbasins, soakways, ponding areas, detention controls and direction of surface flow
36. Existing and proposed grades and floor elevations shown

Township of Leeds and the Thousand Islands

SITE PLAN DRAWING REQUIREMENTS

37. Surfacing and grading of the property including all surface features such as driveways, ramps, walkways, proposed edgings or curbs shown
38. All elevations referenced to a Township bench mark and to a geodetic metric datum
39. Drawing with all sewers, catchbasins, and watermains and utilities that are external to the building shown
40. Copy of necessary documents/permits from, pertinent ministries (Ministry of Environment, Ministry of Transportation, Ministry of Culture and/or Ministry of Natural Resources, etc.) attached

Architectural Plan

41. Elevations of all sides of all the main and accessory buildings, showing all roof structures such as penthouses, chimneys, vents, and air conditioning, with measurements shown
42. Floor plans for all floors for all buildings except where repetition is proposed (such repetition shall be noted) provided
43. Exterior building materials including colours indicated
44. Location of all signs, dimensions, materials and colours indicated
45. Location and design of all exterior lighting including lighting specifications indicated
46. Design, location and construction details of any interior or exterior garbage collection and/or storage areas shown
47. A "street elevation" showing all elevations from the street side where the proposed development includes a group of buildings provided

Landscape Plan

48. All buildings, parking areas and driveways, together with any physical features, to establish relationships with landscaping located, labelled and dimensioned
49. Gardens, garden walls, walks, areas for recreation play-lots, and/or facilities located, labelled and dimensioned
50. Existing trees to be preserved, transplanted or removed located and identified
51. Planting materials, described regarding height when mature and using standard botanical plant names listed
52. Other landscaping features located, labelled and dimensioned
53. All fire routes (if applicable) including all necessary signage and surface demarcation located, labelled and dimensioned
54. All existing and proposed fire hydrants on or near the subject property located and labelled

Additional Reports that may be required by the Township

55. Servicing Report
56. Stormwater Management Report
57. Tree Inventory and Preservation Study
58. Traffic Impact Study

Township of Leeds and the Thousand Islands
SITE PLAN DRAWING REQUIREMENTS

- 59. Geotechnical Assessment
- 60. Hydrogeological Study
- 61. Environmental Impact Study
- 62. Noise and Vibration Study
- 63. Environmental Site Assessment
- 64. Archaeological Report
- 65. Heritage Impact Study

Other (please specify) _____

Appendix 3- Sample Letter of Credit

Township of Leeds and the Thousand Islands
SITE PLAN DRAWING REQUIREMENTS

LETTER OF CREDIT FORMAT
USE BANK LETTERHEAD

UNCONDITIONAL IRREVOCABLE LETTER OF CREDIT

Date of Issue: _____
Letter of Credit No. _____

TO: The Corporation of the Township of Leeds and the Thousand Islands (Beneficiary name and address must be written as here
1233 Prince Street -no additional information)
Lansdowne, Ontario
K0E 1L0

We hereby authorize you to draw on (Bank's Name & Address) for the account of (Owner's Name/Applicant) up to an aggregate amount of (\$CDN and amount written in full) available on demand as follows:

Pursuant to the request of our customer, the said (Owner's Name/Applicant), we, (Bank's Name) hereby establish and give you an unconditional and irrevocable Standby Letter of Credit in your favour in the total amount of (\$CDN and amount written in full) which may be drawn upon by you at any time and from time to time upon written demand for payment made upon us by you which demand we shall honour without enquiring whether you have a right as between yourself and our said customer to make such demand and without recognizing any claim of our said customer.

Provided, however, that you are to deliver to (Bank's Name & Address), at such time as a written demand for payment is made upon us a statement signed by you stating that monies drawn under this Letter of Credit are drawn pursuant to the following:

Agreement or Site Plan Letter of Undertaking ("LOU"): *[please specify Agreement (and type) or Letter of Undertaking]*
Party(ies) to Agreement/LOU: *[Owner's name(s)]*
Legal Description of the Subject Lands: *[please include only Lot, Plan and Concession #]*
Application No.: *[reference either 19T, DA, or Permit #]*
Development Name and Phase: *[field not mandatory – use if needed]*

and that the said monies will be used to fulfil the obligations of (Owner's Name) under the said Agreement or LOU.

The amount of this Letter of Credit shall be reduced from time to time as advised by notice in writing given to us from time to time by you.

Any written demand for payment under this credit must bear an intimation that it has been drawn under Letter of Credit Number _____ issued by the (Bank's Name), dated _____, 20__.

Partial drawings are permitted.

This Letter of Credit shall automatically extend for one (1) year from the present or any future expiration date hereof, unless thirty (30) days prior to any such date we shall notify you in writing, by Registered Mail, that we elect not to consider this Standby Letter of Credit renewed for any such additional period. Upon receipt by you of such notice, you may draw hereunder by means of your demand accompanied by your written certification that the amounts drawn will be retained and used to meet obligations incurred or to be incurred in connection with the above Agreement or LOU.

We hereby covenant with drawers, drawn upon and in accordance with the terms of this credit that the same will be duly honoured if drawn and negotiated on or before _____, 20__ or any automatically extended expiry date.

For (Bank's Name)
(Signature)