

ARMOUR TOWNSHIP  
SITE PLAN APPLICATION REQUIREMENTS

**SITE PLAN CONTROL**

Site Plan Control is a process involving municipal approval of the lay-out, design and appearance of certain new developments, as authorized under Section 41 of the *Planning Act*. In addition to the Official Plan, Zoning By-Law and Building Permits, Armour Township Council governs the Site Plan Control process in the municipality. For land under Site Plan Control, Building Permits for new development are not issued until the owner has entered into a Site Plan Agreement with the Township.

This document summarizes the Site Plan Control procedures and requirements in Armour Township under the following numbered headings:

1. Application Procedures and Requirements
2. Site Plan Review Process
3. Finalization of Site Plan Agreement and Letter of Credit
4. Letter of Credit Reduction and Warranty Procedures
5. Required Format For All Drawings
6. Site Plan Drawing – Required Content
7. Additional Requirements For Waterfront Development
8. Landscape Plan Drawing
9. Detail Drawings
10. Building Design Details
11. Servicing Plans

Schedule “A” Cost Estimate of Site Works

**1) Application Procedures and Requirements**

**a) Pre-consultation**

Following a mandatory pre-consultation meeting with Armour Township staff and/or Council, a development application for a Site Plan Agreement may be submitted to the Clerk-Administrator with the appropriate fees as follows:

**Minor Agreement** - \$1,700.00 deposit, the unused portion being refundable with the exception of a \$900.00 non-refundable application fee; or

**Major Agreement** - \$6,000.00 deposit, the unused portion being refundable with the exception of a non-refundable application fee of 5% of the cost of site works to a maximum fee of \$6,000.00. This fee is explained in greater detail in Section 3 below.

b) **Copy of Deed**

A copy of the deed showing ownership of the subject lands, including any registered rights-of-way or easements, must be provided when submitting the application. This ensures that all registered owners have been accounted for and that all rights-of-way and easements are protected. Please also ensure that the PIN number assigned to the property by the Land Registry Office is provided with the application.

c) **Copy of Survey Plan**

A survey plan prepared by an Ontario Land Surveyor showing a lot, lot frontage, and dimensions of the subject lands must be included with any application for a Site Plan Agreement. A temporary “to scale” sketch plan may also be acceptable at the discretion of the Armour Township Clerk-Administrator.

Council and staff will not approve any application until complete site drawings have been received in the format described in Sections 5 – 11 of these Guidelines.

If the applicant is seeking a re-zoning in conjunction with the site plan application, the re-zoning will not be finalized until the site plan agreement has been entered into by the owner of the subject property.

**2) Site Plan Review Process**

On receiving a complete application, staff and township council will review the site plan, and comments will be relayed to the applicant. A meeting between the applicant and the Council may be necessary.

When the Site Plan is approved by Council, a draft Site Plan Agreement will be forwarded to the applicant for review.

**3) Finalization of Site Plan Agreement and Letter of Credit**

When all parties are satisfied, the owner of the property will sign the final agreement and deliver a Letter of Credit to the Clerk-Administrator for 100% of the site-related works (excluding the buildings) plus an administration fee of 5% of the value of the site works paid to the municipality, for site works of \$100,000.00 or less. This administration fee is capped at \$6,000.00.

Refer to Schedule “A” attached hereto, for site work costs to be used in calculating Letters of Credit.

Council will enact a by-law authorizing the Reeve and the Clerk-Administrator to enter into the agreement with the owner.

The agreement may be registered on title.

The building permit will then be issued.

**4) Letter of Credit Reduction and Warranty Procedures**

Upon substantial completion of site works outlined in the Agreement, the Clerk-Administrator will entertain written requests for a reduction in the Letter of Credit. Upon receipt of such a request, the Township will establish a final inspection date which will serve as a commencement date for a specified guarantee/warranty period established in the Agreement.

During the guarantee/warranty period, 10% of the original Letter of Credit will be retained by the municipality. Should any deficiencies in the site works be discovered at the time of the final inspection date, the municipality will retain a portion of the 10% which is equal to the cost of the deficiencies.

**5) Required Format For All Drawings**

Print/plot size A-1 – 841mm x 594mm (36” X 24”) plus 11” x 17” copies including digital PDF’s if requested by the Clerk-Administrator.

Scale . . . . . Maximum – 1:200 Minimum – 1:1,000

All Site Plan drawings shall be provided to the Clerk-Administrator showing both a linear scale and a graphical (bar) scale in both metric and imperial units.

Key Plan (scale 1:50,000) showing:

- i) Location of the property in relation to:
  - major roads, laneways and waterfront
  - adjacent properties showing constructed features
  - natural drainage
  
- ii) Adjacent property owned by the applicant or in which the applicant has a monetary interest
  
- iii) North Arrow

Title Block showing:

- Name and location of the subject development with a north arrow
- Owners name
- Title of the drawing
- Name of the company / person who prepared the drawing
- Linear and graphical (bar) scales – both required
- Date the drawing was prepared

Revisions Block showing dates of all revisions made to the drawing

Signature Block with space reserved for Engineer (P.Eng.), Architect (OAA), Landscape Architect (OALA) or Planner (RPP/CIP) stamps if required.

**6) Site Plan Drawing – Required Content**

Five (5) copies based on an actual survey by an Ontario Land Surveyor which shows:

- a) Land use of the **subject** lands and abutting properties.
- b) Dimensions and area of the property showing:
  - i) Road widening's and right-of-way widths
  - ii) Easements
  - iii) Parks
- c) Location of all existing and proposed buildings and structures showing:
  - i) Exterior dimensions
  - ii) Ground floor area
  - iii) Building height
  - iv) Setback to property lines
  - v) Building separations
  - vi) Siting of on-site water and sewage disposal systems
- d) Natural features showing:
  - i) Watercourses and wetlands
  - ii) Slopes and banks
  - iii) Drainage ditches
  - iv) Existing trees and wooded areas
  - v) Requirements for protection and conservation of vegetation
- e) Artificial features showing:
  - i) Berms
  - ii) Docks, saunas, pump houses, wood furnaces
  - iii) Ponds
  - iv) Ditches
- f) Normal high water mark and the Regulatory Flood Elevation (if applicable) defined by the Ministry of Natural Resources as set out in Section 2.3 of the

- g) Armour Township Official Plan.
- h) Existing and proposed:
  - i) Site grading/fill contours, slopes and/or spot elevations, benchmarks
  - ii) Elevations of roads and adjacent property boundaries
- i) Parking areas showing:
  - i) Surface treatment and curbing
  - ii) Numbered parking spaces
  - iii) Typical parking space dimensioned
  - iv) Aisle widths
  - v) Disabled parking spaces with dimensions
- j) Loading bays with dimensions, if required
- k) Location and dimensions of existing and proposed:
  - i) Entranceways
  - ii) Access driveways
  - iii) Sidewalks
  - iv) Retaining walls
  - v) Protective railings
  - vi) Emergency access routes including centre line radii
- l) Location of existing and proposed fences with enlarged detail if required
- m) Location of existing and proposed site signage
- n) Lighting Plan showing the location, height and type of all exterior site lighting which must all be dark sky friendly
- o) Location of garbage enclosures including screening and buffering including enlarged detail
- p) Location of mechanical equipment including screening and buffering including enlarged detail
- q) Phasing of the development, if applicable
- r) Site summary chart including the following information:
  - i) Total site area
  - ii) Total ground floor area
  - iii) % of site to be covered by buildings
  - iv) % of site to be landscaped
  - v) Total number of parking spaces required by the Zoning –By-law

- vi) Total number of parking spaces provided
- vii) Total number of units, if applicable
- viii) Site density (net/gross), if applicable

**7) Additional Requirements For Waterfront Development** (see also Armour Official Plan 2.2.17)

- a) A natural vegetative buffer of not less than 15 m (49.2 ft.) in depth along the designated shoreline or watercourse with a landscaped corridor not greater than 9 m (29.5 ft.) in width for access between any proposed development and the shoreline. Council may require that a professional competent in shoreline landscaping be engaged to prepare a shoreline vegetation management plan suitable for conserving and sustaining the natural environment.
- b) Location of dockage, boat houses, fuel storage areas, and beach / swimming areas.
- c) Exact location of the normal high water mark and the Regulatory Flood Elevation (if available) defined by MNR as required in Section 2.3 of the Armour Township Official Plan.
- d) Flood proofing plans if required by the Chief Building Official in accordance with Appendix 6 of the Ministry of Natural Resources' *Technical Guide: River and Stream Systems: Flooding Hazard Limit*.
- e) Where deemed necessary, a soils report which identifies site soil characteristics including soil type, depth, leaching characteristics, depth to water table, and mitigation measures for any soil deficiency related to a proposed use. The soils report may also address slope stability and erosion concerns based on the nature of the proposal and existing site conditions.
- f) Where deemed necessary, a groundwater or surface water quality impact study which shows the impact of the proposed use on water quality and how this impact can be effectively minimized.
- g) Where deemed necessary, a fisheries habitat assessment of the existing shoreline or stream with recommendations on how the existing habitat conditions can be preserved and/or enhanced.
- h) Where deemed necessary, a screening plan showing how the proposed uses will be screened from view or how the existing aesthetic landscape of the waterfront will be preserved or enhanced.
  - That a private well for an individual on-site water service can be located without danger of contamination by any on-site or off-site sewage system; and
  - That suitable conditions exist for an individual on-site sewage disposal system.

**8) Landscape Plan Drawing (if required during pre-consultation meeting)**

Five (5) copies to be prepared by a certified Landscape Architect which show:

- a) In addition to the information provided on the Site Plan Drawing, detail showing the following:
  - i) Location, quantity and type of all existing and proposed vegetative plantings
  - ii) Grassed areas
  - iii) Existing trees and vegetation to be maintained or removed
  - iv) Vegetative buffering
  - v) Patios and decks
  - vi) Ornamental ponds
  - vii) Berms
- b) Landscaping Schedule showing:
  - i) Botanical and common name of each species
  - ii) Quantity of each plant type
  - iii) Height when planted and at maturity
  - iv) Caliper
- c) Walkways including dimensions and materials to be used
- d) Trees on municipal road allowances may be required by the Township in certain circumstances and in such cases the planting of these trees must meet the following criteria:
  - i) Trees to be salt tolerant
  - ii) Trees to have a minimum caliper of 60-70mm (2.5")
  - iii) Trees to be from the following species list:
    - Sugar Maple
    - Hard Maple
    - Honey Locust
    - Linden
    - Ash (except Mountain Ash)
    - Red Oak
    - Blue Spruce
    - White Spruce
    - Colorado Spruce
    - Austrian Pine
    - Red Pine
    - White Pine
    - Other acceptable species native to southeast Parry Sound District

9) **Detail Drawings** (if required during pre-consultation meeting)

Extra detail to be provided with the Site Plan and/or Landscape Drawings:

Signage Detail including ground signs, pylon signs and wall mounted signage showing:

- Type of sign
- Dimensions
- Graphics including colour and lettering

Garbage Enclosures showing:

- Buffering and/or vegetative screening
- Dimensions
- Platform

Screening for Mechanical Equipment showing:

- Buffering and/or vegetative screening
- Architectural detail for roof mounted mechanical equipment

Fencing Detail showing:

- Typical Fence Section
- Materials
- Dimensions

10) **Building Design Details** (if required during pre-consultation meeting)

a) Areas affected:

In accordance with Section 5.7.3 of the Armour Township Official Plan, areas zoned Commercial (C), Recreational Commercial (RC), Public (P) and Institutional (I) in the Armour Township Comprehensive Zoning By-law.

b) Approvals of Building Design required:

No person shall undertake any development in the areas specified above unless Armour Township Council has approved plans, drawings, and any necessary elevations, cross-sections, shadow studies, conservation studies or other technical aspects as reasonably required for Council's approval to address among other matters:

- i) External building design details, including but not limited to, sustainable design, character, scale, finish, colours and appearance; and



- ii) Sustainable and accessible design elements within any adjoining municipal right-of-way, including without limitations, trees, landscaping, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities; and
  - iii) Facilities designed to have regard to accessibility for persons with disabilities.
- c) Drawings required:
- Five (5) copies of drawings clearly showing:
- i) Four building faces of the existing and proposed buildings
  - ii) Building Height
  - iii) Exterior finish including type, colour and finish
  - iv) Roof treatment
  - v) Window treatment, doors and entranceways
  - vi) Digital 3D perspective drawing in colour (if requested during pre-consultation meeting with Armour staff and Council) showing:
    - (1) Façade of the building – street view
    - (2) Parking areas
    - (3) Landscaping
    - (4) Signage
    - (5) Fencing
    - (6) Natural and artificial features

**11) Servicing Plans** (if required during pre-consultation meeting)

Five (5) copies to be prepared by a Professional Engineer showing the following information:

- a) Existing and proposed grades and floor elevations, including top of foundation and apron elevations.
- b) Existing and proposed sanitary sewer system showing:
  - i) Sizing
  - ii) Grades
  - iii) Invert elevations
- c) Land drainage and storm water management showing:
  - i) Catch basins
  - ii) Soak ways
  - iii) Ponding areas
  - iv) Impediments to the free flow of water
  - v) Intended direction of surface flows
  - vi) Storm water management report, if applicable

- vii) On-site storm water management facilities for quantity and quality controls
  - viii) Overland flows
- d) Drinking water distribution system showing:
- i) Location of water mains including sizes
  - ii) Location of existing and proposed fire hydrants
  - iii) Firefighting connections
- e) Utility Servicing arrangements showing:
- i) Location of underground or overhead utility lines
  - ii) Existing hydro poles
  - iii) Location and size of meters
  - iv) Transformers
  - v) Vaults
  - vi) Valves
- f) Road widening's
- g) Easements
- h) Rights-of-Way
- i) Entranceways
- j) Emergency access routes
- k) Fire routes including dimensions and centre line turning radii
- l) Surface treatment and grading showing:
- i) Driveways
  - ii) Ramps
  - iii) Walkways/sidewalks
  - iv) Edging or curbs
  - v) Proposed retaining walls
- m) Catch basins and manholes
- n) Location of septic bed, if applicable

**SCHEDULE  
ARMOUR TOWNSHIP SITE PLAN CONTROL REQUIREMENTS**

**“A:**

**COST ESTIMATE OF SITE WORKS**

**On-Site Works**

- 1 Site grading and preparation \$.....
- 2 Paving and curbs \$.....
- 3 Landscaping and walkways \$.....
- 4 Site drainage \$.....
- 5 Fencing \$.....

**Off-Site Works**

- 1 Storm drainage and culverts \$.....
- 2 Roadwork \$.....
- 3 Other works or services agreed to in pre-consultation \$.....

TOTAL VALUE OF SITE WORKS: \$ \_\_\_\_\_

SUBMIT LETTER OF CREDIT in the amount of the above total \$ \_\_\_\_\_

**NON REFUNDABLE ADMINISTRATION FEE:**

**Administration Fee:** 5% of the cost of site works \$.....  
(NOTE: This fee is capped at \$6,000.00)

**TOTAL FEE:** \$ \_\_\_\_\_

Cost Estimate Completed on: \_\_\_\_\_  
Date