

# **SITE PLAN GUIDE**

## **SUBMISSION & APPROVAL PROCESS GUIDELINES & APPLICATION FORMS**



**OAKVILLE**

PLANNING SERVICES DEPARTMENT  
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December 16<sup>th</sup>, 2004

## A GUIDE FOR SITE PLAN APPLICANTS

This guide has been developed to assist applicants in the preparation of Site Plan submissions to the Town of Oakville Planning Services Department.

This document remains applicable to the applicant throughout the life of the site plan approval on the applicant's property and should be retained for reference. This guide also provides information on the following:

*Waste Collection*  
*Security Requirements*  
*Application for Inspection*  
*Roof Top Mechanical Screening*  
*Garbage Enclosures*  
*Signage Standards for Disabled Person Parking and Fire Routes.*  
*Site Plan Agreements*  
*Development Charges*  
*Tree Inventory - Tree Preservation*

This guide is intended to assist you in completing the application forms (A or B):

- Application Form (A) for Full Applications and
- Application Form (B) for Minor Revisions or Changes

It should also be noted that a 'LANDSCAPE DESIGN GUIDELINES' document dated January 1, 1996, is available from the Planning Services Department.

All of the information contained in this document and the above-noted documents is available at the Town of Oakville Web site at <http://www.oakville.ca>

If the applicant has any questions with respect to the completion of the appropriate application forms please contact one of the following staff at 845-6601:

URBAN DESIGNER:	JOSEPH LILLY	jilily@oakville.ca
URBAN DESIGNER:	JOHN BUSCA - ext. 3026	jbusca@oakville.ca
URBAN DESIGNER:	JULIA VAN DER LAAN DE VRIES	jvanderlaandevries@oakville.ca

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## **1. SITE PLAN BY-LAW**

### **THE CORPORATION OF THE TOWN OF OAKVILLE**

#### **BY-LAW 2002-077**

A by-law to replace Site Plan By-law 1999-230 as amended

#### **THE COUNCIL ENACTS AS FOLLOWS:**

1. The whole of the Town of Oakville is hereby designated as a site plan control area pursuant to Section 41, Subsection (3) of the *Planning Act*, R.S.O. 1990, c. P-13, as amended.
2.
  - (a) Council hereby delegates its powers to approve plans and drawings under subsection (4) of Section 41 of the *Planning Act*, R.S.O. 1990, c. P-13, as amended, and its powers to impose conditions under Section (7) of that section, to a Committee composed of members of Council, to be referred to as the "Site Plan Committee" in the following circumstances only:
    - i) where the property that is the subject of a site plan application is for as residential use or mixed commercial and residential use;
    - ii) where the property that is the subject of a site plan application abuts a residential use, or is within 26 metres of a residential use that is separate from the subject property by a non-residential use, such as a public road, lane, walkway, creek or park; or
    - iii) where site plan approval is a condition of Committee of Adjustment or Consent approval; or
    - iv) where the applicant for the site plan approval disagrees with conditions of approval set by the Director of Planning Services or, in the Director's absence, conditions of approval set by the Acting Director of Planning Services, or is dissatisfied with the time take by the Director of Planning or, in the Director's absence, the Acting Director of Planning Services to process the application; or
    - v) where site plan approval by the Site Plan Committee is required by Council; or
    - vi) where a site plan application has been referred to the Site Plan Committee pursuant to the provisions of Sections 2 (f) or 2 (g) of this by-law.
  - (b) Notwithstanding Section 2(a) of this By-law, Council hereby delegates its powers to approve plans and drawing sunder Subsection (4) of Section 41 of the *Planning Act*, R.S.L. 1990, c. P-13, as amended, and its powers to impose conditions under Section (7) of that section, to the Director of Planning Services for the approval of all site plan applications that do not fall within the provisions of Sections 2(a) of this By-law.
  - (c) Notwithstanding Sections 2(a) and 2(b), Council delegates its powers to approve plans and drawings and its power to impose conditions under Subsection (7) of that section to the Director of Planning Services or, in the absence of the Director, the Acting Director of Planning Services for the approval of site plan applications which meet one or more of the following criteria:
    - i) changes to specific features of existing buildings such as windows, doors, and architectural detailing, or
    - ii) changes involving relocation of garbage containers, fencing, landscaping details, parking layout, driveway accesses, and other ancillary site facilities, or
    - iii) changes limited to floor area increases of:
      - a maximum of 25 m<sup>2</sup> or
      - 5% of the existing or approved floor area to a maximum of 500 m<sup>2</sup> whichever is greater
    - iv) Hammerhead driveways
  - (d) Upon request, the Director of Planning Services or, in the Director's absence, the Acting Director of Planning Services may grant extensions, up to a maximum of two years, to approved site

plans, the extension period to commence from the expiry date of the current approval.

- (e) Upon release of the security(ies) by the Town Treasurer, the Director of Planning Services or, in the absence of the Director, the Acting Director of Planning Services or shall, upon request, grant partial releases of site plan agreements for the security requirement portion of the said site plan agreement.
  - (f) Notwithstanding the criteria outlined in Section 2( c), any site plan application may be referred to the Site Plan Committee by the applicant if the application is not dealt with by the Director of Planning Services or, in the absence of the Director, the Acting Director of Planning Services within two weeks of its submission so long as the applicant has complied with all of the provisions of 2(h) herein.
  - (g) Notwithstanding the criteria outlined in Section 2( c), any site plan application may be referred to the Site Plan Committee by the Director of Planning Services or, in the absence of the Director, the Acting Director of Planning Services if during the processing of the application it is determined that the possible impacts of the application warrant consideration of the application by the Site Plan Committee.
  - (h) In order for a site plan application to be considered by the Director of Planning Services under Subsection 2(c), 2(d) or 2(e) the applicant must comply with the following:
    - i) submit the appropriate Site Plan Application form;
    - ii) pay the required fees as determined from time to time by Council; ad
    - iii) submit sufficient plans as determined by Town staff from time to time.
  - (i) Any application made under Subsection 2(d) herein must be received by the Planning Services Department prior to the expiry date of the current approval.
3. The Site Plan Committee may make rules for the conduct of its business which are not inconsistent with the provisions of this by-law or any other legislation affecting this committee.
4. The following are defined as classes of development that shall require approval of plans and drawings required under Subsection (4) of Section 41 of the *Planning Act*, RSO 1990, c. P-13, as amended.
- (a) all residential development comprising 25 dwelling units, or more and all retrofit apartments added to such development;
  - (b) all development in residential zones comprising 24 dwelling units or less which occurs on:
    - i) a property upon which site plan approval has been required under a subdivision or development agreement;
    - ii) a property upon which site plan approval has been required as a condition of any decision of the Committee of Adjustment for Minor Variance;
    - iii) a lot created by a decision of the Committee of Adjustment for Consent including the lot remaining as a result of such a decision.
  - (c) all non-residential development in residential zones;
  - (d) all development in commercial zones including residential development in the C3R zone;
  - (e) all development in industrial zones;
  - (f) all development on properties within 50 m of the Lake Ontario shoreline;
  - (g) all development in lands zoned open space, public use, agricultural and parkway belt.
5. Notwithstanding Section 4(g) herein, all development of buildings and structures used for agricultural or residential purposes in land zoned agricultural or parkway belt, are exempt from this provision.
6. Every new application shall be accompanied by the required fee as determined from time to time by Council and shall be accompanied by all the plans as required on the Site Plan Application.
7. An application under Section 2(c) to change plans shall be made by letter explaining the proposed change accompanied by the required fee as determined from time to time by Council and such plans as are required showing the proposed change, but any application that changes the concept as opposed to detail

shall be considered a new application and Section 2(c) shall not apply.

8. Notwithstanding the criteria outlined in Section 6, when a proposed development is located on a property with existing development and is a temporary structure that will be erected and used for a maximum of six consecutive months, the proposal shall be deemed to be exempt from the provisions of this By-law.
9. For applications which have received Site Plan approval prior to the Site Plan Committee instituting a two-year expiry date for the commencement of construction, the following rules shall apply:
  - (a) For all site plan applications which have been granted Site Plan approval without any expiry date, the expiry date shall be deemed to be one year from the date of the passing of this by-law.
  - (b) Notwithstanding Section 9(a) the owner, as shown on the assessment rolls of the Town of Oakville, must be notified by the Town of this new condition prior to the deemed expiry date and the owner must be given three (3) months to comply with site plan conditions and obtain a building permit. If the owner fails to obtain a building permit in the specified period the application will be deemed to have expired.
10. Should any provision or provisions of this by-law be illegal or not enforceable by law, it or they shall be considered separate and severable from the by-law and its remaining provisions shall remain in force as though the said provision or provisions had never been enacted.
11. By-law 1995-28 as amended by 1996-270 and 1997-231 is hereby repealed.

## **2. SUBMISSION DEADLINES AND SITE PLAN MEETING DATES:**

### **2005 Site Plan Meeting Dates and Corresponding Submission Deadlines**

Completed Applications must be received prior to 12:00 noon on the specified dates below. If an application is deemed to be incomplete or to have been submitted after the deadline it will be deferred to the next subsequent Site Plan Meeting.

**The Technical Meetings** are internal review meetings to review each application in detail. If at this meeting it is determined that there is additional information required the agent will be contacted to review the matter and try to establish a schedule to resolve the matter. Major issues that cannot be resolved prior to the report preparation date may result in the application being deferred to the next subsequent Site Plan Meeting date.

**Site Plan Committee Meetings** will be held in the Trafalgar Room, Town Hall, on the dates noted commencing at 5:00 p.m. unless otherwise noted. All applications abutting residential zones are required to be taken to the Site Plan Committee.

**Planning Director Meetings** will be held in the Planning Services Department Board Room commencing at 2:00 p.m. unless otherwise. If an application is approved by the Director of Planning, it does not then have to be taken to the Site Plan Committee for approval.

<b>SUBMISSION DEADLINE 12:00 NOON</b>	<b>TECHNICAL MEETING</b>	<b>DIRECTOR SITE PLAN MEETING</b>	<b>SITE PLAN COMMITTEE MEETING</b>
Thur Dec 19, 2004	Thur Jan 06, 2005	Tues Jan 11, 2005	Tues Jan 18, 2005
Thur Jan 13, 2005	Thur Jan 27, 2005	Tues Feb 08, 2005	Tues Feb 15, 2005
Thur Feb 10, 2005	Thur Feb 24, 2005	Tues Mar 15, 2005	Tues Mar 22, 2005
Thur Mar 10, 2005	Thur Mar 24, 2005	Tues April 12, 2005	Tues April 19, 2005
Thur April 14, 2005	Thur April 28, 2005	Tues May 10, 2005	Tues May 17, 2005
Thur May 12, 2005	Thur May 26, 2005	Tues June 07, 2005	Tues June 14, 2005
Thur June 09, 2005	Thur June 23, 2005	Tues July 05, 2005	Tues July 12, 2005
Thur July 07, 2005	Thur July 21, 2005	Tues Aug 02, 2005	Tues Aug 09, 2005
Thur Aug 04, 2005	Thur Aug 18, 2005	Tues Aug 30, 2005	Tues Sept 06, 2005
Thur Sept 01, 2005	Thur Sept 15, 2005	Tues Sept 27, 2005	Tues Oct 04, 2005
Thur Sept 29, 2005	Thur Oct 13, 2005	Tues Oct 25, 2005	Tues Nov 01, 2005
Thur Oct 27, 2005	Thur Nov 10, 2005	Tues Nov 22, 2005	Tues Nov 29, 2005
Thur Nov 24, 2005	Thur Dec 08, 2005	Tues Dec 20, 2005	Tues Jan 03, 2006

### 3. TOWN OF OAKVILLE SCHEDULE OF FEES

*a) Site Plan Base Fee (Multiple Residential and Non Residential)* \$1,000

<i>Plus</i>	For Multiple Residential Development	First 25 Units	\$100/unit
		Units 26 - 100	\$80/unit
		Units 101 - 200	\$60/unit
		All additional Units	\$50/unit

<i>Plus</i>	For Non Residential Applications Based on Proposed GFA	\$35/100m <sup>2</sup> GFA
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<i>Plus</i>	Preparation of Agreement Standard	\$250(Note [4])
	Preparation of Non-Agreement Standard	\$500 (Note [4])
	Halton Region Conservation Authority Fee	Note [1]
	Halton Region Fee	Note [2]
	Peer Review of Technical Reports & Application	Note [3]

*b) Site Plan Base Fee (Single and Semi-detached Development)* \$250

<i>Plus</i>	For Single and Semi-detached Development	\$100/unit
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<i>Plus</i>	Preparation of Agreement Standard	\$250(Note [4])
	Preparation of Non-Agreement Standard	\$500 (Note [4])
	Halton Region Conservation Authority Fee	Note [1]

*c) Major Revisions Prior to Site Plan Approval*

- i) Detached and Semi-detached Residential \$250
- ii) Multiple Residential/Industrial/Commercial/Institutional \$1,000

*d) Minor Amendments/Revisions/Changes Requiring Site Plan Committee Approval*

- i) Detached and Semi-detached Residential \$100
- ii) Multiple Residential/Industrial/Commercial/Institutional \$500

*e) Minor Amendments/Revisions/Changes Requiring Planning Director Approval*

- i) Detached and Semi-detached Residential \$100
- ii) Multiple Residential/Industrial/Commercial/Institutional \$250

*f) Extension to Two Year Site Plan Approval* \$250

*g) Site Plan Agreements*

- i) Partial Release of Agreements \$200

*h) Site Inspections*

- i) Inspection for Reduction/Cancellation of Site Plan Securities \$200
- ii) On-site Consultation \$100



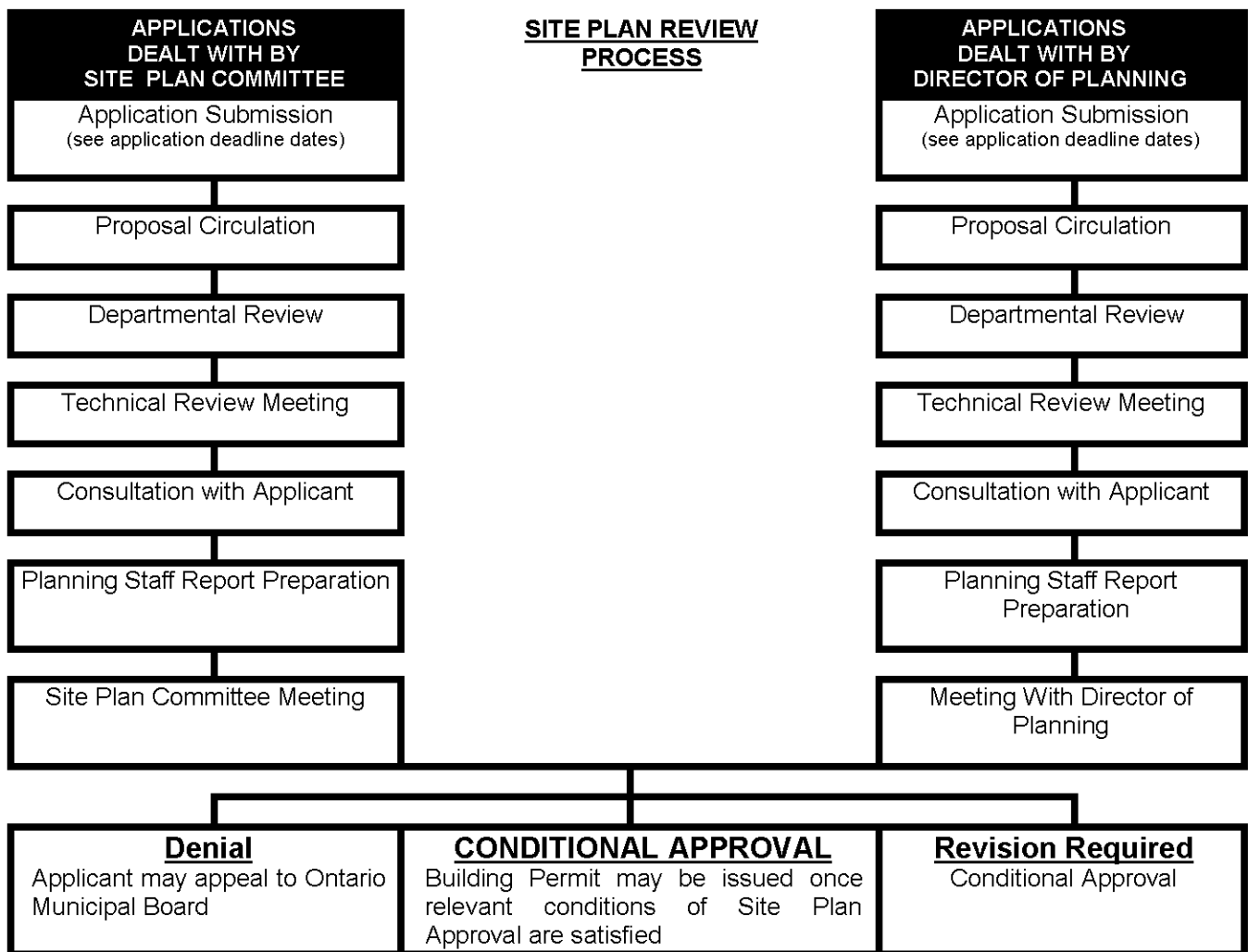
## NOTES:

- [1] **Conservation Halton:** This fee is payable to Conservation Halton as a **separate cheque** but is collected by the Town of Oakville based on the current tariff of fees in place at Conservation Halton. The fees are divided into “Major” and “Minor”.
  - A “Major” applications i.e where technical studies beyond a scoped Environmental Impact Statement are required. The current fee is \$2,500.
  - A “Minor” application i.e. where no technical studies are required or only a scoped Environmental Impact Statement is required. The current fee is \$500.
  - For sites of any area which are not abutting watercourses, wetlands, valley features or the lake there is no Conservation Halton review and therefore no fee is required.
- [2] **Halton Region Processing Fees:** This fee is payable to Halton Region as a **separate cheque** but is collected by the Town of Oakville based on the current tariff of fees in place at the Halton Region.
- [3] **Peer Review:** From time to time the Town of Oakville will require the review of technical reports or other technical materials relating to an application by other consultants retained by the Town of Oakville. A fee will be required equal to the cost of the Peer Review. The need for this fee will be reviewed at the time of the pre- consultation meeting and, if known at that time, it will be submitted with the application fee. If it is determined during the processing phase of the application that this fee is required, then payment of the fee will be due prior to staff proceeding further with the application.
- [4] **Agreements:** Where an application will require an agreement, the prescribed fee for that agreement will be collected at the time the application is submitted. **NOTE:** If the fee has not been collected at the time of the site plan application, the applicant will be required to pay the required fee prior to staff preparing the agreement.
- [5] **Refund Policy:** Refunds are at the discretion of the Director of Planning Services and all requests for refunds must be made in writing to the Director of Planning Services. Refunds will be based on the following criteria:
  - a) Withdrawal of an application prior to the circulation to the commenting agencies - up to 75% of the Town of Oakville application fee may be returned.
  - b) Withdrawal of an application during or after circulation but prior to one of the following; any public meeting; preparation of staff reports; or drafting of agreements and by-laws. - up to 50% of the Town of Oakville application fee may be returned.
  - c) There shall be no refund of fees after public meetings having been held or after staff reports and by-laws have been prepared.
  - d) Where an application does not result in the need for an agreement, the applicant may apply for a refund of those fees.

#### 4. SITE PLAN REVIEW PROCESS

The following guide is intended to aid site plan applicants in understanding the site plan approval process and in submitting a properly completed application.

1. Completed application form to be submitted with all required materials, to the Planning Services Department.
2. Planning Services Department circulates details of the proposal to local, Regional, and Provincial agencies (where necessary).
3. A staff report will be submitted to the Site Plan Committee or the Director of Planning Services for consideration at a regularly scheduled meeting. Please note that these meeting dates and submission deadlines are outlined on Page 3 Submission Deadlines. The final and binding decision rests with the Site Plan Committee and the Director of Planning Services as applicable.
4. Applicants are advised to attend the meeting where the approval of the Site Plan application is considered.
5. Written confirmation of the Site Plan Committee's or the Planning Director's decision is forwarded to the AGENT specified in the application form.
6. Building permits will only be issued upon compliance with all relevant conditions of site plan approval and to the satisfaction of Building Department permit review requirements.



## **5. DOCUMENT SUBMISSION REQUIREMENTS**

*PLANS AND DRAWINGS REQUIRED (METRIC MEASUREMENTS ARE REQUIRED)*

### **1. Twenty-four (24) copies of the TOPOGRAPHIC and SURVEY DRAWINGS**

The following information is to be included and clearly labeled on the survey plans:

- the lot number, concession, and where applicable, registered plan number, and lot or block number;
- the lot area in metric measure;
- geodetic bench marks; dimensions of all property boundaries, and existing grade contours;
- existing and required easements and width of road rights-of-way abutting the site;
- location of existing utility poles, storm and sanitary sewers, watermains and hydrants, driveways, sidewalks, and curbs; and
- location of all watercourses on or abutting the site.
- Topographic and survey drawings to be completed by a licensed Ontario Land Surveyor.

### **2. Twenty-four (24) copies of the SITE PLAN**

The following information must be noted on site plans:

- a key plan and north arrow on the top right hand corner which should show the relationship of the proposal to the surrounding buildings, roads, and natural features. The context plan should indicate clearly the subject proposal in context with the immediate neighbourhood or abutting properties and the development on the abutting property.
- present zoning, current and proposed uses
- all property boundaries and their dimensions, abutting roads and associated driveways;
- dwelling depth, garage floor area and garage projections measurements where applicable.
- front, rear, and side yard building setbacks;
- all proposed developments, including all buildings, roof and upper storey projections, finished first floor building elevations, vehicular and pedestrian areas, parking layout, loading areas, fire routes, access and parking for disabled;
- established grade;
- preliminary grading and drainage proposals, location of proposed catchbasins, direction of drainage flow, elevation of the centre line of abutting roads,
- elevations at the base of existing trees to be retained;
- location and screening details of refuse containers;
- location of roof top mechanical units and proposed methods of screening;
- all easements and rights-of-way that are on the property; and
- any required stormwater management controls or facilities.

**NOTE: One (1) coloured site plan for presentation purposes.  
One (1) reduced copy of site plan measuring 8½" x 11".**

3. Twenty-four (24) copies of **BUILDING ELEVATIONS AND STREETScape PLANS**

The front, side and rear elevations to include:

- the architectural treatment of the elevations;
- all the building materials to be used;
- the relationship of the proposed building to adjacent buildings and spaces including height and other relevant dimensions;
- in the case of multiple building developments or when dealing with large scale sites, a streetscape elevation of the abutting public streetscape should also be provided;
- building elevations to be stamped by a registered member of the Ontario Architect Association (OAA)

**NOTE: One (1) coloured elevation plan for presentation purposes.  
One (1) reduced copy of elevation plan measuring 8½" x 11".**

4. Twenty-four (24) copies of the **LANDSCAPE PLAN**

The landscape plan to show the following:

- location of all proposed plant material, planting beds, and sodded areas,
- location of existing vegetation to be retained or removed,
- location and type of protection measures for vegetation to be retained
- a plant list showing index, type, size, quantity, etc.,
- location of all buildings, hard surfaced areas (e.g. driveways, walkways, parking areas, etc.),
- location, height, and material of all fences, screen walls and retaining walls, and lighting facilities,
- proposed grades, finished first floor elevations and elevations at the base of trees to remain,
- location and treatment of garbage collection facilities,
- landscape plans to be stamped by a registered member of the Ontario Association of Landscape Architects.

**NOTE: One (1) coloured landscape plan for presentation purposes.  
One (1) reduced copy of landscape plan measuring 8½" x 11".**

5. Four (4) copies of the **FLOOR PLAN**

The floor plans are to show the following:

- the use of each room in the building;
- the location of all doors and windows;
- the elevation of the ground floor and basement floor;
- a roof plan showing all roof top equipment to be provided for each building and how this roof top mechanical equipment is to be screened from public view;
- for underground or structural parking, a parking plan.

6. **Stormwater Management Report/Plan.**

This is required on most industrial/commercial and large residential sites. For more information, please contact the Development Services Section of the Planning Services Department at (905) 845-6601 in order to obtain the current status of the lands to be developed.

7. Three (3) copies of the *Tree Inventory/Survey*

- a) The following information is to be included on the survey of the property:
- the location of all trees on the site
  - the location of all trees on the road allowance adjacent to the site
  - the location of all trees on adjacent properties if the dripline of the tree extends into the subject site
- b) Where there are trees identified in accordance with the requirement in paragraph a) above, provide a tree report prepared by a certified arborist indicating the tree species, size, health, and an assessment of the impact of the proposal and site servicing on the existing trees.
- c) On the drawings which show site servicing (i.e. grading, drainage, utilities and driveway locations), all trees shown in accordance with paragraph a, shall be shown with all relevant servicing information. The final site servicing plan shall be reviewed in relation to the existing trees and, if acceptable, be certified by an arborist.

**PLEASE NOTE THAT APPLICATIONS WILL NOT BE PROCESSED IF THE ABOVE NOTED DRAWINGS AND INFORMATION ARE NOT PROVIDED.**

## **6. ZONING INFORMATION - BUILDING DEPARTMENT**

### **FOR SITE PLAN APPLICATIONS INVOLVING RESIDENTIAL USES**

THE FOLLOWING INFORMATION MUST BE SHOWN OR NOTED ON SITE PLANS SUBMITTED

1. Lot Area
2. Lot frontage
3. Lot coverage
4. Building Height - To mid-point of roof as measured from established grade
5. Floor area
6. Front, rear and side yard setbacks
7. Established grade - Grade at centre point of front lot line
8. Dwelling depth
9. Garage floor area
10. Garage projection
11. Number of parking spaces required
12. Number of parking spaces provided
13. Number of dwelling units
14. Chimney, deck and eave projections

### **FOR SITE PLAN APPLICATIONS INVOLVING USES OTHER THAN RESIDENTIAL**

**IN ADDITION TO THE ABOVE-NOTED INFORMATION,** THE FOLLOWING INFORMATION MUST BE SHOWN OR NOTED ON ALL SITE PLANS SUBMITTED

1. Abutting land use
2. Garbage containment
3. Aisle width
4. Typical parking space and designated parking space size
5. Landscape area (noted according to by-law requirements)
6. Existing use
7. Proposed use
8. Gross floor area
9. Leaseable floor area
10. Number of storeys
11. Proposed ownership (Condo/Free-Hold/Severance)

ADDITIONAL INFORMATION MAY BE REQUIRED

**NOTE:** IF THE ABOVE INFORMATION IS **NOT** SUPPLIED, THE ZONING STAFF WILL **NOT** BE ABLE TO REVIEW THE SITE PLAN APPLICATION OR THE BUILDING PERMIT APPLICATION. ALL INFORMATION NOTED ON THE SITE PLAN MUST BE LISTED ACCORDING TO BY-LAW REQUIREMENTS.

## **7. WASTE COLLECTION**

The Regional Municipality of Halton has responsibility for collection of garbage and recyclables within the Town of Oakville.

To determine whether the proposal qualifies for municipal collection the applicant should review the following document **Garbage and Recycling Collection Guidelines for Site Plan Approvals of Industrial, Commercial, Institutional and Residential Developments**.

**NOTE:** Applicants should contact Halton Public Works directly at 825-6030 to determine the standards and requirements for garbage collection and recycling programs.

## **8. GARBAGE ENCLOSURES - INDUSTRIAL, COMMERCIAL, INSTITUTIONAL AND MULTI-UNIT RESIDENTIAL DEVELOPMENTS**

Drawings are to be submitted which show the location and truck access movements for external garbage containers. The plans are to include a detailed method of screening all external garbage containers including garbage compactors and recycling bins. The enclosures are to be consistent with the following guidelines:

- Screening structures are to be of sufficient height and width to provide a complete enclosure that eliminates any view of the external garbage container.
- Painting of garbage container units is not an acceptable means of providing the required screen.
- Materials used are to be compatible with the building. For example, if siding is used, it is to match the type and colour used on the building structure. Wood screening structures are to be of pressure treated wood with galvanized hardware and are to be painted to blend in with the colour of the building. Open wood lattice screens would not be acceptable.
- Depending on the type of building, it is recommended that consideration be given to designing the screening structure to form an architectural feature of the building.

Numerous types of screening structures can be implemented and their design will be influenced by the type of building and the materials and colours used. The design may vary with the architectural design of each building. The structures are to match and blend in with the architectural components and colour of the building.

As part of the clearance of Site Plan Conditions of Approval Section 9, Security Requirements, outlines the requirements of providing securities in an amount sufficient to cover the cost to install the approved screen(s).

**NOTE:** The applicant is advised to contact the Zoning Section to ensure the external garbage containers are permitted. Some zones as well as certain site specific by-laws do not permit any external garbage containers on a site.

## **9. SECURITY REQUIREMENTS**

As a condition of most Site Plan Approvals, the applicant is required to provide securities to the Town to ensure the proper and timely completion of the approved works including all landscaping, asphalt paving and curbing, garbage enclosure screening, roof-top mechanical screening, stormwater management facilities and restoration of any disturbed areas on Town property.

The requirement for security deposits for detached and semi-detached residential developments relates primarily to tree preservation and Parks and Recreation Department concerns will be evaluated on a site specific basis by the Planning Services Department prior to the issuance of Site Plan approval.

The amount of the securities required is determined from a detailed cost estimate for the site works, listing items, quantities, units costs and total costs. (Refer to the attached Security Calculation Form). The cost estimate is to be prepared by the applicant and submitted to the Planning Services Department for approval.

Upon approval of the Security Estimate by the Urban Designer, the applicant will be required to provide securities in the amount of the approved estimate and in one of the following two forms:

- (i) a cash deposit, in the amount of 100% of the approved security value, with the Town, or
- (ii) an irrevocable letter of credit for one year, from one of the Chartered Banks listed and in a form as prescribed and payable to the Town at any time or in part from time to time, upon the certificate of the Director of Planning Services that the Owner is in default under the Site Plan Approval.

Security for performance provided under this section will be released when the work is completed to the satisfaction of the Town. Upon completion of the required works, 15% of the original amount of securities will be retained for a period of one year for the purpose of ensuring the continued compliance with the condition of Site Plan Approval.

If any or all of the required works have not been completed within two years of the commencement of construction on the site, the Town may, after due notice, proceed to have the outstanding works completed and use the posted securities to pay for this work.



**LETTER OF CREDIT FORMAT**

Letter of Credit No.: \_\_\_\_\_  
Total Amount: \_\_\_\_\_  
Date: \_\_\_\_\_  
Branch: (Address of Bank) \_\_\_\_\_  
Customer: (Name of Developer) \_\_\_\_\_

**To: The Corporation of the Town of Oakville**

**UNCONDITIONAL IRREVOCABLE LETTER OF CREDIT**

We hereby authorize you to draw on \_\_\_\_\_ (Name of Bank and Address) for account of our customer, (Name of Developer) \_\_\_\_\_ up to an aggregate amount of \_\_\_\_\_ (Amount of Letter of Credit) xx/100 (\$ \_\_\_\_\_) Dollars available by drafts at sight as follows:

Pursuant to the request of our customer, the said \_\_\_\_\_ (Name of Developer) We, \_\_\_\_\_ (Name of Bank) hereby establish and give to you this Unconditional Irrevocable Letter of Credit in your favour in the total amount of \_\_\_\_\_ (Amount of Letter of Credit) xx/100 (\$ \_\_\_\_\_) Dollars which may be drawn on 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 inquiring 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 \_\_\_\_\_ (Name of Bank and Address) at such time as a written demand for payment is made upon us a certificate signed by your Director of Finance and Treasurer or Assistant Director, Finance and Deputy Treasurer, agreeing and/or confirming that monies drawn pursuant to this Letter of Credit are to be used in connection with the obligations as provided for in the Site Plan Agreement between \_\_\_\_\_ (Name of Developer) and the Corporation of the Town of Oakville.

It is understood and agreed that the obligation of the undersigned under the Letter of Credit is an obligation to pay money only and that in no circumstances shall the undersigned be obliged to perform or cause to perform any of our customers actual obligations to you.

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

This Letter of Credit will continue up to \_\_\_\_\_ (Date of Expiry) and will expire at the close of business on that date and you may call for payment of the full amount outstanding under this Letter of Credit at any time prior to the close of business on that date should this Letter of Credit not be renewed.

We agree to advise the Town Treasurer by registered mail, on or before 30 days prior to \_\_\_\_\_ (Expiry Date) as to whether this Letter of Credit has been or will be renewed by us and if we fail to do so, then this Letter of Credit shall be deemed to be automatically renewed for a further year and so on from year to year thereafter.

Partial drawings are permitted.

Drafts must be drawn and negotiated not later than close of business on the expiry date or renewed expiry date hereunder as the case may be.

The Drafts drawn under this Letter of Credit are to be endorsed hereon and shall state on their face that they are drawn under \_\_\_\_\_ (Name of Bank and Address) Letter of Credit (No. \_\_\_\_\_) dated \_\_\_\_\_ (Date of Letter of Credit).

\_\_\_\_\_  
(AUTHORIZED SIGNING OFFICER(S) OF BANK)

**LIST OF BANKS CURRENTLY ACCEPTABLE FOR  
ISSUANCE OF LETTERS OF CREDIT FOR SECURITIES**

ACCEPTABLE

*as of January 16, 2003*

ABN AMRO
BNP CANADA
BANK OF AMERICA CANADA
BANK OF MONTREAL
BANK OF NOVA SCOTIA
CIBC
CITIBANK CANADA
COMERICA
CREDIT SUISSE FIRST BOSTON CANADA
DEUTSCHE BANK CANADA
HSBC BANK OF CANADA
JP MORGAN CHASE
MELLON BANK OF CANADA
RABO BANK
ROYAL BANK CANADA
SOCIÉTÉ GÉNÉRAL CANADA
TORONTO DOMINION BANK
UNION BANK SWITZERLAND

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**THIS LIST IS SUBJECT TO CHANGE WITHOUT NOTICE  
APPLICANT IS REQUIRED TO CONTACT THE TOWN FINANCE DEPARTMENT  
TO ENSURE THAT THE CHOSEN FINANCIAL INSTITUTION IS CURRENTLY  
ACCEPTABLE**

**NOTE:** TRUST COMPANIES AND CREDIT UNIONS DO NOT QUALIFY FOR  
ACCEPTANCE OF LETTERS OF CREDIT

**SECURITY CALCULATION FORM**  
**FOR SITE PLAN APPROVALS**

**Project Name and Address** \_\_\_\_\_

**Site Plan No.** \_\_\_\_\_ **S.P.** \_\_\_\_\_

**Prepared by:** \_\_\_\_\_

Item	Qty.	Unit	Unit Cost	Extension	Total
1. <u>LANDSCAPING</u>					
a) Grading	_____	_____	_____	_____	
b) Sodding	_____	_____	_____	_____	
c) Seeding	_____	_____	_____	_____	
d) Deciduous Trees	_____	_____	_____	_____	
e) Coniferous Trees	_____	_____	_____	_____	
f) Shrubs	_____	_____	_____	_____	
h) Fencing	_____	_____	_____	_____	
i) Pedestrian Walkways	_____	_____	_____	_____	
j) Retaining Walls	_____	_____	_____	_____	
k) Street Furniture	_____	_____	_____	_____	
l) Playground Equipment	_____	_____	_____	_____	
m) Garbage Enclosure	_____	_____	_____	_____	
n) Tree Protection	_____	_____	_____	_____	
o) Roof Top Mechanical Screening	_____	_____	_____	_____	
SUB TOTAL - LANDSCAPING				=====	
<b>LANDSCAPE SECURITIES - 100% of SUB TOTAL</b>					_____
2. <u>ENGINEERING WORKS AND ALL WORKS CARRIED OUT ON TOWN LANDS</u>					
a) Boulevard Restoration	_____	_____	_____	_____	
b) Road Works	_____	_____	_____	_____	
c) Stormwater Management. Facilities	_____	_____	_____	_____	
d) Hoarding	_____	_____	_____	_____	
SUB TOTAL - ENGINEERING WORKS				=====	
<b>ENGINEERING WORKS SECURITIES - 100% of SUB TOTAL</b>					_____
3. <u>PAVING AND CURBING</u>					
a) Continuous Concrete Curb	_____	_____	_____	_____	
b) Asphalt Paving	_____	_____	_____	_____	
SUB TOTAL - PAVING AND CURBING				=====	
<b>SECURITIES - 100% FIRST \$50,000 of SUB TOTAL</b>					_____
<b>- 50% OF REMAINDER of SUB TOTAL</b>					_____
<b>PAVING &amp; CURBING SECURITIES - SUB TOTAL</b>					_____
<b><u>TOTAL SECURITIES</u></b>					=====

**NOTE:** SITE PLAN SECURITY ESTIMATES SHOULD FOLLOW THIS FORMAT AND BE DIVIDED INTO THE 3 MAIN CATEGORIES

## **10. APPLICATION FOR SITE INSPECTION AND SECURITY REDUCTION**

Site Plan Inspections are carried out upon request and subject to applicable fees at the completion of all site works to ensure compliance with approved Site Plan Drawings. Inspections should be booked to allow at least three weeks for the completion of inspections and subject to time of year and weather conditions. Please obtain a copy of the Site Plan Inspection Request Form or download it from [www.oakville.ca/Media\\_Files/SPIREDUCTIONREQUESTFORM.pdf](http://www.oakville.ca/Media_Files/SPIREDUCTIONREQUESTFORM.pdf) and submit to the Town.

**Contact: Phone (905) 845-6601 ext. 3035 - e:mail [lmccracken@oakville.ca](mailto:lmccracken@oakville.ca)**

Once an applicant has completed all of the works on the approved plans and that were conditions of Site Plan approval, an applicant may request a reduction of the posted securities.

Upon receipt of the written request and the required inspection fees, Planning staff will circulate a request to the appropriate agencies that may have concerns or that had conditions of approval on the subject site. The request for comments includes a deadline for responding to the request.

**Inspections are currently taking 3 – 4 weeks to complete, depending upon weather conditions and the ability for inspection of all site works.**

After the Site Inspection, if no deficiencies are found, Planning staff will forward notification to the applicant indicating that all the works were found to be satisfactory and that 15% of the securities will be held for a one-year period commencing at a given date. A corresponding memo will be forwarded to the Finance Department authorizing a reduction of the securities.

If however deficiencies are found, a notification with a deficiency list will be forwarded to the applicant. Depending on the extent of the deficiencies, there may be a partial reduction allowed. If there is a partial reduction, a memo will be forwarded to the Finance Department authorizing same.

Upon rectification of the listed deficiencies, the applicant is to confirm the deficiencies have been rectified along with the appropriate fees. Staff will circulate the deficiency form to those agencies, which had previously been circulated, to determine whether all of the agency concerns have been satisfied. If there are no further noted deficiencies, then the securities will be reduced to the 15% holdback for the one-year period.

Prior to the expiry of the one-year warranty period, the **applicant/owner** shall contact the Planning Services Department along with the required inspection fee and request staff to inspect the site and, if all of the original conditions of Site Plan approval are still being complied with, the remaining securities will be reduced to zero and the applicant will be notified and a memo will be forwarded to the Finance Department.

# SITE PLAN SECURITY REDUCTION REQUEST

(MARCH 2003)

INSPECTION TYPE	<input type="radio"/> FIRST <input type="radio"/> RE-INSPECTION <input type="radio"/> FINAL	OFFICE USE
PROPERTY ADDRESS		
SITE PLAN FILE NUMBER		
ARCHITECT'S CERTIFICATE OF COMPLETION <sup>1</sup>		
LANDSCAPE ARCHITECT'S CERTIFICATE OF COMPLETION <sup>2</sup>		
ENGINEERS CERTIFICATION OF STORMWATER MANAGEMENT <sup>3</sup>		
ENGINEERS CERTIFICATE OF GRADING COMPLIANCE <sup>4</sup>		
SUBMISSION OF RESPONSE TO ORIGINAL DEFICIENCY FORM <sup>5</sup>		
SUBMISSION OF PRESCRIBED FEE <sup>6</sup>		
SUBMISSION MADE BY:		
CONTACT PERSON:	CONTACT NUMBER:	
SUBMISSION DATE:		

**FOOTNOTES:**

1. AN ARCHITECT'S CERTIFICATE IS REQUIRED TO CONFIRM COMPLIANCE WITH THE APPROVED SITE PLAN ELEVATIONS. ANY CHANGES TO THE APPROVED ELEVATIONS MAY REQUIRE A **MINOR SITE PLAN APPROVAL**.
2. A STAMPED LANDSCAPE ARCHITECT'S CERTIFICATE IS REQUIRED CONFIRMING THAT THE APPROVED WORKS HAVE BEEN COMPLETED AND IF MODIFICATIONS HAVE BEEN UNDERTAKEN DURING THE CONSTRUCTION PROCESS, THAT **AS-BUILT** DRAWINGS BE SUBMITTED FOR REVIEW AND APPROVAL. **MAJOR CHANGES** MAY RESULT IN THE NEED TO OBTAIN AN ADDITIONAL **SITE PLAN APPROVAL**.
3. A **STORMWATER MANAGEMENT CERTIFICATE** IS REQUIRED FOR ALL SITES WHERE A **STORMWATER MANAGEMENT REPORT** WAS REQUIRED AS PART OF THE ORIGINAL APPROVAL.
4. AN **ENGINEER'S GRADING CERTIFICATE** AS WELL AS "**AS-BUILT**" DRAWINGS IS REQUIRED TO CONFIRM THAT SITE WORKS HAVE BEEN COMPLETED IN COMPLIANCE WITH THE APPROVED GRADING PLANS.
5. WHERE THE INSPECTION REQUEST IS A RE-INSPECTION, A RESPONSE TO EACH ITEM OF THE ORIGINAL DEFICIENCY LIST MUST BE PROVIDED.
6. THE CURRENT PRESCRIBED FEE IS **\$200.00**.

**NOTE: FAILURE TO ENSURE ALL REQUESTED MATERIAL IS SUBMITTED AT TIME OF INSPECTION REQUEST MAY RESULT IN DEALYS IN CARRYING OUT THE INSPECTION IN A TIMELY MANNER.**

CONTACT: SITE PLAN INSPECTIONS – (905) 845-6601 EXT. 3035  
 E:MAIL – [lmccraken@oakville.ca](mailto:lmccraken@oakville.ca)  
 FAX: (909) 338-4414

## **11. ROOF TOP MECHANICAL EQUIPMENT SCREENING GUIDELINES**

Drawings are to be submitted which show a detailed method of screening roof top mechanical equipment consistent with the following guidelines:

- Screening structures are to be of sufficient height and width to provide a complete enclosure that eliminates any view of the roof top mechanical equipment from ground level areas.
- Painting of the roof top mechanical units is an unacceptable means of providing the required screen.
- Materials used are to be compatible with the building. For example, if siding is used, it is to match the type and colour used on the building structure. Wood screening structures are to be of pressure treated wood with galvanized hardware and are to be painted to blend in with the colour of the building. Open wood lattice screens would not be acceptable.
- Depending on the type of building, it is recommended that consideration be given to designing the screening structure to form an architectural feature of the building.

Numerous types of screening structures can be implemented and their design will be influenced by the type of building and the materials and colours used. The design may vary with the architectural design of each building. The structures are to match and blend in with the architectural components and colour of the building. The current procedure of requiring the details of roof top mechanical equipment screening to be approved by staff prior to the building permit issuance will ensure this matter is properly addressed.

Where the screening of the roof top mechanical units is provided by an 'add-on' type structure, as part of the Security Calculation Form outlined in Section 9 Security Requirements, the applicant will be required to provide securities in an amount sufficient to cover the cost to install the approved screen(s).

## **12. SIGNAGE STANDARDS FOR DISABLED PERSON PARKING**

In preparing site plans, the applicant and his consultant should make themselves aware of the Zoning By-law requirements for provision of disabled person parking spaces and the minimum size for these spaces.

In providing disabled person parking, the location of the spaces should provide ease of access to ramps and building entrances.

The Provincially regulated sign is required to be installed, one per designated space, in order that enforcement can occur. Required designated signage that is not in place may require a security holdback until installation.

Signs can be purchased through the Department of Public Works, Parking Operations Section.

## **13. SIGNAGE STANDARDS FOR FIRE ROUTE DESIGNATION**

In preparing site plans, the applicant and his consultant should be aware of the by-law requirements for signing of Fire Routes and the minimum size and setbacks that Fire Routes are required to meet.

The conditions of site plan approval may require the applicant to apply for inclusion of the designated fire route on the Town's standard Fire Route By-law 1981-66. This application may be made at the Fire Department.

The Town has standard signs for designating fire routes which are available from the Public Works Department. These signs are to be in place prior to release of securities.

## **14. SITE PLAN AGREEMENTS**

As a condition of some Site Plan Approvals, including those properties where Stormwater Management facilities are required or in those situation where future conditions are required to be met, the applicant may be required to enter into a Site Plan Agreement prior to the release of a Building Permit. A Site Plan Agreement is an agreement between the Owner and the Town of Oakville and/or Region of Halton, as applicable, which requires the Owner to agree to a number of conditions and which is registered on title against the property.

Council have approved two standard Site Plan Agreements that authorize the Mayor and Clerk to sign the agreement without the agreement being presented to Council. If a Site Plan Agreement is a condition of Site Plan Approval, the applicant can obtain a copy of the standard agreement from Planning Services to determine whether they are willing to use the standard agreement or whether they wish to have clauses or conditions altered. The applicant should be aware that if the standard Site Plan Agreement is not used, there may be a time delay in having the agreement executed and registered on title as staff are then required to place the agreement along with a staff report on a future Planning & Development Council agenda.

For Town staff to prepare a Site Plan Agreement, the following items will be required:

- full legal name of Owner of the property,
- names and titles of two signing officers,
- a recent title search and sub-search,
- legal description of the subject property,
- partial discharge of any mortgages against any parcels which are being conveyed to the Town as part of the agreement,
- estimate of value of any securities to be posted,
- postponement of any encumbrances registered against the property including any mortgages, leases, etc.

## **15. DEVELOPMENT CHARGES**

Contact the Town of Oakville Finance Department to obtain the most current Development Charges information.



## **16. URBAN DESIGN AWARDS - 2004**

Oakville is committed to recognizing and promoting good urban design. Consistent with this objective, a juried urban design competition was held in the fall of 2004. The Town received 42 submissions and on November 17, 2004, an awards ceremony took place to honour 13 projects.

The 2004 Urban Design Awards Program will commence with a "Call for Entries" in August 2006 whereby the Town will request projects be submitted for consideration by the Jury Panel. The deadline for submission of entries will be in October 2006, with the Awards Ceremony being held in November 2006.

Various types of development completed prior to October 1, 2006 are eligible including: residential, commercial, industrial, mixed use, institutional, street improvements, recreational, open space, historic preservation, public utilities.

All owners, developers and design professionals are encouraged to actively participate in this urban design competition.

For further information on all previous Urban Design Awards visit our web site at [http://www.oakville.ca/Business/bus\\_11207.htm](http://www.oakville.ca/Business/bus_11207.htm).

The *Oakville Urban Design Awards: 2004 Competition* was sponsored by

**Macaulay Shiomi Howson Ltd.;**  
**Salmona Tregunno;**  
**Hicks-Pettes Architects Inc.; and**  
**Nuba Heights Investments Ltd.**