

THE CORPORATION OF THE TOWN OF
PENETANGUISHENE

SITE PLAN DESIGN GUIDELINES



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1.0 SITE PLAN PROCESS

All residential types, industrial, commercial, and institutional developments, and renovations, additions, parking lots and patios, are subject to review by the Town's staff in reference to the Site Plan Control By-law, and approval by the Municipality. Municipal approval is by Council if undelegated, and by the Director of Planning or designate, if delegated. Delegated authority is set out under Subsection (13) of Section 41 of the Planning Act, 1990, as amended from time to time.

1.1 PRE-APPLICATION MEETING REQUEST

1.1.1 Purpose

All Site Plan Applications must first go through the "Pre-Application Meeting Request" process, prior to submitting for an application. The purpose of the Pre-Application Meeting request as stated by the Pre-Consultation By-law, is to allow Planning Staff to review the proposal and determine the appropriate drawings and documents the proposal will require.

Staff will not consider Applications which contravene Town Policy or Zoning By-laws or do not contain required information. Any items requiring minor variances from the Committee of Adjustment must be resolved during site plan processing.

1.1.2 How to Request a Pre-application Meeting

Ensure that the Town's Pre-consultation form has been completed prior to submitting request for meeting. All questions during the Site Plan Process can be directed to the Planner on your file.

Pre-Consultation Form Link:

<https://penetanguishene.civicweb.net/filepro/documents/300757/?preview=301110>

1.1.3 Timing

A Pre-Application Meeting request information will be reviewed, and a meeting scheduled approximately 7 business days of receiving the request.

1.1.4 Fee Schedule

Application fees are updated from time to time, following Council approval. Please consult with staff for current application fees payable upon application submission. As per Council policy, there are no exemptions and no refunds.

1.2 APPLICATION REVIEW

After the Submission of all required information and plans identified in the pre-application meeting, along with the fees, and signed Application Form, the application will be circulated for review by the Technical Review Committee.

1.2.1 Department Circulation

The Planner will determine which departments and agencies the Site Plan Application is circulated to for comments. Each department will review the application and provide comments/approval.

1.2.2 Department Comments

All internal departments and external agencies circulated will compile a list of comments which the Town Staff will release to the applicant. Comments are received in the form of mark-ups on the drawings and checklists.

It is the responsibility of the Applicant to address each of the mark-ups/comments indicated. In addition, the applicant will indicate how each item has been addressed on a Checklist Matrix when completing their task.

1.2.3 Timing

Unless otherwise noted in the conditions of approval, Site Plan Approval expires two (2) years from the date of either delegated or Council approval. Extensions to the time limit may be requested prior to expiry.

A letter and applicable fee are required to request an extension, explaining the delay and expectation of development. The Planning and Development Department will circulate the appropriate departments and agencies to determine if there are any objections, or if any of the plans or conditions of the original approval require modification or additions to reflect current requirements.

Extensions are granted for a two-year period unless otherwise warranted.

1.3 APPLICATION APPROVAL

Once staff is satisfied with the Applicants' comments response and updated drawings, site plan approval will be issued.

Site Plan Approval form link:

<https://penetanguishene.civicweb.net/filepro/documents/300757/?preview=312392>

1.3.1 Revisions to Approved Site Plans

Any revisions to the approved works must be approved by the Town, which may require a revised Site Plan submission or an As-Built Landscape Drawing.

1.3.2 Completion of Works and Inspections

Upon completion of all site works, including construction, landscaping, sodding, and paving, a site inspection will be completed. Securities will be returned to the owner after the inspection and approval of the built site works.

The Owner has 18 months to complete the Site Works from the date of Site Plan Approval. After this time, the Town may draw upon the securities to complete the site works.

2.0 SITE PLAN SUBMISSION REQUIREMENTS

2.1 Design Standards

All Engineering Drawings shall be prepared in accordance with the Town of Penetanguishene Land Development Policy. All required plans should be consistent with and include the following information:

- A consistent and appropriate scale with a key plan and north arrow
- Show building locations, including entrances.
- All proposed structures (retaining walls, accessory buildings)
- All plan views shall show street names outside of the right-of-way lines.
- Line work on drawings shall be such as to differentiate between existing and new construction features. Similarly, differentiation between existing and new contour lines shall be evident in the line work.
- Lettering for labeling of existing features, including elevations shall be light weight italic lettering while lettering for new construction and elevations shall be heavier weight vertical lettering.
- Proposed grades (spot elevations)
- Location of services, utilities and easements which are proposed or to remain
- Construction area requirements (area around the proposed buildings required for excavation of foundations and access during construction or areas for stockpiling)
- Environmental Impact Statement (EIS) constraints
- Landscape buffers and areas to conform with the Town's Zoning By-law and any other applicable Town standards.

Site Plan Application approval must also consider the following:

- Urban and landscape design, found within the Town's Community Design Manual
- Sustainable design features that align with the standards outlined in section 3.9.2 of the Town Official Plan.
- Location and design of buildings and structures

3.0 DESIGN GUIDELINES & DRAWING REQUIREMENTS

3.1 Site Plan & Building Statistic Requirements

Typically, the site plan should list the following statistics. Some uses may require other details.

- Zoning, Legal Description, Lot Area, Frontage, Proposed Coverage & Permitted Coverage, Proposed & Permitted Gross Floor Area, Proposed & Required Landscaped Area, Paved Area, Proposed & Required Parking Spaces, Loading Spaces
- Industrial & Commercial Uses: Gross Leasable Area; For Industrial/Employment: F.A.R.
- Residential Uses or Mixed-Use Buildings: units (sizes, number of bedrooms); amenity area & density calculation

3.2 SITE PLAN

A Site Plan submitted for Approval must be prepared stamped and signed by an accredited Architect or Professional Engineer or Landscape Architect. All Standards stated in sections 3.2.2 are compliant with AODA Standards.

3.2.1 Pedestrian Circulation

Indicate all pedestrian circulations on the Site Plan, including walkways, stairs, and ramps. Provide a barrier free pedestrian network throughout the site (refer to Accessibility for Ontarians with Disabilities Act (AODA))

3.2.2 Walkways

Pedestrian walkways must be raised 15 cm from vehicular traffic to provide definition and protection of pedestrian traffic.

Standard minimum width of a pedestrian walkway is 1.5 m. Accessible pedestrian routes must be 1.8 metres in width.

Standard minimum width of a pedestrian walkways adjacent the end of parking spaces is 1.8 m.

Walkways must be a hard surface material other than asphalt.

Pedestrian walkways are to be provided to the following areas:

- Building ingress and egress
- Parking areas
- Municipal sidewalks (including adjacent bus stops)
- Common amenity areas

3.2.3 Accessibility Requirements

Accessible design requires that the building be accessible to persons with disabilities and shall conform to Ontario Building Code, Section 3.8, as amended.

3.3 SERVICING AND GRADING PLAN

3.3.1 Required Details

For all Servicing and Grading Plans, the drawings shall be prepared in accordance with Town of Penetanguishene Land Development Engineering Policy.

The Surveyor must base any topographic surveys on the Town of Penetanguishene benchmarks and not geodetic elevations.

These Plans must identify spot elevations at

- Property boundaries
- Corners of proposed structures including finished floor elevations
- Base of significant vegetation to be preserved.
- The limits of the proposed development

3.3.2 Fire Access Route

Fire and Emergency Services access routes will:

- Provide Fire and Emergency Services Access Route(s) to conform with latest provision of Ontario Building Code (O.B.C.).

3.3.3 Utility Plan

The Utility Plan must illustrate:

- Existing & proposed catch basins, servicing pipe sizes, invert elevations and slopes, top & invert elevations for catch basins & manholes, lateral invert elevations at storm main; existing & proposed underground storm, water & sanitary lines connection from the building to street.
- Closest municipal hydrant and any private fire hydrants and underground fire mains, standpipe/sprinkler Siamese connection's location
- The limits of the development application, street line, abutting municipal boulevards, curb line, sidewalk, splash pad, street names, existing above and below ground utilities/services.
- All relevant dimensions and offsets from the property line
- Identify all existing easements with the associated registration number.
- Alignment with Landscape Plan to ensure no conflicts.

3.4 ARCHITECTURAL PLANS

Architectural plans submitted for approval shall be prepared by an architect, engineer, or qualified draftsman.

3.4.1 Floor Plans

Floor plan drawings should illustrate the following:

- Dimensions
- Label use of spaces
- Access points to building.
- Roof Plan

3.4.2 Elevation Drawings

- All elevations shall be to Geodetic reference; clearly differentiate between existing elevations and new design elevations.
- Label building materials and colors (e.g. architectural block and type, brick, aluminum siding)
- Show location of doors, windows, loading areas, wall signs/bands, air conditioning, exhaust vents, roof top mechanical equipment (type and height and screening to be noted), wall lighting.

3.5 LANDSCAPE PLAN

It is recommended that a Landscape Architect prepare the Landscape Plans for all Developments. All Landscape Plans are to be prepared in accordance with the Town's Tree Protection By-law and Tree Planting Guidelines.

3.5.1 Required Details

Landscape drawings must include:

- Ontario Association of Landscape Architects Professional stamp
- Owner's Note
- Owner's name & telephone #, project name, date, municipal address, bearings, and dimensions
- All bearings and dimensions of the property
- Adjacent land use zoning
- Location of parking spaces, aisles, loading spaces and location and type of curbing
- Pedestrian and Vehicular circulation
- Driveways, parking, walkways, etc.
- Existing and proposed trees and vegetation
- Fencing and Garbage storage
- Location of all street furniture, lighting, and bicycle racks

3.5.2 Landscape Design Standards

Applicants are encouraged to work with their consultants to provide innovative or alternative designs that address the criteria outlined in the General Principles.

3.4.3 Sustainability and Low Impact Development Techniques

The Town encourages sustainable development to reduce Building and Development impacts on environment, communities, and people. Such measures may include enhanced stormwater management design by maximizing the natural infiltration and retention of rainwater through site development. Consider permeable pavement, rainwater harvesting, bioretention systems, green roofs and other technologies aimed at enhanced short- and long-term environmental goals and objectives. Indicate in the covering letter how sustainable stormwater management has been addressed through the current proposal. Refer to section 3.9.2 of the town Official Plan for site design and building standards and the following website for more information:

www.sustainabletechnologies.ca

3.4.4 Streetscape Criteria

Where it has been determined that streetscape plans will be required within the municipal boulevard, the Applicant must provide a concept proposal for the works, a utility plan that identifies that the intended works can be completed and a cost estimate for the proposal. Streetscape plans will be reviewed by the Planning and Development, the Recreation & Community Services, and the Public Works Departments. Once the proposal and estimates are approved, securities must be provided to the Public Works Department who will schedule the streetscape works.

3.4.5 Design of Traffic Islands / Walkways / Stairs

Traffic islands are to be a minimum of 3 metre wide to accommodate high branching deciduous trees and 0.8 m shorter than the length of the parking stalls. The islands are to be raised and designed to include low maintenance and salt tolerant plant material. Any hard surface paving utilized for islands are to be of a material other than asphalt.

Surfaces for all walkways are to be of a hard surface other than asphalt, with the exception of park path connections.

Exterior stairs are to be poured in place if more than 2 risers high.

3.4.6 Plant Material Specifications

Refer to the Tree protection By-law for minimum acceptable sizes for plant materials.

Note:

- All plant material to conform to the Canadian Nursery Trades Association Metric Guide Specifications and Standards
- All sod is to conform to the Canadian Nursery Sod Growers' Specifications
- No planting will be permitted within a drainage swale
- All shrubs to be installed in continuous planting beds
- All grassed areas are to be sodded, unless otherwise agreed to by the Planning and Development Department

3.4.6.1 Perimeter Tree Planting Requirements

Minimum on Centre Spacing (in metres) internal to the site						
Proposed Land Use	Commercial	Employment/ Office	Institutional	Residential	Municipal Street	Greenbelt and Park
Commercial	12	9	9	6	7.5	9
Institutional	9	9	9	6	7.5	9
Residential	6	6	6	6	7.5*	9
Municipal Street	7.5	7.5	7.5	7.5*	N/A	N/A
Greenbelt and Park	9	9	9	9	N/A	N/A

Note: The requirements of this chart are in addition to any landscape screening requirements.

It is acceptable to provide an equivalent number of trees (based on the spacing formula) in groupings along the property line.

Quantities calculated are to be high branching deciduous trees with an additional

minimum 10% to be coniferous trees.)

Common Element Townhouses and On-Street Townhouses require one tree per lot (space permitting) along the street.

The use of small ornamental trees is encouraged to compliment the streetscape, where space is restricted

3.4.7 Landscape Screening Criteria

Landscape screening and/or fencing is required to reduce the impact of exposed parking, driveways, storage, services, garbage, loading areas, and other noncompatible uses and is to be provided in addition to perimeter tree planting requirements. This shall consist of one or a combination of the following alternatives:

- Berming (1 m high minimum with a maximum 33% slope) and planting consisting of shrubs and coniferous planting;
- Planting consisting of shrubs and trees with 50% being coniferous planting;
- Low decorative screen walls (1 m high); and,
- Other site specific methods appropriate to the application
- Planting to conform to the Tree Planting Guidelines 3.4.6 and 3.4.6.1

3.4.7.1 Garbage Enclosures

Garbage enclosures are required for external garbage storage areas.

The design of garbage enclosures is to be of a material similar to that of the main building (e.g. masonry). Enclosures will be a minimum 2 m high with swinging gates.

Collection areas are to be adequately screened by planting and fencing.

Free Standing wooden garbage enclosures are not permitted.

3.4.8 Fencing Requirements

Types of fencing will be reviewed on their own merit on a Site-by-Site basis. For all fencing requirements adjacent to Parkland and open space, please reference the Town fencing By-law and Policies.

3.4.8.1 Solid Wood Screen Fencing

Solid fencing requirements:

- Height is to be 1.8 m to 2.0 m
- Footings minimum 1.2 m deep in poured concrete
- Posts spacing maximum 2.4 m on centre
- Construction grade wood material is not acceptable
- All hardware to be galvanized
- Step fencing on slopes in 0.3 m increments

Acceptable details must be provided upon request, but alternatives for all types of fencing will be reviewed.

3.4.8.2 Heavy Construction Fencing

Heavy construction fencing is used to separate residential development from commercial or industrial development. This fencing is an upgrade to the solid wood screen fence. The following standards apply:

- Minimum post size 150 mm x 150 mm
- Minimum section thickness 50 mm
- Heavy construction fencing also take the form of concrete or masonry acoustical walls, where applicable
- Locate 0.3 m within commercial property from adjacent residential use

3.4.8.3 Chain link Fencing

Black vinyl coated chain link fence is required for areas not secured through Plan of Subdivision. Please reference the Parks & Facilities' fencing details

3.4.8.4 Perimeter Fencing

Fencing that abuts municipal roadways require an upgraded treatment (eg. decorative tubular fencing with plant material, masonry pillars, upgraded wood detailing) and must be located 0.3 m within the property line.

3.4.8.5 Acoustic (Noise) Walls and Fences

The acoustical design and structure of the acoustical walls are to be designed by the Consulting Engineer and reviewed and approved by the Planning and Development, the Recreation & Community Services, and the Public Works Department.

3.4.9 Multiple Residential Development

Landscape screening is required for:

- privacy areas adjacent to pedestrian walkways, internal roadways, recreational amenities and service areas
- the rear yard setbacks between privacy areas of townhouse blocks
- special landscape treatment, including trees, is required at the intersections of municipal and internal roadways; along the internal roads, and between internal roadways and public roads where they are parallel.
- ground floor amenity spaces
- A minimum of one tree per lot (space permitting) is to be provided along all internal / private roads. The use of a variety of High Branching Deciduous and Small Ornamental Trees is encouraged to compliment the streetscape.

3.4.9.1 Private Patio Areas (Multiple Residential Developments)

All ground level privacy areas must include a patio area and the proposed materials are to be specified and detailed.

3.4.9.1.1 Commercial Patios

Subject to separate approvals by Town. Design shall give specific consideration to pedestrian access and circulation.

3.4.9.2 Front Entrance Walkways

Front entrance walks are required from the driveways to the front entrances of the units. The standard width of a front entrance walk is 0.75 m minimum and should be of a hard surface material other than asphalt.

3.4.9.3 Privacy Screens

Privacy screens a minimum of 1.8 m high wood screen fence is required between the rear privacy areas of the units. The standard length of the screens is 3 m minimum between privacy areas and 4.5 m minimum at the ends of the townhouse blocks.

3.4.9.4 Mechanical Units

Mechanical units such as air conditioners and heat pumps should be located at the rear of units and must not be within landscape or buffer areas.

3.4.10 Outdoor Amenity Area Design

Children's and senior's recreational facilities are to be identified, located and fully dimensioned on the Site Plan. The recreational facilities should be screened from adjacent units, privacy areas of adjacent properties, roadways, parking and service areas while providing adequate security and safety. Pedestrian Access connections are to be provided to the recreational facilities.

3.4.10.1 Children's Outdoor Amenity Areas

Play areas must comply with current Canadian Standards Association (CSA) and are requirements for all multiple residential dwellings over 20 units.

See reference note at link provided. Outdoor Amenity Areas

<https://www.csagroup.org/standards/>

3.4.10.2 Senior's Outdoor Amenity Areas

Senior's outdoor amenity areas shall provide a range of passive and active experiences to offer opportunities for socialization.

3.5 TREE INVENTORY AND PRESERVATION PLAN

3.5.1 Environmental Impact Study

The purpose of an Environmental Impact Study (EIS) is to determine the impact of the proposed development on the existing site conditions and the surrounding area and recommend ways to minimize environmental impacts. The Applicant will be advised at the Pre-Application meeting if an EIS is required, after which they will work with Town Staff to prepare an acceptable Terms of Reference to scope the EIS.

3.5.2 Hoarding Details

Framed Hoarding is temporary fencing, to be in place around existing trees to be preserved for the duration of construction.

3.5.3 Tree Replacement Requirements

All Tree Replacement and Compensation requirements shall conform with The Corporation of the Town of Penetanguishene Tree By-Law Number xxxx-xx

The By-law prohibits the injuring or destruction of trees within the Town of Penetanguishene.

Refer to Section 3.4.6 for Tree Planting Guidelines.

3.5.4 Tree Saving Policy

A Tree Inventory and Preservation Plan may be required for Site Plan Approval. The Tree Inventory and Preservation Plan illustrate all existing trees and vegetation on site. It includes an overlay of the proposed development and indicates trees and vegetation to be preserved and removed.

The Tree Inventory and Preservation Plan, including the Arborist Report shall include the following information:

- Property Owner(s) and Applicant's name, address, phone number and email
- The certified Landscape Architect's information for the Tree Inventory and Preservation Plan

- The Certified Arborist's information including supporting development Application File Number
- Identify all trees 10 cm DBH and Larger

3.6 SURVEY PLAN

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The Applicant must submit a stamped and signed Survey by an Ontario Land Surveyor, or alternatively, an O.L.S. stamp and signature on a Site Plan prepared by an Architect or Engineer.

The Survey must illustrate:

- Legal Description: Lot Number and Concession; Registered Plan Number and Lot or Block Number
- The lot area in metric measure
- All existing structures, topographical features (ie: swales, top of bank)
- Geodetic benchmarks, property boundaries and bearings, dimensions, stakes, existing easements

3.7 MISCELLANEOUS REQUIREMENTS

3.7.1 Lighting Plan

- Engineer Certified Lighting Plans are required for the exterior lighting on a Property for all Site Plan Applications and should be in accordance with the requirements set out by the Town. All lighting plans are to comply with the applicable ANSI/IES standards.

The Engineer Certified Lighting Plan must illustrate:

- The location, number, type, position, elevation and mounting height of all exterior light fixtures including exterior lighting on timers
- Street lighting to be fully cut-off and dark sky compliant. The specific lumens and manufacturer's data sheets shall be included here.
- The Engineer certified Lighting Plan must conform to the Site Plan

3.7.2 Waste Management

Indicate and dimension the location of interior and/or exterior garbage, recycling and composting storage and handling facilities.

Indicate if there will be private or municipal garbage pick-up.

3.7.3 Parkland and Trail Standards

- The location and size of the Parkland dedication shall be determined in consultation with town staff. The Parkland By-law governs any matter pertaining to this topic.