



SITE PLAN CONTROL APPLICATION SUBMISSION CHECKLIST

- ☐ **Pre-Consultation Meeting**
- ☐ **City of Welland Application Fee**
- ☐ **Region of Niagara Review Fee**
- ☐ **NPCA Review Fee**
- ☐ **Completed Application Form**
- ☐ **Ten (10) copies of all required development plans based upon an actual survey of the property by an Ontario Land Surveyor, bound in rolled sets, including drawing index and final approval stamps. The development plans will consist of the following:**
 - ☐ **Title Sheet**
 - Name and address of the project;
 - City of Welland, Regional Municipality of Niagara;
 - Title Block containing the name and address of the project, drawing name and number, and date;
 - Name of the Consulting Engineer;
 - Key Plan at scale of 1:10,000 indicating the location of the proposed development;
 - Index to each drawing constituting the complete set indicating drawing number, date and title
 - City of Welland final approval stamps.
 - ☐ **General Site Plan**
 - All drawings are to have a title block containing the name and address of the project, the lot and plan number, drawing name and number, scale, date and City of Welland approval stamps. All development plans, excluding building elevation plans, shall be co-ordinated using 1 master plan;
 - Key plan showing site location;
 - Scale;
 - Drawing Sheet Identification (i.e. Sheet 1, 1A, etc.);
 - Property boundaries, bearings and distances including all perimeter dimensions in metric;
 - Adjacent property owned by the Applicant or in which the Applicant has an interest;
 - The location of existing and proposed buildings, including accessory buildings, sheds, etc.;
 - Location or outline of existing buildings on adjacent properties;
 - Location and height of existing and proposed fencing including privacy fencing or screening. All parking stations containing more than four (4) parking spaces abutting a Residential District or building require perimeter fencing in accordance with Section 5.28(e) of Zoning By-law 2667 (as amended). All fencing is also to comply with the City of Welland Fence By-law;
 - Curbing/curve radii at all street access and driveway intersections;
 - Dimension and label all existing and proposed curb cuts and curb depression fills;
 - Building dimensions shall be indicated as “more or less” (+/-);

- Existing and proposed sidewalks including depressions in sidewalks to grade level for barrier-free access;
- Building blocks to be numbered with number of units (i.e. Building No. 2, 4 dwelling units);
- Existing and proposed exterior amenity areas;
- Existing and proposed location of outdoor garbage storage areas screened to City of Welland standards;
- North arrow (the drawing must be oriented to have a vertical north line or as closely as possible);
- On-site lighting;
- Hydro transformers;
- Any existing or proposed 1 foot reserves;
- Any other relevant data (i.e. location of snow piles during winter months);
- Identification of subsequent phases of the project and how services will be provided;
- Net lot area;
- Maximum building coverage;
- Maximum gross floor area of existing and/or proposed building(s) including specific uses by type (i.e. commercial, floor area devoted to public use, residential, warehouse/storage, etc.);
- Maximum building height;
- Maximum number of units, if residential;
- Required and actual number of parking spaces provided – calculations are to be shown indicating parking spaces required based on actual floor area of specific uses;
- Parking station coverage;
- Minimum number of loading spaces;
- Existing and/or proposed zoning;
- Rentable space (for residential apartment buildings);
- Zoning By-law Requirements:
 - Yard dimensions (front, side and rear) for all buildings and structures existing and proposed setbacks are to be shown as actual dimensions from nearest property line to foundation walls;
 - Front, side and rear lot lines (designated);
 - Existing and proposed loading doors and bays, loading areas and intended truck traffic;
 - Existing and proposed roadways, driveways and parking areas with reference to surface treatment (i.e. gravel or asphalt);
 - The Geometric Design Standard for Parking, City of Welland By-law 6246, shall be used in the design of parking facilities for all Site Plan developments;
 - Parking calculations based on use and floor area. All proposed uses to be shown are to be selected from a permitted use list in the application section of the Zoning By-law;
 - Provision for parking for physically challenged persons. Designated barrier-free parking spaces should be located as close as practical to the main building entrance without requiring persons to cross traffic aisles or other parking spaces to access the building. A concrete or equal sidewalk shall be provided from every space to the main building entrance. The required amount of spaces are calculated on the total overall parking for the site;
 - Indicate Zoning of the subject property and abutting/adjacent properties;

- Vegetation not to exceed 0.9 metres in height within a sight triangle or daylighting triangle.

☐ **Landscape Plan**

- Location of all proposed plant material, planting beds and sodded areas, and other surface treatments;
- Location of existing vegetation to be retained or removed;
- Location of traffic signs;
- Plant listing showing index, name, size, quantity, etc.;
- Location of play areas, special activity/amenity areas, pathways, open space areas;
- Existing and proposed fencing;
- North arrow.

☐ **Building Elevations**

- Front, side and rear elevations of a typical building block showing generally the material to be used (i.e. brick, wood, concrete block, precast concrete, stucco, etc.), for information purposes. The materials should be noted on the plan;
- The elevations must be complete in showing windows, doors and height of existing/proposed building(s). (There are limitations on the percentage of openings permitted in any building face. Refer to Tables 3.2.3.A and 3.2.3.B of the O.B.C.).

☐ **Site Servicing/Grading Plan(s)**

- North arrow;
- City of Welland bench mark description and elevation (to be provided by Infrastructure Services - Engineering Division upon request);
- Location and size of Municipal Sanitary Sewer Systems abutting the site (existing and proposed);
- Sanitary laterals and connections (existing and proposed) – location, size, grade (slope) and class of pipe;
- Location and size of Municipal Storm Drainage Systems abutting the site (existing and proposed);
- Storm sewer laterals and connections (existing and proposed) – location, size, grade (slope) and class of pipe;
- Control maintenance holes (if required), to be located on the right-of-way side of the property line;
- Location and size of (existing and proposed) Municipal Watermain Systems abutting the site;
- Watermain piping (existing and proposed) – location, size connections and class of pipe. All watermain work on City property to be constructed by City forces at Owner’s expense;
- Location and size of water meter and valve chambers;
- Location of nearest Municipal hydrants and on-site hydrants;
- All proposed services to building (Note: that all services including bell, hydro, gas, cable, etc.) must be provided underground from the existing source to the building;
- Show invert and finish grade elevations of all maintenance holes;
- Catch basins (existing and proposed) – locations, proposed and existing elevations for grates, inverts, class of pipes and grades;
- All grade elevations should be shown as follows:

○ Existing	797.3
	<div>797.3</div>

- Proposed
- As constructed (797.3)
- Existing parking area, where storm sewers are available, shall be drained by catch basins as follows:
 - parking areas with less than 1,000 square metres shall be drained by a single catch basin;
 - parking areas with all surfaces larger than 1,000 square metres shall have at least one catch basin for each 1,000 square metres unless designed by a Professional Engineer and approved by the City;
- Location of downspouts for roof drainage (Note: roof drainage is to spill directly onto the ground and not connected directly to storm sewers unless approved by the City). Splash guards must be installed at all roof leaders;
- All surface drainage routes including swales, ditches, watercourses and their invert elevations and flow direction;
- Location and size of entrance culverts (Note: that all culvert works shall be completed by the City of Welland at the Owner's expense). This is to be noted on the drawing;
- All abutting streets, right-of-ways, easements, road widening;
- Existing grades of abutting roads and proposed grades through new entrances;
- Elevations on an 8.0 metre grid throughout the site including lot corners and to a least 15 metres beyond the property boundaries so that existing drainage patterns may be evaluated;
- The overall (existing and proposed) surface drainage pattern on the site is to be shown by flow directional arrows;
- Proposed drainage swales with minimum grades of 1%;
- Ground floor elevations of the building and ground elevation at all building corners, entrances, catch basins, tops and bottoms of slopes and other locations, as required, to establish the surface drainage system;
- Location of all existing and proposed curbs with types, retaining walls and edge of asphalt if no curb required;
- Finished asphalt grade at curbing. Top of curb elevation (existing and proposed) may be provided as additional information;
- Driveway cuts will be completed by City forces (if required) – to be indicated on drawing;
- All new and proposed sidewalks to be indicated on drawing with proposed elevations;
- The location of hydro transformers must be identified;
- Legend detailing all symbols used (i.e. catch basins, retaining walls, road, property line, building line, (existing and proposed) elevations.

NOTE:

- All driveways from property lines for the first 7.5 metres from curb shall be within 5% maximum grade, thereafter, all driveways shall be within 10% maximum grades;
- The approval of plans does not exempt the Owner's bonded Contractor from the requirements to obtain the various permits normally required to complete a construction project, such as, but not limited to, the following:
 - a) Encroachment Agreements (if required);
 - b) Road Occupancy Permit;
- The Building Code requires a maintenance hole to be installed within 30 metres (98'-5") of a building for building sewers greater than 6" diameter.

- Based on available storm sewers, any lands may be require Stormwater Management;
- All existing sewer laterals must be inspected by City prior to connection (must be noted on plan);
- All works to be completed in accordance with City and Provincial Standards. See Infrastructure Services - Engineering Division for detailed City drawings. Refer to OPSP and OPSS specifications and drawings for all other details;

The drawing must clearly indicate that all work to be constructed on the right-of-way must be constructed by City forces unless otherwise noted;

Varying circumstances may require that requirements other than those listed above be indicated on the drawings.

☐ **Existing Conditions Plan**

- Legend;
- North arrow;
- Scale;
- Bench mark (to be provided by the Infrastructure Services - Engineering Division upon request);
- Bearings and lengths of property lines;
- Surrounding land uses;
- Legal lines, such as boundaries and easements;
- Location and dimensions of all roads (radii of turns), walks, buildings, walls, utilities (surface, sub-surface and overhead);
- Contours at every 0.5 metres for slopes of less than 5% and every 1.0 metres for slopes of more than 5%. An indication of off-site grades and major topographic features;
- Spot elevations at key points such as lot corners;
- Presence of swamps, streams, water bodies and drainage ditches and swales;
- General vegetative cover of the site and its surroundings. The location, elevation and size of prominent trees and shrubs on the development site;
- Location of any geological features on the site;
- Elevations on the land around the development site and information concerning any storm run-off shedding onto the site from adjacent properties.

☐ **Other Plans As Required**

- ☐ **All development plans must be drawn to a useable metric scale (i.e. 1:100, 1:300, 1:500). Sheet sizes should not exceed an ANSI "D" size (i.e. 24" x 36"). Depending upon the scope of the requested Site Plan, fewer or more copies of the plan may be required. Please contact the Planning Technician II for advice.**
- ☐ **Site Plans must be stamped or otherwise reviewed by an Ontario Registered Architect or an Ontario Registered Professional Engineer where a new building/addition requires such professional design pursuant to the Table 1.2.1.1.[C] of the OBC.**
- ☐ **All projects shall submit an electronic version of the required development plans in AutoCAD .DWG format Version 14 or higher, with the following spatial characteristics:**

Map Projection: *Universal Transverse Mercator*
Horizontal Datum: *NAD83 Zone 17 North*
Horizontal Units: *Metres*

The graphics in the drawing must be geographically positioned to 3rd order accuracy. The City's horizontal control network (UTM NAD83) may be used as a control reference and can be accessed on the City of Welland Internet Map Server at the following web address:

<http://gis.welland.ca/wims/login.asp>

- ☐ **Reports and Designs as per Pre-Consultation Form (all reports and designs (i.e. Noise Reports, Traffic Impact Study, Geotechnical Report, Stormwater Management Reports, etc.) for proposed developments must be completed, signed and stamped by accredited professionals in the specific field of which the report or design was requested.**
- ☐ **A Registered Deed, including a full legal description of the subject lands, must be provided. As well, a copy of the current parcel register "PIN Sheet" from the Registry Office is required.**
- ☐ **The name(s) and title(s) of the person(s) who will be signing the Site Plan Control Agreement (authority to bind the Corporation).**
- ☐ **Building Code/Fire Code Requirements**
 - Traffic circulation and fire route signs/lanes including proper lane widths, turning radii and sign locations (any lanes to be designated as fire route lanes are to be clearly shown and approved by Fire and Emergency Services);
 - Existing and proposed location of any exterior walkways, stairs, escalators, building entrances;
 - All new buildings (except buildings used as townhouses only) are required to provide barrier-free accessibility. Consideration must be given to providing a barrier-free path of travel from the parking area to the main entrance door, such as provisions for illumination, signage, etc., in accordance with Section 3.8 of the Ontario Building Code;
 - Indicate if the building is classified under Part 9 of the Ontario Building Code (OBC) (generally buildings less than 600 square metres in footprint), or under Part 3 of the OBC (generally buildings greater than 600 square metres in footprint, or greater than three storeys; or any assembly or institutional building);
 - If the building is classified under Part 3, the building size and construction relative to occupancy must be specified on the drawings in accordance with the Building Code – (i.e. one of OBC 3.2.2.20. through 3.3.3.83). The Fire and Emergency Services and the Building Division require this information in order to review plans of Part 3 buildings to determine if adequate fire access routes and fire hydrants have been provided;
 - Building Code requirements dealing with fire fighting access, Siamese fire department connections, fire access routes, streets, location of fire hydrants, etc. must be addressed in accordance with OBC 3.2.5 and OBC 3.2.2.10;
 - An adequate supply of water is required for fire fighting purpose for new Part 3 buildings, generally greater than 200 square metres in area, OBC 3.2.5.7.(1) and Appendix A. The requirements for additions to existing buildings are also specified. Water supply/demand shall be calculated as follows:
 - For buildings without sprinkler systems serviced by the City waterworks the flow rate specified in Table 2 of Appendix A must be available at a minimum pressure of 20 psi for 30 minutes;
 - For buildings without sprinkler systems in rural areas not serviced by the City waterworks, Appendix A specifies the pond/reservoir volume and flow rate requirements;
 - For buildings with sprinkler systems serviced by the City waterworks or in rural areas, the design criteria of NFPA 13, "Installation of Sprinkler Systems" will govern the flow rate and duration requirements for the combined demand of the sprinkler system and hose stream;

- A private hydrant(s) will be necessary for rural areas and may be necessary in urban areas to achieve the flow and location requirements specified in the OBC;
- The building designer must ensure, at an early stage, an adequate supply of water is available or can be made available by the proponent. The Applicant for building permit may be required to verify water supply prior to issuance of the permit;
- Additional information required by Fire and Emergency Services and the Building Division as follows: building area (i.e. footprint), building use, location of fire walls, number of storeys, location of proposed and existing fire hydrants. All buildings must be specified as being sprinkler protected or non-sprinkler protected;
- Every building with an internal sprinkler or standpipe system shall be provided with a Siamese fire department connection, NFPA 13, 2-7.1 and OBC 3.2.9.2.(5);
- All Siamese fire department connections must be located on the outside of a building adjacent to a street/fire access route and within 45 metres of a fire hydrant and shall be unobstructed by plantings, vegetation, etc.;
- Buildings greater than 600 square metres in area or 3 stories in height require a street/fire access route be provided to the principle building entrance and each building elevation is required to face a street/fire access route, OBC 3.2.2.10., 3.2.5.4.;
- Fire access routes must meet the 6 metre width, 12 metre centreline radius, 5 metre overhead clearance, 1:12.5 gradient, hard surface and turnaround facilities requirements of OBC 3.2.5.6. Fire access routes must be located so the building face is not less than 3 metres and not greater than 15 metres from the nearest portion of the fire access route, OBC 3.2.5.5.(1);
- A fire hydrant shall be located within 90 metres of the building perimeter required to face a street, OBC 3.2.5.7.(2). and within 45 metres of the Siamese fire department connection. All private hydrants shall have at least 150mm connection with the main, be unobstructed by plantings, vegetation, etc.. and shall be located at least 12 metres from the buildings protected, NFPA 24, 4-1.1 and 4-2.2.

Owner acceptance and agreement with the SITE PLAN CONTROL APPLICATION SUBMISSION REQUIREMENTS for Processing

Please sign, date and return to the City of Welland, Infrastructure and Development Services, Planning Division.

Owner/Agent Signature

Date

Personal information contained on this form is collected under the authority of the Planning Act, R.S.O. 1990, P.13 and will be used to process Site Plan Control Approval Applications.

Any questions should be directed to:

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