

TOWNSHIP OF LAURENTIAN VALLEY
SITE PLAN REQUIREMENTS
COMMERCIAL/INDUSTRIAL/INSTITUTIONAL DEVELOPMENT

In support of a request for site plan approval, the applicant must submit a letter of request to the Township, along with payment of the applicable application fee (\$200.00), a signed copy of the Township's Professional Services Agreement, a Drawing or Drawing(s) showing the following information, where applicable, and any other applicable information as indicated in the following checklist.

1. Key Map indicating the location of the site in reference to neighbouring Municipality, County Roads, Provincial Highways, etc.
2. Legal Description of the site including plan number, lot, concession, geographic township and civic address, if known. Indicate the name of the owner and the applicant. A copy of the Block Map and PIN print-out for the subject property from the Registry Office should also accompany the application.
3. Existing and proposed zoning.
4. North arrow and bar scale (in metres).
5. Area for general notes should include information such as lot area, gross floor area of building, gross leasable area where applicable, percent building coverage, parking space and loading space requirements and number of spaces proposed, landscaped area, percent landscaped, servicing detail, area of any proposed septic system, summary of building uses, etc. Where there are existing buildings to remain on site, a note should be included indicating their gross floor area and the date they were constructed.
6. Bench mark and assumed/geodetic elevations. Where applicable location of flood plain elevation, including flood fringe and floodway elevations.
7. Legend containing symbols used for identifying existing/proposed spot elevations, storm/sanitary invert elevations, swales, wells, etc. Please ensure all legends match items shown on drawings.
8. Servicing within the abutting road allowances including but not limited to roads, shoulders, curb/gutter, ditches, culverts, sewers, cable, gas, bell, hydro, etc.
9. Detail entrance proposals, culvert including information on upstream culvert sizing. Should the adjacent road allowance be a County Road or Provincial Highway (ie. entrance permit and/or land use permit) then approval from the appropriate jurisdiction is required.
10. Identify parking lot area, loading spaces, storage, sidewalk, curb, garbage and screening, site lighting, landscaped areas and features, and location and extent of any proposed septic system. Indicate parking lot structure and size and number of spaces.
11. **Drainage swales, surface flow and any drainage easements are to be clearly**

identified and detailed. External drainage onto and from the site should be identified and accommodated within good and sufficient outlet complete with easement(s). Drainage flow, swale and culvert sizing calculations are required.

- 12. Stormwater Management Plan indicating methods of accommodating quality, quantity and outlet considerations.**
13. Existing and proposed elevations required at changes in slope and structure, floor slabs, drainage swales, adjacent structures, etc.
14. Location of Buildings and/or Structure, including size and setbacks (distance) from property lines and other buildings and/or structures to be indicated. Adjacent land uses should also be identified. (All distances to be shown in metric system.)
15. Applicant to ensure adequate servicing is available such as gas, hydro, etc.
16. Existing and proposed easements and other legal restrictions are to be identified.
17. Extent of landscaping should be identified, as should fencing.
18. If site source water is required to satisfy building code and fire fighting requirements a detailed report is required that indicates methods of obtaining water and impact on adjacent properties.
19. Yard surfaces to have minimum 2% slope and maximum 10% slope unless otherwise approved by the Township.
20. Entrance and parking areas to have minimum 2% gradient and maximum 6% gradient unless otherwise approved by the Township.
21. Swales shall have a minimum grade of 1% unless otherwise approved by the Township.
22. Requirement for impact assessment on existing services to be determined by Township and other authorities having jurisdiction.
23. Location of any required setback from top-of-slope or any other natural or environmentally sensitive feature (where applicable).
24. Any other requirements of Provincial or Federal agencies having jurisdiction, where applicable.
25. The developer will be required to enter into a site plan agreement with the Township.
26. Securities may also be required and will be calculated per Township Policy 10-01, a copy of which is attached. An estimate of the cost of site works should also be included.

Please note: the applicant is responsible for the actual cost of professional fees incurred by the Township which include legal fees and where necessary, professional engineering or other development specific peer review fees. A copy of the associated Professional Services Agreement can be provided upon request and will be required to be entered into with the registered owner of the property at the beginning of the application process.

CORPORATION OF THE TOWNSHIP OF LAURENTIAN VALLEY

Policy Manual

SECTION NAME: Planning	SECTION # 10	POLICY # 10 - 01
SUBJECT: Site Plan Securities Policy	Review:	# of PAGES: 3
EFFECTIVE DATE Jan 1 st , 2013	REVISIONS	
Approval Motion #: RM13-02-023 February 19, 2013		

PURPOSE

The Corporation of the Township of Laurentian Valley is committed to encouraging growth and development in a manner while protecting and enhancing the quality of the Municipality's natural, built and human environment for the benefit, enjoyment and use of present and future resident. All of the Township has been designated as a Site Plan Control Area in By-law 03-03-168. As a result, all new commercial, industrial, institutional and multi-residential development are subject to the site plan control provisions of the by-law. As part of that process, securities are required for site works, and the purpose of this document is to establish the Township's policy with regard to securities.

SCOPE

The Securities policies applies to all new development or re-development that is subject to Site Plan Control where site works are required to be undertaken as part of the approval of the development.

POLICY

Where securities are required per a Site Plan Agreement entered into between the Property Owner and the Municipality, such securities will be provided in the form of either: cash; money order; certified cheque; and/or Letter(s) of Credit (LOC) with wording to the satisfaction of the Municipal Solicitor, in favour of the Township of Laurentian.

Such security shall be calculated on the following basis, depending on the location of the property subject to the development and the nature of the services to be constructed:

On Sewer and/or Water Services Where TSSA Does Not Apply

For developments on municipal sewer and/or municipal water services, where the Technical Support and Services Agreement (TSSA) required under the Sewer and Water Services Agreements between the Township and the City of Pembroke does not apply, the required securities shall be comprised of: 100% of the cost of any off-site works, 100% of the cost of any sewer and water works, plus 50% of the cost of all other on-site works.

On Sewer and/or Water Services Where TSSA Applies

For developments on municipal sewer and/or municipal water services, where the Technical Support and Services Agreement (TSSA) required under the Sewer and Water Services Agreements between the Township and the City of Pembroke applies and is also required to be entered into, the required securities shall be comprised of: 100% of the cost of any off-site works, 100% of the costs of any sewer and water works, plus 50% of the cost of all other on-site works. Notwithstanding the aforementioned formula, in order to ensure compliance with the Sewer and Water Servicing Agreements, the total amount of securities must also be equivalent to the amount of securities required to be held for the payments required under the TSSA agreements for servicing with the City plus 100% of the cost of any off-site works and any sewer and water works.

On Private On-Site Services

For developments on private on-site services (wells and septic systems) required securities shall be comprised of 100% of the cost of any off-site works, plus 50% of the cost of any on-site works.

Exceptions

Notwithstanding, all of the above where tree planting, fencing or other landscaping is required as a buffer to meet the requirements of the Zoning By-law, 100% of the cost of those specific works shall also be required as security.

Further, where securities are also being held in order to meet the approval requirements of another Approval Authority, such security shall be per the requirements of said Authority, ie. a Road Authority such as the Ministry of Transportation or the County of Renfrew.

Council also reserves the right to require additional securities to address certain site specific exceptional items which may arise as a result of the Approval Process.

Reduction of Securities

It shall generally be the Township's policy to provide for a reduction of securities to 20% of the estimated costs upon the Developer's Engineer providing written confirmation to the satisfaction of the "Municipal Engineer" that all works have been completed in accordance with the site plan agreement. The 20% shall then be held for a 13 month warranty period to ensure that the works are functioning properly before the entire amount is released. An exception to the reduction to 20% is for developments that are

subject to a TSSA, where enough securities must continue to be held to cover the securities under the TSSA which are not required to be held until the “Municipal Cost of Doing Business Tax” and the “New Development Contribution Tax” are paid in full.

Notwithstanding the above, where a partial reduction of securities has occurred for some of the works, with the remaining works being fully completed and security reduced at a later date, the 13 month warranty period may be deemed to have started when the first reduction occurred, depending on what the items in the final reduction were and subject to the approval of the “Municipal Engineer”. However, in general, partial releases of security will not be provided.

Further, while the usual warranty period shall be 13 months, there may be some specific works items where the warranty period may be determined to be required for a longer period of time, subject to the recommendation of the “Municipal Engineer”.