

## 2.0 INITIAL REVIEW OF ALL PROPOSALS

### **2.1 Consultation with City Planner**

In order to determine what planning process a development proposal would be required to follow, it is deemed appropriate that the proponent have an initial consultation with the City Planner.

The proponent should explain to the City Planner the general nature of the proposed development. As well, the proponent should give some details about the proposal including the location, future structures and servicing needs, and phasing or timing.

The City Planner must be satisfied that sufficient information has been provided to advise on the types of applications that the proponent must make.

### **2.2 Further Action Authorized**

When the necessary planning approvals have been determined, the City Planner will accept the application(s) from the proponent, and to begin the review procedure. This will involve circulation to City departments and outside agencies.

### **2.3 Consultation with Hydro and Gas Companies**

Consultation shall take place with Ottawa River Power Corporation and the Gas Company at the beginning of the planning process for any new or existing development.

These companies may require certain servicing needs the developer should be aware of in the early planning stages.

The City of Pembroke shall determine the location of gas and for hydro services that cross any City lands.

## 6.0 SITE PLAN CONTROL

### **6.1 Purpose**

Generally, the main purpose for using site plan control is to achieve some control on the design, layout and/or features of a specific proposed development. This control goes beyond the matters regulated under a zoning by-law. This control cannot be used to prevent a use that is permitted by the zoning by-law. However, a building permit cannot be issued until plans and drawings are approved by the City.

### **6.2 Determine Whether Proposed Use Subject to Site Plan Control**

The City Planner will review a development proposal to determine if Site Plan Control applies. This would be done by reviewing the policies in the Official Plan and the provisions of the Site Plan Control By-law.

Site Plan Control often parallels the zoning amendment process. However, situations do arise where a proposed change in land use does not require a zone change but would still require a new or revised site plan and/or agreement.

### **6.3 Advise Proponent**

The City Planner advises the person proposing the development that it is subject to site plan control. The site plan drawings must be prepared by an engineer, architect or other professional designer and contain all elements shown on Site Plan Review Checklist. In regard to the servicing portion of the plans, this must be prepared by a Professional Engineer. Servicing includes:

- a) Existing and proposed grades and floor elevations, including top of foundation;
- b) Existing and proposed sanitary sewer system showing sizing, grades and invert elevations;
- c) Existing and proposed water distribution system including location of water mains including sizes, location of existing and proposed fire hydrants, firefighting connections;
- d) Utility servicing arrangements showing locations of underground or overhead utility lines, existing hydro poles and transformers;
- e) Land drainage and storm water management showing catch basins, ponding areas, intended direction of surface flows, impediments to the free flow of water, storm water management report, if applicable, on-site storm water management facilities for quantity and quality controls and overland flows;
- f) Road widening;
- g) Easements;
- h) Rights-of-way;
- i) Entranceways;
- j) Fire routes including dimensions and centre line turning radii;
- k) Surface treatment and grading showing driveways, ramps, walkways/sidewalks, edging or curbs and proposed retaining walls; and
- l) Catch basins and manholes.

The proponent must submit 6 copies of the site plan along with an electronic version of

the plans. The appropriate fees are collected at this time.

#### **6.4 Site Plan Submitted and Examined**

The City Planner examines the Site plan that is submitted to determine whether it is complete. A site plan that meets the minimum needs for the processing of a zoning amendment would require more details for use under Site Plan Control.

#### **6.5 Request and Review by Professional Staff**

The plan will be reviewed by all City staff and various agencies and boards. The Site Plan Review Checklist (Appendix F) and the Sidewalk Policy (Appendix G) will be followed at this time.

#### **6.6 Response from Professional Staff and Agencies**

Within approximately 21 working days, the City Planner will review the submitted site plan and all comments received. A letter with required revisions will be sent to developer.

#### **6.7 Conditions**

Based on the comments received, it will be determined what conditions it will apply to the approval of the plans and drawings. Section 41(7) of the Planning Act R.S.O., 1990 sets out the items that can be covered by the conditions.

#### **6.8 Revisions**

Once the revisions are received (4 revised copies and one electronic copy), the revisions are sent to the Operations Department (Manager and Administrative Assistant) and/or any other department that may have commented to ensure the revisions are satisfactory. Once sign-off is received from the various departments the Site Plan Agreement can be prepared. Comments are due within 1 week of receipt of the revisions.

#### **6.9 Site Plan Agreement**

A draft Site Plan Agreement is prepared by the City Planner.

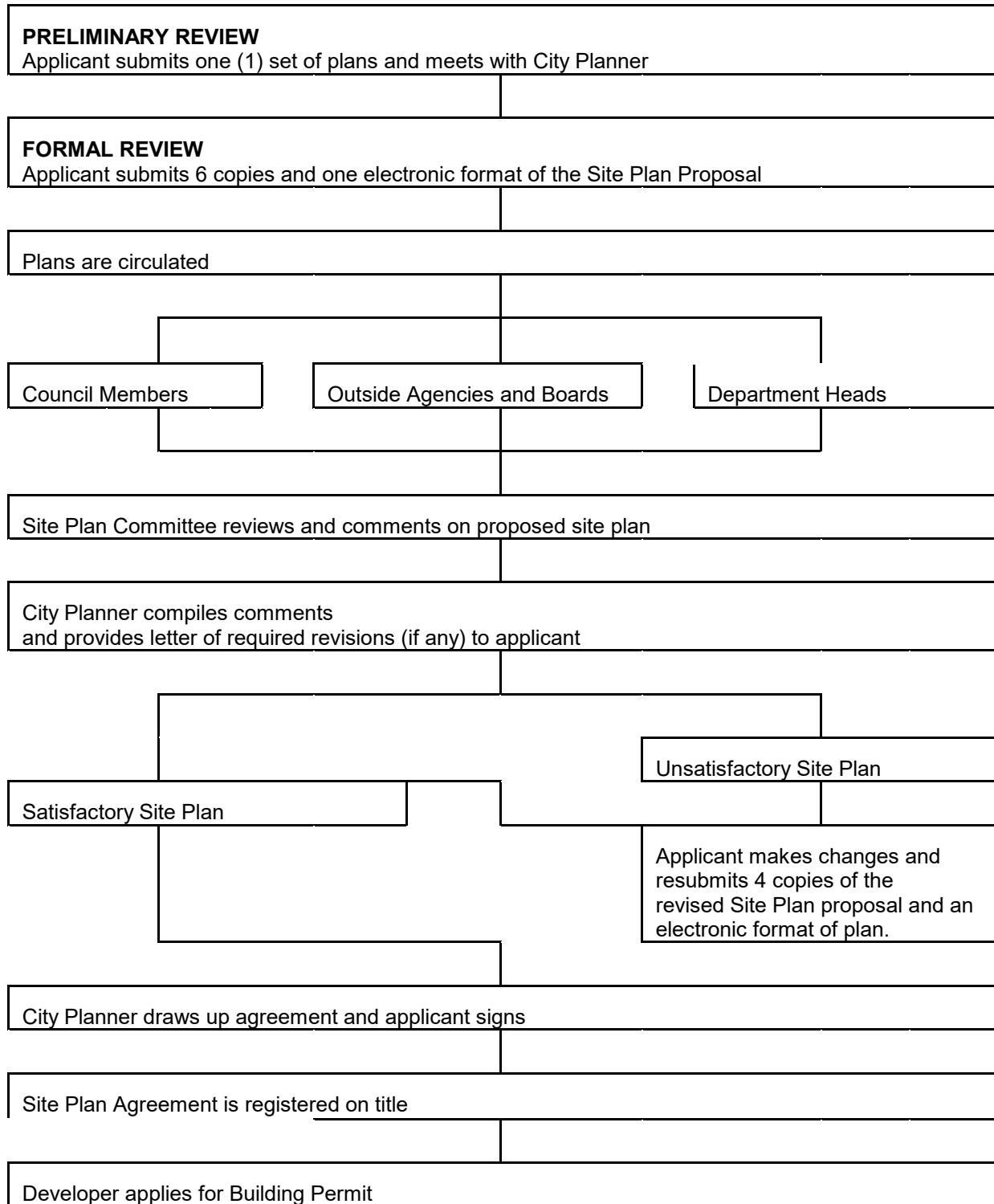
#### **6.10 Security Deposit**

The City will require an estimate from a qualified contractor for the paving, curbing, landscaping, exterior lighting, etc. A 50% deposit is required and a cheque is to be post-dated to the date when all conditions are to be fulfilled.

#### **6.11 Registration of Agreement**

The final Site Plan Agreement will be registered at the Land Registry Office.

SITE PLAN CONTROL FLOW CHART



APPENDIX F

SITE PLAN REVIEW CHECKLIST

1. Zoning Conformity

Conformity with zoning and other by-law requirements including:

- (a) Setbacks - zone & special..... [ ]
- (b) Building Coverage..... [ ]
- (c) Parking - numbers, dimensions, screening, setbacks..... [ ]
- (d) Accessory Buildings - permitted or not..... [ ]
- (e) Fences..... [ ]
- (f) Permitted Use - check definitions..... [ ]
- (i) Ensure all buildings accessible..... [ ]

2. Parking & Circulation

- (a) Access/Egress
  - Access to subject property..... [ ]
  - Width (min. 10 ft. max. 30 ft.)..... [ ]
  - Turning radius and grade of access..... [ ]
  - Depressed curb at access..... [ ]
  - Minimize turning movements on arterial roads..... [ ]
- (b) Layout
  - Location of parking spaces..... [ ]
  - Number of parking spaces..... [ ]
  - Parking for disabled persons - delineate & sign..... [ ]
  - Vehicle stacking lane (car wash, parcel pick-up, etc)..... [ ]
  - Fire lane - delineate & sign..... [ ]
  - Loading space(s) (location & dimensions)..... [ ]
  - Circulation lane & parking space dimensions..... [ ]
  - Provide signage for dead-end aisles..... [ ]
  - Signage for control of on-site traffic..... [ ]
  - Location & dimensions of driveways & culverts..... [ ]
  - Paved parking spaces..... [ ]
  - Lighted parking areas..... [ ]
- (c) Curbing
  - Curbs beside building sidewalk must have ramps at frequent intervals (wheelchairs, bicycles, etc)..... [ ]
  - Parking areas and driveways to be bounded by curbs..... [ ]

- (d) Sidewalks
  - Width ( min. 5 ft.) ..... [ ]
  - Materials (paver stone, concrete, asphalt) ..... [ ]
  - Sidewalks required beside building & in some cases, leading onto site in conjunction with main entrance and/or bus stops ..... [ ]
  - Ramps built leading onto sidewalks ..... [ ]
  - Parking area for bicycles ..... [ ]
  
- 3. Landscaping
  - (a) General Site Landscaping
    - Analyze site and protect existing vegetation to be retained ..... [ ]
    - Review landscaping plan for:
      - Species ..... [ ]
      - Height/Caliper ..... [ ]
      - Environmental Hazards (salt spray)..... [ ]
      - Location (not in R.O.W.; overhead wires) ..... [ ]
      - Continuity with adjoining sites..... [ ]
  
  - (b) Screening Techniques
    - Walls, berms, hedges, fences (standard fence detail)..... [ ]
    - Screening of garbage containers ..... [ ]
    - Screening of roof top mechanical equipment..... [ ]
    - Screening & location of outside storage, if permitted..... [ ]
    - Landscaped planting strips - utilize perimeter of site for planting strips to screen lot from view ..... [ ]
    - Landscaping designed in a way to discourage intruders ..... [ ]
  
- 4. Miscellaneous
  - (a) Bar scale on site plan before reduction..... [ ]
  - (b) Garbage storage - location & screening..... [ ]
  - (c) Street furniture (benches, light standards, planter boxes) ..... [ ]
  - (d) Signage (location & size of ground sign)..... [ ]
  - (e) Lighting ..... [ ]
    - Sufficient security lighting ..... [ ]
    - Sufficient lighting in landscaped areas and walkways ..... [ ]
  - (f) Mechanical food deodorizer (restaurants)..... [ ]
  - (g) Existing and proposed grades and floor elevations , including top of foundation.. [ ]
  - (h) Existing and proposed sanitary sewer system showing sizing, grades and invert elevations ..... [ ]
  - (i) Existing and proposed water distribution system including location of water mains including sizes, location of existing and proposed fire hydrants, firefighting connections ..... [ ]
  - (j) Utility servicing arrangements showing locations of underground or overhead utility lines, existing hydro poles and transformers ..... [ ]
  - (k) Land drainage and storm water management showing catch basins, ponding areas, intended direction of surface flows, impediments to the free flow of water, storm water management report, if applicable, on-site storm water management facilities for quantity and quality controls and overland flows ..... [ ]
  - (l) Road widenings ..... [ ]

m) Easements .....	[ ]
n) Rights-of-way .....	[ ]
o) Entranceways .....	[ ]
p) Fire routes including dimensions and centre line turning radii .....	[ ]
q) Surface treatment and grading showing driveways, ramps, walkways/sidewalks, edging or curbs and proposed retaining walls .....	[ ]
r) Catch basins and manholes .....	[ ]
(s) Snow storage & removal.....	[ ]
(t) Noise reduction techniques (barriers) .....	[ ]
(u) Street name & numbering of private road(s) (multiple residential block developments) .....	[ ]
(v) External building materials/elevation drawing .....	[ ]

## APPENDIX G

### SIDEWALK POLICY

All new developments may be obligated to construct a sidewalk if one does not exist along the total length of the property. Proposed buildings containing up to two dwelling units shall be exempt from this provision.

If a sidewalk exists, all new developments shall be required to determine if the sidewalk is in acceptable condition according to guidelines established by the City of Pembroke's Operation Department. If the existing sidewalk does not meet the City's guidelines then it is not deemed acceptable. The developer will then be responsible for the sidewalk being reconstructed to meet City standards. Proposed buildings containing up to two dwelling units shall be exempt from this provision.

Existing developments may be required to construct a sidewalk or if a sidewalk exists have it meet acceptable standards, if the building is being converted from a residential building to a commercial, institutional or industrial use. If an existing residential building is being converted to contain more than two dwelling units, the sidewalk policy may also be applicable.

Cash-in-lieu of sidewalks may be permitted at the option of City Council.

All Zoning By-law amendment, Official Plan amendment, Minor Variance and Site Plan Agreement applications shall be reviewed in accordance with this policy.



## APPENDIX H

### GREEN POLICY STATEMENT

One of the primary goals of the City of Pembroke is to maintain and provide a lush, natural setting in which residents can work and play. The City of Pembroke is striving to ensure that a higher consideration is placed on the "natural" environment.

A significant portion of landscaping requirements will now be placed on the preservation of existing site features such as landforms, water courses and vegetation. New developments shall not change the balance of the ecological system. The City of Pembroke will strive to ensure that as much of the natural environment as possible is preserved.

The preservation of existing trees is particularly valuable as this reduces the harshness of appearance that is typical of newly developed sites. Generally, where trees have not been saved it takes 5 to 10 years before new trees provide any significant visual effect. Existing vegetation provides increased value to a site and to its environs in addition to providing benefits such as visual screening, shading and wind break functions.

Therefore, preservation of existing vegetation is valued by the City because of the role it plays in providing the high level of environmental quality. The City of Pembroke will require any Site Plan or Subdivision Agreement submissions to pay particular attention to the preservation of existing vegetation within the City.