

# The Corporation of the Township of Springwater



## Site Plan Application Guide

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## 1. Site Plan Control Authority

- 1.1. The Township of Springwater Official Plan, as authorized under Section 41 of the Planning Act, provides that Council may pass by-laws designating the whole or any part of an area proposed for development as a site plan control area.
- 1.2. All development which is proposed on lands designated as site plan control areas is subject to site plan review and approval, prior to the release of a building permit for construction. Lands zoned for two family dwellings, buildings or structures for which a site plan agreement has already been entered into, undergoing minor alterations that do not substantially increase the size or usability, may be exempt from site plan control, but may require amendments to existing agreements.
- 1.3. Additional permits or approvals may be required from the following agencies and it is recommended that the Applicant pre-consult with the Municipality to identify the relevant agencies that should be contacted prior to the submission of an application:
  - Nottawasaga Valley Conservation Authority;
  - County of Simcoe;
  - Ministry of Transportation of Ontario;
  - Hydro One;
  - Ministry of Environment.

## 2. Site Plan Control Process

- 2.1. This package is a guide only and the process may deviate should unforeseen matters arise.
- 2.2. A pre-consultation meeting must be held with the Applicant and/or their Engineers/Planners/Architects and Township staff to review the proposal prior to submitting the application(s). This meeting is intended to assist in making sure a complete application package is submitted and the appropriate Agencies are circulated to avoid unnecessary time delays.
- 2.3. Upon receipt of a **complete** Site Plan Application and the accompanying drawings referred to in Sections 4, 5, 6 and 7, a review of the application will be conducted to determine conformity with the guidelines. An incomplete or deficient application will cause the application to be delayed until all appropriate information is received.
- 2.4. Upon acceptance, the application will be circulated to internal service areas. At this point, the application will be reviewed for conformance to the Official Plan and Zoning By-law. If the application does not conform, the Applicant or Agent

will be contacted in order to resolve the issue. Applicants should be advised that this could result in substantial delays to the completion of the project.

- 2.5. Site plan control comments are coordinated by and must be addressed to the Planning Department. Failure to do so could delay the processing of the application. Comments will be forwarded to the Applicant by mail, fax or e-mail.
- 2.6. For clarification of site plan comments of a particular Agency, Applicants are advised to contact that particular Agency directly (refer to Contacts appended).
- 2.7. The Applicant is to address site plan comments and concerns to the satisfaction of the applicable authorities and submit a cover letter detailing the response and the required number of revised site plan drawings to the Planning Department for further review.
- 2.8. Upon approval of final site plan drawings, the Applicant will be required to enter into a site plan control agreement with the Municipality. The Agreement must be registered on title at the Applicant's expense.

### **3. Legal Application Guidelines/Process**

- 3.1. A sub search of the subject property from the current owner's deed is required to ascertain the correct legal ownership and whether there are any registered encumbrances on title. Any registered encumbrances will have to be either removed from title or made a party to the agreement. Thus their written consent must be obtained.
- 3.2. The site plan control agreement will be prepared. It must be signed by the Applicant and all other parties to the agreement which would generally be any mortgagee registered on title.
- 3.3. A document is generally prepared to allow for the registration of the site plan control agreement once signed by all parties.
- 3.4. All requirements of the agreement must be complied with, including possible transfers in fee simple for road widenings or daylight triangles or any other Township purpose.
- 3.5. All transfers and land transfer tax affidavits to accompany transfers above are prepared. Transfers are forwarded to the Applicant for signing.
- 3.6. Any mortgages registered on title would be required to be partially discharged from title. Partial discharge of mortgages will be prepared and forwarded to the Applicant to be taken to the mortgagee for signing.
- 3.7. Signed transfers in fee simple and discharges will be returned to the Township for registration on title.

#### **4. Applicant Fees/Retainers and Responsibilities**

The applicant will be required to submit fees and retainers to facilitate engineering and legal reviews conducted by private consultants for the Municipality. The applicant will be required to enter into a Cost Recovery Agreement similar to the agreement provided in Appendix "C".

#### **5. Site Plan Drawing Requirements**

- 5.1. The Applicant is required to submit one (1) set of plans on A1 sized sheets, drawn to a metric ration of 1:250 or 1:500. The Applicant is also required to submit one (1) reduced set of plans on 11" x17" sized paper and one (1) digital set of drawings in PDF format via email, on a digital video disc (DVD) or removable flash drive (USB). Any studies or other documents must also be provided electronically. Further plans may also be required over and above the ones listed below depending on the complexity of the site. These requirements are subject to pre-consultation review.
- 5.2. The following information must be shown on site plans for review by the Township.
  - 5.2.1. Proposed location, height, dimensions and uses of all buildings and structures including massing, conceptual design and general type of building materials and the use of all remaining lands on the site.
  - 5.2.2. Facilities to provide access to and from the land such as access ramps and curbing the traffic direction signs.
  - 5.2.3. Off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles and the surfacing of such areas and driveways.
  - 5.2.4. Facilities for persons with disabilities including parking spaces, ramps, and depressed curbs.
  - 5.2.5. Walkways, including the surfacing thereof, and all other means of pedestrian access.
  - 5.2.6. Facilities for the lighting, including floodlighting, of the land or of any buildings or structures thereon.
  - 5.2.7. Walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of the adjoining lands.
  - 5.2.8. Central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste.

- 5.2.9. Grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon.
- 5.2.10. Road widening and/or easements required by the Municipality or applicable authority.
- 5.2.11. A zoning information chart providing information as to how requirements of the zoning by-law are to be satisfied e.g. zoning classification, parking, building floor area, parking area, landscape area, number of units, lot coverage etc. This chart shall compare the proposed requirements to the zone requirements.

## **6. Landscape Plan**

- 6.1. As part of the site plan, or separately, landscape plan details are also required. Location, names (listed botanical and by common name) and sizes of all plant species should be illustrated, and areas to be sodded, seeded, etc., should be clearly delineated.

## **7. Elevations Plans**

- 7.1. Drawings illustrating the design of all sides of the development are required.

## **8. Site Servicing, Grading and Drainage Plans**

- 8.1. Prior to the issuance of a building permit by the Township, site servicing, grading and drainage plans will be reviewed by Township staff or Township engaged consultants to determine impacts on municipal services/lands along with neighbouring properties. Requirements may include provision of a stormwater management report and appropriate stormwater attenuation measures. The following is a guideline to the information to be shown on the drawings.
- 8.2. Stormwater management facilities, such as catchbasins, storm sewers, roof top retention/detention and parking lot detention. On some sites, a detailed stormwater management report must also be submitted, illustrating how the drainage system has been designed in accordance with the Township's Engineering Design Standard Specifications.  
<http://www.springwater.ca/cms/one.aspx?objectId=5839&contextId=312>
- 8.3. Sanitary sewers and service connections, including existing services on abutting streets.
- 8.4. Information on sanitary and storm sewers must include invert elevations, slopes, materials and pipe class.

- 8.5. Watermains, service connections and hydrants, including existing services or abutting streets.
- 8.6. Existing and proposed elevations including elevations on adjacent lands and abutting streets.
- 8.7. On sites with more than one building, the Township may require design calculations for storm drainage and, if applicable, sanitary sewers before installation of service connections.
- 8.8. If the project abuts a road that is not under the authority of the Township of Springwater, the Applicant shall obtain a written comment from the appropriate authority setting out whether any additional setbacks, etc., will be necessary through this process.

## **9. Inspections and “As Constructed” Drawings**

- 9.1. Over and above any inspections required by the Township of Springwater Building Department the Township will be doing periodic site inspections of the works to ensure that the construction is in accordance with the approved plans.
- 9.2. The Township will require from the Owner’s Engineer, certification that the site has been constructed in accordance with the approved plans.
- 9.3. The Owner shall provide to the Township a final set of “As Constructed” drawings at the same scale as submitted originally on A1 drawing sheet and a copy of the “As Constructed” drawings in PDF format via email, on a digital video disc (DVD) or removable flash drive (USB).

## **10. Contacts**

Planning Department	705-728-4784 x 2019
Building Department	705-728-4784 x 2017
Public Works Department	705-728-4784 x 2012
Fire Department	705-728-4784 x 2016
Nottawasaga Valley Conservation Authority	705-424-1479
County of Simcoe	705-726-9300
Ministry of Transportation	416-235-5412
Ministry of Environment	519-873-5000

## **Appendix “A” – Site Plan Application**

**Please read the following before filling out this application.**

The Township of Springwater is committed to providing applicants with the best possible customer service. In order to ensure an expeditious processing of this application for site plan approval, all questions on the application form must be fully answered and all background material, studies and drawings identified on the checklist attached to the application must be submitted at the time of application.

Incomplete applications and/or missing information may not enable staff to serve you expeditiously, and may result in delays in reviewing this application. As such, any application deemed incomplete will be returned with fees and will be accepted when the application is deemed complete.

Once the application has been deemed complete by the Planning Department, a technical site plan review meeting will be scheduled within 2 weeks.

Please confirm that all items required on the application and attached checklist are provided and are complete in order to allow Township staff to provide you with the best possible service.

### **Acknowledgement**

**I have read the foregoing and acknowledge and understand the application may be returned to me, and review will be delayed if this application is not complete and does not include all the information specified in the application form.**

Name:

Signature:

Date:

**Appendix “B” – Fee Schedule**  
**Schedule “G” to By-Law 2024-046**  
**The Corporation of the Township of Springwater**

Service or Item	Includes Phased-In	
	2024	2025
<b>Official Plan Amendment and Zoning By-Law Amendment</b>	2024	2025
Major Official Plan Amendment	n/a	
Minor Official Plan Amendment	n/a	
Official Plan Amendment	5,000	5,768
Zoning By-law Amendment - Major	4,384	5,768
Zoning By-law Amendment - Minor <sup>1</sup>	2,575	
Zoning By-law Amendment - Lifting of Holding Provision	1,023	1,545
Zoning By-law Amendment - Temporary Use By-Law	2,575	
Zoning By-law Amendment - Extension of Temporary Use	515	
Zoning By-law Amendment - Temporary Second Dwelling Units (Replacement Dwellings)	515	
<b>Site Plan</b>		
Site Plan Agreement - Major (Over 10,000 sq.m.)	n/a	
Site Plan Agreement - Minor (Up to 10,000 sq. m)	n/a	
Site Plan Agreement - Application Fee. Base fee, plus:	2,575	
fee per sq.m. of Gross Floor Area	0.21	
Site Plan - Amendment to Existing Agreement	1,030	
Site Plan - Amendment to Existing Agreement - Minor (Ownership Change or Schedule Update)	515	
<b>Subdivision</b>		
Subdivision - Application Fee. Base fee, plus:	7,210	
fee per unit (over 20 units to a maximum)	155	
Maximum fee	36,050	
Agreement/Clearance of Draft Plan Conditions Fee. Base fee, plus:	7,210	
fee per unit (over 20 units to a maximum)	155	
Maximum fee	36,050	
Subdivision - Redline Revision	3,060	4,120
Subdivision - Extension of Draft Plan Approval	1,530	2,060
Model Home Agreement, Pre-Servicing Agreement, Tree Clearing Agreement	2,575	
<b>Committee of Adjustments</b>	2024	2025
Consent	1,838	2,575
Minor Variance	1,030	
Committee of Adjustments - Deferral Request	383	515

Validation of Title	765	1,030	
Consent Agreement	3,863	5,150	New
<b>Other Applications</b>			
Part Lot Control	2,575		
Plan of Condominium	4,635		
Condominium Exemption	1,352.25	1,803	New
Preliminary Development Application	1,256	2,112	
Telecommunications Tower Application	2,575		
Compliance letters (Zoning, Subdivision, Commercial)	103	155	
-Rush Fee	205	309	
Preliminary Zoning Letter - NVCA	116	155	New
Private MZO Support Request	2,009	2,678	New
Deeming By-law	1,584	2,112	New
Preconsultation	589	927	
Foreclosure or Exercise of Power of Sale in a Mortgage	412		
Septic Review (Tech. Review for Planning Application)	103		
<b>Miscellaneous</b>			
Official Plan (Hardcopy)	50		
-Rush Fee	100		
Zoning By-law (Hardcopy)	50		
-Rush Fee	100		

1. Minor Zoning By-law Amendment applications required as a condition of a consent. All other applications are major

**NOTE: CREDIT CARD PAYMENTS**

The use of credit cards for payment of large amounts relating to Development Charges, Deposits, Planning Applications, and Building Permits is not permitted, nor will credit card payment be accepted for any Township general fees which exceed \$500.00.

The above-noted credit card limit excludes payments for any Parks and Recreation programs.

**\*Note: A Rush fee of \$100 per request for Official Plan, Rezoning Information, and Compliance Letters will be applied to requests requiring a response within two (2) business days.**

**Appendix “C” – Fee Schedule**  
**Schedule “A”**  
**The Corporation of the Township of Springwater**

**Payment of Fees**

1. The total amount is payable upon receipt of a completed application form and prior to formal presentation to the Planning Committee, Committee of Adjustment and/or Council.
2. The applicant shall be liable for any direct costs incurred by the Township during the processing of planning applications including legal, engineering and other consultant fees. These costs shall be invoiced to the applicant on a monthly basis. In the event that there is a security deposit on file with the Township, these fees shall be deducted from said deposit and where a minimum balance is required throughout the processing of an application as set out in the Schedule of Planning Fees, the applicant shall be invoiced an amount to maintain the balance required for the security deposit.
3. All accounts are due and payable upon receipt. In the event that payment is not received within 30 days of the date of the original invoice, the Treasurer may issue a reminder notice. If an applicant’s account remains unpaid for a period of ninety (90) days, the Treasurer shall notify the owner by registered mail that the Planning Account is in arrears. The Notice shall provide the applicant with twenty one (21) days from the date of the notice to make suitable arrangements for payment of the account. If the owner fails to pay the account or make suitable arrangements for the payment thereof within the twenty one (21) days, a report shall be made to Council and Council may, at its sole discretion, direct that no further work be performed by the Township until such time as the account is paid in full.
4. In the event that no payment is received under Section 3.3 above, the Treasurer may add any outstanding balance to the tax roll for the subject property for collection in the same manner as taxes.
5. Applicants for any approval under the Planning Act, R.S.O. 1990, c.P.13, shall pay all associated costs including Ontario Municipal Board hearings and pre-hearing consultation.

## Appendix D Cost Recovery Agreement

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Between: (hereinafter referred to as “the Applicant”)

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And

The Corporation of the Township of Springwater (hereinafter referred to as “the Corporation”

**Whereas** the Applicant has made application to the Corporation of planning approval necessary to develop the lands described in Schedule “A” (the “Lands”);

**And Whereas** the Applicant is the owner of the lands or has the consent of the owner of such lands to make such application;

**And Whereas** it may be necessary to investigate and resolve planning, engineering, legal and/or other issues;

**And Whereas** the Corporation may, at its sole discretion, find it necessary to engage professional planning, engineering, legal and other services in reviewing the application;

**Now therefore** in consideration of the sum of \$5 paid to the Corporation by the Applicant and in further consideration of the Corporation reviewing such application and incurring costs in so doing (the sufficiency of which is acknowledged by the Applicant). The parties agree as follows:

1. This agreement shall not be constructed as the Corporation’s acceptance or approval of the application.
2. The Corporation agrees to review the application and may retain such additional planning, engineering, environmental, legal and/or other consultants as are deemed necessary by the Corporation to thoroughly evaluate the application. Save and except for the legal services retainer disclosed in Paragraph 3 below, prior to retaining such additional consultants, the Corporation shall advise the Applicant of its intention to do so and shall advise the Applicant as to the proposed purpose for such retainer, the proposed consultant, the proposed terms of reference and the proposed estimated costs. The Applicant may make submissions to the Corporation with respect to the foregoing information within 7 days of receipt of same. The Corporation shall consider such submissions in good faith, but shall retain its sole discretion with respect to such retainer. The Applicant shall be entitled to the provision of final reports submitted by such consultants but not the drafts, or

communications which would otherwise be privileged. The Applicant agrees that with respect to legal consultants, all such work shall be solicitor-client privileged to which it has no access.

3. The Corporation hereby notified the Applicant that it intends to retain the Corporation's Solicitor to provide legal services relating to the preparation and execution of an agreement contemplated by the Planning Act.
4. The Applicant shall pay all reasonable costs specific to the application as incurred by the Corporation for its Solicitor (on a complete indemnity basis) and other consultants and its administrative costs (application fees authorized pursuant to the Corporation's Fee By-law) as amended from time to time prior to the date of this agreement in respect of the application, including interest on arrears if incurred as the result of delay in payment by the Applicant. Notwithstanding the foregoing, in the event proceedings are commenced by the Applicant or the Corporation with respect to the application which results in the Applicant and the Corporation advocating positions which are opposed in interest, the Corporation shall not be entitled to collect such costs or recover expenses from the Applicant in connection therewith from the date of commencement unless so ordered by the tribunal or adjudicator determining the outcome of such proceedings.
5. The Applicant shall, upon being notified from time to time, deposit sufficient funds with the Corporation to cover the estimated expenses including all consulting fees and disbursements. In default of such deposits being made, the Corporation may refuse to continue to process the application, refuse to execute any agreement required as a condition of development approval or take such legal action against the Applicant as it deems necessary. (Legal Deposit required - \$3000.00)
6. The Corporation upon completion, termination, withdrawal of the application, or filing of proceedings being commenced as contemplated in Paragraph 4 above whereby the Applicant and the Corporation are advocating positions which are opposed in interest, shall prepare and submit a final statement of account to the Applicant, including copies of all invoices submitted to it by its consultants. Surplus funds held by the Corporation shall be returned to the Applicant within sixty (60) days of such completion, termination or withdrawal. Surplus funds shall not be returned to any mortgagee or subsequent owner of the property referred to in the application except on the written direction of the Applicant or pursuant to a Court Order.
7. This Agreement shall not stand in lieu of or prejudice the rights of the Corporation to require such further and other agreements permitted by provincial or federal legislation in respect of any application that the Corporation may deem necessary.
8. This Agreement constitutes the entire agreement of the parties to date with respect to the payment of the Corporation's costs for professional planning, engineering, legal and other services required in consideration of the application. Any

subsequent agreement which includes a provision relating to costs incurred by the Corporation shall be deemed to be supplementary to this agreement and shall not supersede this agreement.

9. This Agreement shall be effective from the earlier of the date of this agreement and the date the application referred to herein was submitted to the Corporation.
10. The persons signing this Agreement on behalf of the parties warrant that each person who signs this Agreement is authorized to represent that party and to bind it in this Agreement.
11. This Agreement shall ensure to the benefit of and be binding upon the parties and their respective successors and assigns.
12. Should any provision of this Agreement be declared null, void or inoperative, the remainder of the Agreement shall remain in full force and effect and shall be interpreted as a complete entity.
13. The Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.
14. Any notice required pursuant to this Agreement shall be in writing and delivered personally, by confirmed facsimile transmission ("fax") or sent by registered mail to the following address:

The Applicant	Fill In the Area Below
Name:	
Address:	
Phone:	
Fax:	
Email:	

**The Corporation:**

The Corporation of the Township of Springwater  
 2231 Nursery Road  
 Minesing, ON L9X 1A8  
 Phone: 705-728-4784      Fax: 705-728-2759

Or to such addresses either of the Parties may indicate in writing to the other.

Any notice given in accordance with this shall be deemed to have been received:

- i. Upon delivery if delivered personally;
- ii. At the time of transmission if sent by fax or email between 8:30 a.m. and 4:30 p.m. EST, or if sent before or after such times, on the next business day; or
- iii. On the fifth day after posting, if sent by registered mail, provided that if such day is a Saturday, Sunday or holiday, on the next business day thereafter.

Applicant

The Corporation of the Township of Springwater

Per:

Per:

C/S Name:  
Title:

C/S Renée Chaperon, Clerk  
I have authority to bind the Corporation.

## **Appendix “E”**

### **Parking Design Guidelines**

1. Size of Parking Space: Shall be in compliance with the provisions of Zoning By-law 5000.
2. Driveways and Aisles: Shall be in accordance with the Township of Springwater Engineering Design Standard Specifications.
3. Entranceways and Ramps: Shall be in accordance with the Township of Springwater Engineering Design Standard Specifications.
4. Lighting: For illumination of parking spaces, aisles and driveways, the lighting shall be so arranged as to divert the light away from adjacent lots and streets and shall be downcast.
5. Security: Parking areas shall be designed to be highly visible at all times.
6. Number of Parking Spaces: Shall be in accordance with Zoning By-law 5000.
7. Landscaping: Shall be provided for the control of noise, wind, erosion, glare and aesthetics. Natural features such as trees, should be preserved and incorporated as much as possible into the design.

### **Parking Spaces for Persons with Disabilities**

Parking spaces for person with disabilities shall be provided at a ratio of 1:30. Where the application of this ratio results in a fraction of a parking space, the required number of spaces shall be increased to the next whole number.

Each single space is required to be 3.9 metres wide. Where two or more of these spaces are grouped together each shall be a minimum of 3.2 metres wide.

The access ramp to the sidewalk shall be located so that it is not obstructed by any parking space and is directly accessible from the spaces designated for persons with disabilities.