

# Terms of Reference: Site Plan Drawing

## Purpose:

---

- To The purpose of the Site Plan is to illustrate key elements of the site and the proposed development, including building footprints, driveways/access, abutting roads, property lines, landscaped areas, snow storage areas, and pedestrian, bicycle and vehicular networks. The Site Plan is to be used as the base for other drawing submissions, including the Site Grading Plan, Landscape and Planting Plan and Lighting Plan, with detail removed as appropriate.

## Required in Support of:

---

- A Site Plan may be required to illustrate the proposed development and demonstrate its compatibility within the surrounding context for the following development applications:
  - Site Plan Applications
  - DART
  - Zoning By-law Amendment Applications (where development is proposed)
  - Official Plan Amendment Applications (where development is proposed)
  - Plan of Subdivision
  - Heritage Permit Application
  - Minor Variance

## Prepared By:

---

- Site Plan Drawings must be prepared and stamped by a Registered Architect, Professional Engineer, a Registered Landscape Architect or holder of a BCIN as required by Division C of the Ontario Building Code.

## Content:

---

### 1. General Details:

- Project details such as name, submission date, phasing outline
- Applicant and owner information
- Legal description and municipal address (if known)
- Drawing number and title
- Town of Caledon Site Plan Application (SPA) File Number
- Revision box and dates
- Key map showing the location of the property, provincial, regional and municipal roads
- North arrow



# Terms of Reference: Site Plan Drawing

- Graphic Scale bar (metric)
- Zoning Statistics Table
- Ontario Building Code (OBC) Data Matrix

## 2. Site Plan:

- Site Characteristics:
  - Lot boundaries, bearings, and dimensions from a legal survey, prepared by an Ontario Land Surveyor (OLS)
  - Adjacent land uses and existing structures within 20 m of the property boundary
  - Locations of easements, site triangles, 0.3 m reserves, road widening and land dedications
  - Abutting road right-of-way widths, including traffic islands
  - Basic grading information
  - All open storage areas, including notes related to height and screening
  - Surface finish materials
- Proposed/Existing Building(s)
  - Proposed building footprint and location of all buildings or structures on the site
  - Existing buildings to be shown in dashed line if demolished
  - Existing and proposed underground and overhanging structures
  - Distance to buildings and structures (above and below grade) from all property lines
  - Dimensions of buildings, structure and building entrances
  - Relationship of the proposed buildings to adjacent buildings, streets, and exterior areas to which members of the public have access
  - Type and quantity of buildings proposed across the site (e.g. single family detached, semi-detached, row homes, etc.)
- Utilities and Services
  - Location of septic tank/systems, wells, municipal services and utilities
  - Spot elevations surrounding and on top of the planting bed
  - Setbacks from existing and proposed utilities and services
  - Exterior waste storage and handling areas (Note: If interior waste storage is to be provided, a note is required on the Site Plan drawing)



# Terms of Reference: Site Plan Drawing

- Site Circulation
  - Location, dimensions and details of existing/proposed pedestrian circulation in the road allowance and on site, including sidewalks, walkways, patios, stairs and ramps
  - Indicate in plan and section, existing/proposed pedestrian clearway width
  - Location, dimensions and details of existing/proposed bicycle circulation, parking, and access to parking and storage (indoor and outdoor)
  - Location, dimensions and details of publicly accessible areas on site and within the building, including parks and open spaces, public amenities, walkways, pedestrian connections, etc.
  - Pedestrian and cycling amenities including rest areas, bike repair stations, etc.
  - Existing or proposed transit stops, access to transit, including station entrances
- Driveways, Access and Parkway
  - Location, dimensions and details (e.g. curb cuts, grading, turning radii, traffic signs) of existing/proposed vehicular circulation in the road allowances and on site including driveways, ramps, laneways, surface parking, loading and service areas
  - All parking areas, including barrier-free parking location and proposed barrier-free signage (refer to the Town's Traffic By-law for barrier-free requirements)
  - Grading information for ramps and walkways, including AODA requirements
  - Pedestrian and cycling circulation routes
  - Traffic calming measures such as crosswalks, bollards, etc.
  - Boulevard treatment (if applicable)
  - Vehicle access and driveway locations are indicated with width, turning radii dimensions and type of curbing
  - Items which may impact vehicle access (i.e. traffic signals, turning lanes, centre medians, etc.)
  - Location, dimensions and details for parking areas, including tree planting, planting islands, screening, car share locations, electric vehicle charging
  - Location of driveways to adjacent properties abutting and/or across from the subject site
  - Location of fire routes within a 12 m radius measured at the centerline and proposed fire route signage as per Town By-Law.
- Landscaping and Site Features
  - All landscaped areas
  - Location and dimension of all outdoor hard surfaces and type of materials proposed
  - Indicate physical and visual proximity to parks and open space

# Terms of Reference: Site Plan Drawing

- Watercourses and rock outcroppings
- Retaining walls, fences, stairs and berms
- Ground signs
- Amenity space
- All exterior lighting
- The following lighting notes shall be included on the plan:
  - “Lighting fixtures shall be installed in such a manner that all light emitted from the fixture, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the fixture is projected below the lamp and onto the lot the lighting is intended to serve.”
  - “The maximum height of all lighting fixtures is 9 m.”
  - “The minimum distance of lighting fixtures from any lot line is 4.5 m.”

### 3. Accessibility Features

- Refer to the Site Plan Control Manual
- Refer to the Town-wide Design Guidelines

### Policy Reference:

---

- Town of Caledon’s Site Plan Control Manual
- Town-wide Design Guidelines
- Green Development Standards
- Accessibility for Ontarians with Disabilities Act (AODA)

### Resources:

---

- To hire a Professional Architect, please review the Ontario Association of Architects (OAA) [website](#).
- To hire a Professional Engineer, please review the Professional Engineers of Ontario (PEO) [website](#).

### Submission Requirements:

---

- Digital drawings in PDF format to a metric scale of 1:100, 1:200 or other standard scales
- File size not to exceed 4 GB