

Site Plan Control Manual: Submission Package



August 2019



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

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1. Site Plan Approval Stream

Full (Regular) Full (Complex) Amendment Scoped Fast-Track

2. Project Name

3. Property Information

Municipal Address: _____
Legal Description: _____
Roll Number: _____
PIN Number: _____
Property Size: _____ Hectares Acres

4. Applicant Information

Applicant Name: _____
Applicant is: Agent Owner
Full Mailing Address: _____
(Number) (Street) (City/Town) (Postal Code)
Email: _____
Telephone: _____ Fax: _____

5. Registered Owner's Information

Owner Name: _____
Full Mailing Address: _____
(Number) (Street) (City/Town) (Postal Code)
Email: _____
Telephone: _____ Fax: _____

6. Proposal Information

Existing uses on Property: _____
General Description of Proposal: _____

7. Servicing

Services:	Existing	Proposed
Municipal Water	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Sanitary	<input type="checkbox"/>	<input type="checkbox"/>
Well	<input type="checkbox"/>	<input type="checkbox"/>
Septic	<input type="checkbox"/>	<input type="checkbox"/>



8. Previous Applications/Agreements (List Application Type and File Number)

Previous Applications/Agreements:	File Number	Status

9. Applicable Planning Documents

- Provincial Policy Statement: _____
- Places to Grow Plan: _____
- Greenbelt Plan: _____
- Oak Ridges Moraine Conservation Plan Area: _____
- Niagara Escarpment Plan: _____
- Official Plan: _____
- Zoning By-law 2006-50: _____
- Zoning By-law 87-250: _____
- Zoning By-law 2008-50: _____

10. Applicable Conservation Authority

- Toronto and Region Conservation Authority (TRCA):
- Credit Valley Conservation (CVC):
- Lake Simcoe Region Conservation Authority (LSRCA):
- Nottawasaga Valley Conservation Authority (NVCA):

11. Additional Information

a. Has there been any previous industrial or commercial use on the subject lands?

Yes No Unknown

If yes, please specify:

b. Has there been any gas station or other fuel dispensing/storage facility on the subject lands?

Yes No Unknown

If yes, please specify:

c. Has there been any contamination by former uses on the site or adjacent lands?

Yes No Unknown

If yes, please specify:

d. Is the property mortgaged?

Yes No



12. Collection of Information

Information is being collected under the authority of the Planning Act, R.S.O. 1990, CHAPTER P.13. In accordance with that Act, the Town of Caledon provides public access to all Planning Act applications, supporting information, and comments submitted to the Town for review. In submitting the information to the Town, the submitter acknowledges that the information contained in this application and any supporting information including reports, studies and drawings provided by the owners, agents, consultants or solicitors, and any comments received from the public, together constitute public information and will become part of the public record. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, copies of the application and any of its supporting information, documents or comments may be released or made available to the general public through the Town’s website or by any other means.

If you have any questions regarding Freedom of Information (FOI) or Access Requests, please contact the FOI Coordinator by phone at [905.584.2272](tel:905.584.2272) x. 4168 or by email at records@caledon.ca

13. Applicant Signature

I, _____, hereby declare that the statements herein are to the best of my knowledge a true and complete representation of the purpose and intent of this application.

(Signature)

(Date)

13. Owner’s Authorization

I, _____, owner of the subject lands, hereby authorize _____ to act as agent(s) for the purpose of all matters with respect to processing this application.

(Signature)

(Date)



Prior to submitting a Site Plan application, please ensure that the following information has been reviewed and is included in the submission package:

- 1. All Required Material as per the Pre-Consultation (DART) Meeting Form has been submitted
- 2. All Required Material has been packaged in accordance with the Material Distribution Chart
- 3. A Cover Letter containing a detailed description of the proposed development
- 4. A Completed Application Form
- 5. Statement of Agreement from any person sharing rights-of-ways, easements or mutual facilities (if applicable)
- 6. Registered Deeds & Mortgages
- 7. All required drawings and plans are to be/include:
 - Folded to 8 1/2" x 11" in size
- 8. All checklists, forms and templates contained in the Site Plan Control Manual (Submission Package)



The proposal shall have regard for:

- 1. Character, scale, appearance and design features of buildings and their sustainable design, but only to the extent that it is a matter of exterior design.
- 2. Sustainable design elements on adjoining highway under a municipality's jurisdiction (i.e. trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities).
- 3. Accessibility for persons with disabilities (see Accessibility Checklist)

Site Plan Drawings

Please ensure that Site Plan Drawings are formatted as and contain the following information:

Administrative Details

- 1. Metric Scale of 1:250 or other standard scale
- 2. Signed and stamped by a qualified professional
- 3. Project Details such as name, submission date, phasing outline
- 4. Applicant and owner information
- 5. Legal Description and municipal address
- 6. Drawing number and title
- 7. Town of Caledon Site Plan file number
- 8. Revision box and dates
- 9. Key map showing the location of the property, provincial, regional and municipal roads
- 10. North arrow
- 11. Scale bar
- 12. Zoning By-law Matrix (See Zoning By-law Matrix Template)
- 13. Ontario Building Code Data Matrix (See Ontario Building Code Data Matrix Template)

Site Characteristics

- 14. Lot boundaries, bearings and dimensions from a legal survey, prepared by an OLS
- 15. Adjacent land uses and existing structures
- 16. Locations of easements, site triangles, 0.3 m reserves, road widening and land dedications



- 17. Abutting road right-of-way widths, including traffic islands
- 18. All open storage areas

Proposed/Existing Building(s)

- 19. Proposed building footprint and location
- 20. Distance to building(s) from all property lines
- 21. Dimensions of buildings, structures and building entrances
- 22. Relationship of the proposed buildings to adjacent buildings, streets and exterior areas to which members of the public have access

Driveways, Access and Parking

- 23. Streets, driveways, sidewalks and parking areas
- 24. Boulevard treatment (if applicable)
- 25. Location of Fire Routes with a minimum 12.0m radius measured at centreline
- 26. Vehicle access and driveway locations are indicated with width, turning radii dimensions and type of curbing
- 27. Items which may impact vehicle access (i.e. traffic signals, turning lanes, centre medians, etc.)

Utilities and Services

- 28. Location of septic tank systems, wells and utilities
- 29. Spot elevations surrounding and on top of the planting bed
- 30. Setbacks from existing and proposed utilities and services
- 31. Exterior waste storage and handling areas (Note: If interior waste storage is to be provided, a note is required on the Site Plan drawing)

Landscaping and Site Features

- 32. All landscaped areas
- 33. All open storage areas
- 34. Location and dimension of all outdoor hard surfaces and type of materials proposed
- 35. Watercourses and rock outcroppings



- 36. Retaining walls, fences, stairs and berms
- 37. Ground and pylon signs
- 38. All exterior lighting
- 39. Lighting Notes on the plan:
 - a. "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 fixtures is projected below the lamp and onto the lot the lighting is intended to serve."
 - b. "The maximum height of all lighting fixtures is 9.0m"
 - c. "Minimum distance of lighting fixtures from any lot line is 4.5m"

Floor Plan Drawings

- 1. Interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings
- 2. Proposed use of spaces for each floor
- 3. All access points
- 4. Overall dimensions
- 5. Finished floor elevations

Elevation Drawings

- 1. Roof plan indicating location and size of rooftop mechanical units and screening
- 2. All exterior walls showing dimensions
- 3. Finishing materials and colours for all elements with colour chips
- 4. Door and window types and details
- 5. Architectural details
- 6. Exposed foundation
- 7. Air conditioning and exhaust vents
- 8. Signs, exterior lights, equipment and equipment housing
- 9. Details of public areas and special features



Landscape Drawings

1. Signed and stamped for construction by a Professional Landscape Architect who is Certified and Licensed in the Province of Ontario
2. Property lines, adjacent streets and land uses
3. Locations of easements, site triangles, 0.3m reserves, road widenings and land dedications
4. Buildings and structures on-site and on adjacent properties
5. Streets, driveways, sidewalks and parking areas
6. Watercourses and rock outcroppings
7. Retaining walls, fences, stairs and berms
8. Utilities and services (eg. fire hydrants, streetlights, telephone poles and pedestals, transformer vaults, guy wires, hydro poles and above-ground service boxes)
9. On-site exterior lighting (including streetlight poles)
10. On-site building entrances and overhangs
11. Landscaped areas indicated
12. Location of trees, shrubs and groundcovers
13. Location of existing vegetation to be retained/preserved
14. Location of areas that are accessible to the public, areas to be dedicated for park purposes and play/amenity space
15. Design of entryway features
16. Stormwater facilities and associated landscape features (eg. swales, ponds)
17. Parking lot and garbage facility screening details (eg. fencing, plantings, berms, etc.)
18. Location and details of proposed landscape features including decorative paving, garbage containers, curbing, retaining walls, site furniture, signs and planters (with surface treatments indicated)
19. Town of Caledon Landscape Standard Notes to be included on plan
20. The standard landscaping details found in the Town of Caledon Development Standards, Policies & Guidelines (eg. Plant lists, planting details, tree preservation etc.) will be included on the drawings
21. Retaining walls in excess of 1.0m are accompanied by an Engineer's stamp



- 22. Any irrigation plans, layout and details are indicated
- 23. Design of street trees and streetscape elements are in conformance with the Town of Caledon Development Standards and any applicable urban design guidelines

Consultant Landscape Architect Letter of Conformance

- 1. Certifies that the Consultant Landscape Architect is a full member in good standing with the Ontario Association of Landscape Architects and that the submission utilizes sound landscape architectural design principles
- 2. Consultant has reviewed the Site Plan Manual and visited project site
- 3. Consultant has reviewed the Town of Caledon Comprehensive Urban Design Guidelines, including the Industrial/Commercial Design Guidelines

Minimum Landscaping Requirements

- 1. Planting meets the following standards:

	Non-Industrial/Commercial Sites	Industrial/Commercial Sites
Deciduous Trees	60 mm caliper	70 mm caliper
Coniferous Trees	180 cm in height	200 cm in height
Shrubs	60 cm in height	80 cm in height
Flowering Trees	50 mm caliper	50 mm caliper

- 2. Landscaping takes into account adjacent development and provides an appropriate planting and enhancements within the buffer strips as outlined in the Town of Caledon Comprehensive Urban Design Guidelines
- 3. Locations of landscaping features compatible with utilities, servicing and signage
- 4. Landscaping features located to improve energy conservation (eg. cold and wind screening, shading)
- 5. Berms, retaining walls and significant grade changes are provided and no earth slopes are greater than 4:1
- 6. Low maintenance, hardy, native species considered
- 7. Species selected for compatibility with site conditions and year-round appearance
- 8. Deciduous trees spaced at a maximum of 10m on centre
- 9. Landscaping meets zoning requirements
- 10. If the site plan is within a Registered Plan of Subdivision, the landscape plans must comply with approved streetscape plan and/or tree preservation plan
- 11. Lawn areas meet the requirements set out in the Town of Caledon Comprehensive Urban Design Guidelines



Crime Prevention Through Environmental Design (CPTED)

- 1. Natural surveillance has been enhanced by maximizing visibility through the careful placement of physical features and/or activities
- 2. Building access is clearly visible from the street to deter crime
- 3. Public space has been clearly defined as separate from semi-private and private space so that users develop a sense of ownership over it
- 4. Long term landscape maintenance measures will be performed to allow for the continuation of the intended use(s) of the space



Grading and Drainage Drawing(s)

1. Signed and stamped by a Professional Engineer who is Certified and Licensed in the Province of Ontario
2. Property lines, adjacent streets and land uses
3. Locations of easements, site triangles, 0.3 metre reserves, road widenings and land dedications
4. Buildings and structures on-site and on adjacent properties
5. Streets, driveways, sidewalks and parking areas
6. Watercourses and rock outcroppings
7. Retaining walls, fences, stairs and berms
8. Utilities and underground services
9. On-site exterior lighting (including streetlight poles)
10. Town of Caledon Drainage and Grading Standard Notes to Industrial Commercial drawings included on plan (Submission Package, Template 8) (if applicable)
11. Type of surfacing
12. Location, size, length, grade, material and bedding of all proposed underground Services
13. Locations of landscaped areas
14. Details of all stormwater management control features:
 - a. Location, size and length of culverts and pipes
 - b. Catchbasins, roof top controls, on-site storage, curb cuts and pond outlet Controls
 - c. Proposed service connections to Town of Caledon infrastructure
 - d. Size and location of storm laterals and service lids
15. Displays top of foundation wall and finished floor elevation of the ground floor and entrances of all buildings
16. Existing and proposed spot elevations within the project site and on adjacent properties (includes percent grades, slope ratios, detention areas and directional arrows)
17. Retaining walls in excess of 1.0m are accompanied by an Engineer's stamp
18. Roof downspout locations



Stormwater Management Report

1. Prepared, signed and stamped by a Professional Engineer who is Certified and Licensed in the Province of Ontario
2. If site plan is within a Registered Plan of Subdivision, the Stormwater Management Report must comply with approved Master Environmental Servicing Plan and overall Stormwater Management Report for the subdivision
3. Meets the Town's stormwater management criteria in the Town of Caledon Development Standards

Consultant Engineer Letter of Conformance

1. Certifies the Consultant Engineer is a full member in good standing and licensed in the Province of Ontario and that the submission utilizes sound engineering principles. Consultant has reviewed Town Standards and visited the project site

Minimum Grading and Drainage Requirements

1. Site drainage and controls are self-contained within the lot (unless otherwise approved by the Town of Caledon)
2. Drainage from adjacent sites has been considered and incorporated into the grading design
3. Grade differences at property line are matched or minimized
4. Swales do not exceed 30.0m in length (where overland swale exceeds 30.0m, a catchbasin system has been installed)
5. Minimum grades of swales are 2.0 % (where this is impractical, the invert of the swale is of a hard surface)
6. Berms, retaining walls and significant grade changes are provided and no earth slopes are greater than 4:1
7. Front yards have been graded to drain towards the street
8. Maximum driveway grade is 6.0%
9. Erosion and sedimentation control measures have been used during and after construction (eg. silt control fencing located prior to site grading and stone mat installed at site entrance)
10. Where a property drains to a stormwater management pond, release rate for roof tops is 42 litres/second/hectare and the overall site is restricted to 180 litres/second/hectare (including rooftop). For those areas not draining to a stormwater management pond, a release rate of 20 litres/second/hectare is required
11. Meets the Town of Caledon Development Standards



Accessible Parking Requirements

Please ensure parking areas conform to all requirements identified below.

- 1. Number of Accessible Parking Spaces as per By-law 2015-058.
- 2. Size and design of Accessible Parking Spaces as per By-law 2015-058.
- 3. Curb ramps are to be provided in accordance with By-law 2015-058 and the Ontario Building Code.
- 4. Accessible Parking Space Signage as per By-law 2015-058.

Other Accessibility Design Considerations

- 1. Are designated accessible parking spaces located in an area that is within close proximity to the building(s) accessible entrance points?
- 2. Is a pedestrian route established for designated accessible parking spaces that do not abut the building?



- 3. To avoid situations (see below), please add curb access to areas where a curb abuts an entrance.



Curb access such as the one below allows all users to identify a change in elevation or grade. Please refer to the Ontario Building Code for curb ramp requirements.



- 4. Please ensure snow storage areas and delivery locations do not block access routes or interfere with designated accessible parking areas.
- 5. Please ensure that the site plan shows exterior lighting fixtures that will sufficiently illuminate the area.
- 6. All main entrances shall be barrier-free by means of either a power door operator or sliding door features.
- 7. Where applicable, please provide a ramp into buildings or other features such as patio areas where stairs are currently the only means of access.
- 8. For interior door access to patio areas, please consider installing power door operators to allow all users to easily access the area.
- 9. Please avoid placing large planters, garbage receptacles, etc. in a location that may interfere with a path of travel or entrance.
- 10. For vehicle gas-pumping stations, the minimum distance between the edge of the gas pump canopy and the building should be 22.6 m.

Standard Notes to Industrial and Commercial Landscape Drawings may be modified to fit the drawing space. No changes are to be made to the text that in any way lessen the requirements.

Landscape Notes

The following notes are to appear on the Landscape Drawings:

General

1. These specifications are to be read in conjunction with the general conditions of the contract as prepared by and available at the office of **(Name of Consultant Landscape Architect)**.
2. Prior to commencing work, the contractor shall:
 - a. Familiarize themselves with the plans, details and specifications of this project;
 - b. Visit the site to ascertain and take account of existing conditions and any deviations from the plans in work by other; and,
 - c. Finalize all design alternatives in consultation with the Landscape Architect.
3. Prior to excavating the contractor shall verify the location of all underground utilities. In the event of a conflict between a proposed tree location and an underground service, the exact location of the tree shall be determined on site by the Landscape Architect. The contractor shall, at his/her own expense, repair any damage to existing utilities, structures, facilities, etc. done in the performance of their work.

Soft Landscaping Plant Materials

4. All plants shall be installed true to specified names, sizes, grades, etc. and shall conform to the standards of the Canadian Nursery Landscapes Association.
5. All plants shall be nursery grown in a hardiness zone appropriate to site conditions, as published by Agriculture Canada, entitled 'Map of Plant Hardiness Zones in Canada'.
6. In the event of a discrepancy in plant quantity between the landscape plan and the plant list, the landscape plan shall govern.
7. The contractor shall make plants available for inspection by the Landscape Architect prior to shipping to the site. This does not limit the right of the Landscape Architect and/or Town's representative to later reject plant material that is of poor quality, damaged during shipping or installation, performing poorly while the guarantee period is still in effect, or otherwise does not conform to the specifications.
8. Plant substitutions must be approved in writing by the owner, the Landscape Architect and the Town prior to delivery of the material on-site. The Landscape Architect may, upon completion of the work and notwithstanding prior approval at source, reject plant material not conforming to the specifications
9. The contractor shall use standard industry methods for planting trees. Trees shall be turned to give the best appearance. They shall also be guyed and staked immediately after planting and as detailed on the drawings.

Bed Preparation

10. Prior to backfilling, scarify the sides and bottom of the excavated tree pits and shrub beds.
11. Where heavy clay soil conditions prevail, backfill to the specified depths with:



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- a. 2 parts "Triple Mix" delivered to the site well-mixed with 1 part local topsoil (topsoil that was removed from the site and stockpiled; if unavailable, a topsoil with clay content must be imported)
12. Tree pits must be constructed with saucers and mulch as detailed.

Maintenance

13. Maintenance of all landscape installations throughout to include:
14. Proper irrigation to ensure optimum growth and development of installed plant material.
15. Cultivation, weeding and fertilization of the tree pits and planting beds.
16. Insect and disease control using 'Integrated Pest Management' practices.
17. Pruning and maintenance to further promote visibility and vitality of its intended use, as directed by the Landscape Architect or the Town.

Guarantee

18. All plant materials shall be guaranteed for a minimum of 1 year from date of written Landscape Certification for Commencement of Plant Warranty as granted by the Town, and until final certification is granted by the Town. Plants which do not survive satisfactorily during the guarantee period shall be replaced at no extra cost to the owner. Plant material which is replaced due to unsatisfactory performance shall, in turn, be guaranteed for another minimum of 1 year, or until final certification is granted by the Town.
19. Similarly, all other landscape work performed under this contract shall be fully guaranteed for the above specified period.
20. All work shall be inspected at the end of the warranty period, at which time a final certificate will be issued by the Landscape Architect and submitted to the Town for their inspection, and approval of final certification, permitting release of site work securities.
21. At the end of the guarantee period, the contractor shall remove all tree stakes, rodent guards and bark wrap and all extra mulch where necessary.

Acceptance

22. Work will be accepted by the owner or their representative upon completion and at the end of the specified maintenance period, provided that all plant material is alive and in healthy growing conditions.
23. Written preliminary and final certification must be submitted to the Town by the Landscape Architect. The Certifications shall be signed and stamped with the seal of the OALA.
24. Preliminary Certification of the project shall serve as the start of the guarantee period.
25. Final acceptance of the landscape works for this project is granted by the Town of Caledon upon conducting a satisfactory final site inspection

Continued Responsibility of the Owner

26. The owner has a responsibility to maintain the approved landscape in a well cared for manner that promotes plant vitality and healthy appearance. Any declining or dead plants are to be replaced within the season to sustain a kept landscape. The owner is reminded that future site plan applications for this site will be reviewed with regard to the conformity of the existing landscaping to the approved Landscape Plan registered with the Town of Caledon.



Grading and Drainage Notes

The following notes shall appear on the Grading and Drainage Plan(s):

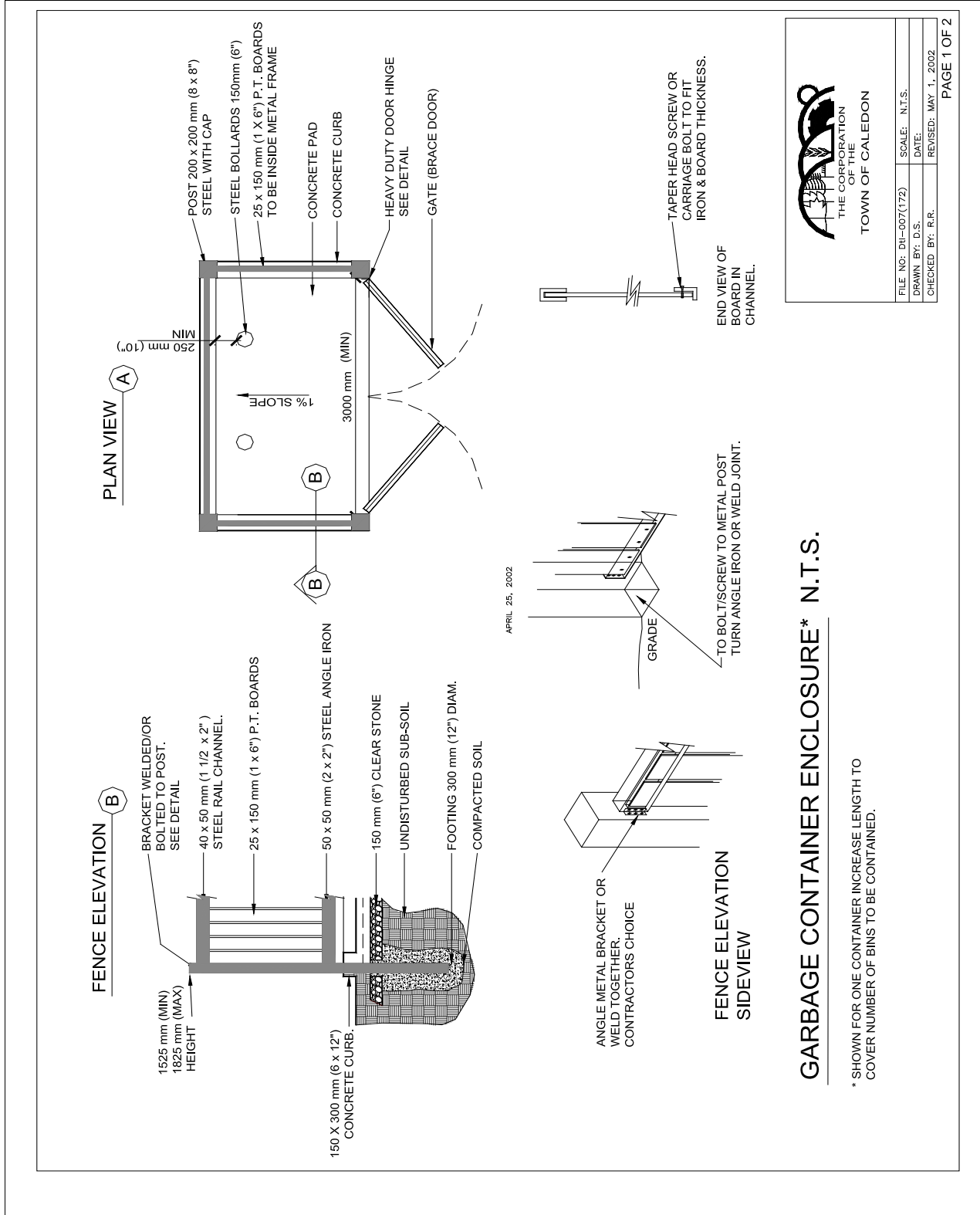
1. Construction for this project to comply with the most current version of the Town of Caledon Development Standards and the Ontario Provincial Standards and Specifications.
2. All proposed construction shall be carried out in accordance with the requirements of the Occupational Health and Safety Act and Regulations for construction projects.
3. Within a minimum of forty-eight hours prior to commencing construction within the municipal right-of-way, the contractor must contact the following:


Town of Caledon, Finance and Infrastructure Services Department	905-584-2272
Region of Peel	905-791-7800
Enbridge Consumers Gas	905-758-7924
Hydro One	519-941-1211
Bell Canada	416-296-6929
Rogers Cable	905-897-3914
4. All drainage to be self-contained and discharged to a location approved by the Town of Caledon.
5. Sediment control devices are to be installed prior to any construction on the site and shall be inspected and maintained throughout the construction period to the satisfaction of the Town of Caledon and the applicable Conservation Authority.
6. A minimum of 1.5m clearance is to be provided from the limits of all sidewalks and driveways to existing utility structures within the municipal right-of-way. If this clearance is not maintained, the structures shall be relocated at the applicant's expense.
7. Street curbs are to be continuous within the proposed entrance.
8. Any changes to grades or servicing from the originally approved site plan must be approved by the Town of Caledon.
9. Structural design of the fire route is required to support an 18-ton vehicle. As such the drawing is to show areas of heavy asphalt and light asphalt and is to provide design information.
10. All boulevards to be restored with 150mm minimum of topsoil and sod to the satisfaction of the Town of Caledon.
11. The minimum pavement design for the asphalt driveway apron within the municipal road allowance shall be as follows:

40mm HL3 Asphalt
50mm HL8 Asphalt
150mm Granular 'A'
300mm Granular 'B'

The consultant should review the above with respect to the expected usage.
12. Service Connection Backfill to be discussed with the Town of Caledon





 THE CORPORATION OF THE TOWN OF CALEDON	
FILE NO: DH-007(172)	SCALE: N.T.S.
DRAWN BY: D.S.	DATE:
CHECKED BY: R.R.	REVISED: MAY 1, 2002

GARBAGE CONTAINER ENCLOSURE* N.T.S.

* SHOWN FOR ONE CONTAINER INCREASE LENGTH TO COVER NUMBER OF BINS TO BE CONTAINED.



HINGE DETAIL

ELEVATION

WELDED NUTCAP STOPPER
POST
ROD HINGE PIN
HEIGHT OF GATE.

PLAN VIEW

THICK WALL PIPE FOR HINGE
WELDED TO GATE AND POST
WITH 13 mm ROD CONNECTOR.

1. LOCATION OF GARBAGE BIN TO BE APPROVED BY SITE PLAN PROCESS PRIOR TO CONSTRUCTION.
2. ALL CONCRETE USED TO HAVE MINIMUM COMPRESSIVE STRENGTH OF 30MP AFTER 28 DAYS WITH 5-7 % AIR ENTRAINMENT.
3. CONCRETE SLAB TO BE REINFORCED BY 6x6x10x10 WELDED WIRE MESH.
4. ALL WOOD TO BE PRESSURE TREATED PINE, SPRUCE OR WESTERN RED CEDAR.
5. GATE TO HAVE MINIMUM OPENING OF 3000 mm GATE TO BE SECURELY ANCHORED WHEN OPEN.
6. 75x75 mm STEEL POST PAINTED FLAT BLACK (STEEL TO BE 6.5 mm GAUGE).
7. ALL METAL COMPONENTS TO BE HOT DIPPED GALVANIZED.

GATE LATCH DETAIL

ELEVATION

13 mm BOLT
13 mm ROUND IRON
GATE LATCH
GATE

PLAN VIEW

GARBAGE CONTAINER GATE ELEVATION N.T.S.

FRONT

HEAVY DUTY HINGE SECURE TO STEEL POST SEE DETAIL

75 x 125 mm HORIZONTAL MEMBER 250 x 1000 mm STEEL "C" CHANNEL TOP, BOTTOM & SIDES.

GATE CATCH (SEE DETAIL)

GATE

50 x 150 mm (1 x 6") P. T. BOARD

200 x 200 mm (8 X 8") STEEL POST

150 mm (6") CONCRETE PAD

150 x 300 mm (6 x 12") CONCRETE CURB

FILE NO: DI-007(172)	SCALE: N.T.S.
DRAWN BY: D.S.	DATE:
CHECKED BY: R.R.	REVISED: MAY 1, 2002

PAGE 2 OF 2

(Company Letterhead)

(Date)

Planning and Development Section
The Corporation of the Town of Caledon
6311 Old Church Road
Caledon, Ontario
L7C 1J6

Attention: (Name of Lead Planner)

Re: Engineering Letter of Conformance
(Project Name)
(Site Plan Application Number)
(Legal Description/Municipal Address)

This letter certifies that I, (Name of Professional) of (Name of Company), being a Professional Engineer in good standing in the Province of Ontario and licensed to perform consulting engineering services in the Province of Ontario, have reviewed and understood the Town of Caledon Site Plan Design Guidelines.

I also certify that I have visited the site and am familiar with this property and surrounding properties and have designed the site plan accordingly. I also certify that I have reviewed the most recent legal survey plan of the property and am aware of all registered easements affecting the property.

The aforementioned site plan submission containing the drawings, reports, and studies, as shown in Schedule A (List all drawings by number with revision number, if applicable, reports, studies in Schedule A) attached hereto meets all the criteria set out in the Guidelines. (If any of the guidelines or standards have not been met, then carefully list which ones with a brief summary of the issue(s) and the engineering principle that concluded the reason(s) for non compliance). The submitted Site Plan design does not adversely affect any of the neighbouring properties, meets all applicable laws of Ontario and is designed with good engineering principles.

The submitted site plan was designed with pedestrian usage and safety in mind and overall safe and efficient movement of goods/vehicles/pedestrians was contemplated in the design with no safety issues identified. No egress or access traffic concerns/conflicts were identified with this proposal and the intended use of the site will not cause unsafe or unacceptable service level traffic conditions.

Yours truly,

(Name and Title of Professional)
(Name of Company)
(Professional Stamp)



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(Company Letterhead)

(Date)

Open Space and Design
The Corporation of the Town of Caledon
6311 Old Church Road
Caledon, Ontario
L7C 1J6

Attention: (Name of Lead Planner)

Re: Landscape Letter of Conformance
(Project Name)
(Site Plan Application Number)
(Legal Description/Municipal Address)

This letter certifies that I, (Full Name of Professional) of (Name of Company), being a Professional Landscape Architect in good standing as a full member of the Ontario Association of Landscape Architects, have reviewed and understood the Town of Caledon – Landscape Standards as outlined in the Site Plan Control Manual dated (Provide Date of Manual) and the following relevant Urban Design Guidelines: (List Design Guidelines Reviewed, if Applicable). I also certify that I have visited the site, am familiar with this property and surrounding properties and have designed all aspects of the landscape site plan accordingly.

The aforementioned landscape site plan submission containing the following drawings as required in the Site Plan Control Manual (List all drawings by number with revision number if applicable) attached hereto meets all the criteria as set out in the 'Site Plan Control Manual'. (If any of the guidelines or standards have not been met, then carefully list which ones with a brief summary of the issue (s) and the landscape design principle that concluded the reason (s) for non compliance).

The submitted 'Landscape Site Plan(s)' design does not adversely affect any of the adjacent properties. The package contained herein also meets all applicable laws of Ontario and has been designed in accordance with sound landscape architectural principles.

Yours truly,

(Name and Title of Professional)
(Name of Company)
(Professional Stamp)



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

The Ontario Building Code Data Matrix shall be completed and stamped by a Professional Architect and/or Engineer and appear on the Site Plan drawing.

Firm Name: Certificate of Practice Number: <small>Enter address and contact information here. The certificate of practice number of the holder is the holders' BDCN.</small> Name of Project: Location (address):	<p style="text-align: center;">Apply seal and signature here.</p> <p style="font-size: small;">The architect/engineer noted above has exercised responsible control with respect to design activities.</p>
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Item	Ontario Building Code Data								OBC Reference	
1	Project Description:		Change of Use: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Renovation					
2	Major Occupancy(s): (Please Describe)									
3	Building Area: Existing _____ m ²		New _____ m ²		Total _____ m ²					
4	Gross Area: Existing _____ m ²		New _____ m ²		Total _____ m ²					
5	Number of Storeys: Above Grade _____				Below Grade _____					
6	Height of Building: _____ m									
7	Number of Streets:									
8	Building Classification: 3.2.2. _____			Group: _____		Division: _____				
9	Sprinkler System:		<input type="checkbox"/> Entire Building <input type="checkbox"/> In Lieu of Roof Rating <input type="checkbox"/> Basement Only <input type="checkbox"/> Not Required							
10	Standpipe System:		<input type="checkbox"/> Yes		<input type="checkbox"/> No					
11	Fire Alarm:		<input type="checkbox"/> Yes		<input type="checkbox"/> No					
12	Fire Fighting Water Supply, as Required by 3.2.5.7., is Provided by Means of: (Please Describe)									
13	High Building per 3.2.6.:		<input type="checkbox"/> Yes		<input type="checkbox"/> No					
14	Permitted Construction:		<input type="checkbox"/> Combustible		<input type="checkbox"/> Noncombustible		<input type="checkbox"/> Both			
14	Proposed Construction:		<input type="checkbox"/> Combustible		<input type="checkbox"/> Noncombustible		<input type="checkbox"/> Both			
15	Mezzanine(s):		Aggregate Area _____ m ²			% of Floor/Suite _____				
16	Occupant Load: _____ persons									
16	Based On:		<input type="checkbox"/> m ² /person			<input type="checkbox"/> Design of Building				
17	Barrier Free Design:		<input type="checkbox"/> Yes		<input type="checkbox"/> No (explain)					
18	Spatial Separation – Construction of Exterior Walls									
	Wall	Area of EBF (m ²)	L.D. (m)	L/H or H/L	Max Permitted % of Openings	Proposed % of Openings	FRR (hrs)	Comb. Constr.	Comb. Constr. w/ Nonc. Cladding	Nonc. Constr. w/ Nonc. Cladding
	North									
	South									
	East									
	West									



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A complete and full Zoning By-law Matrix must appear on the Site Plan drawings. Please refer to the Zoning By-law for a list of zone standards applicable to the site.

Zone Standard	Requirements	Proposed
Lot Area (min)		
Lot Frontage (min)		
Building Area (max)		
Front Yards (min)		
Exterior Side Yards (min)		
Rear Yards (min)		
Interior Side Yards (min)		
Gasoline Pump Island, Accessory Setbacks (min)		
Accessory Open Storage Area Setbacks (min)		
Accessory Outside Sales or Display Area Setback (min)		
Building Heights (max)		
Landscaping Area (min)		
Planting Strip Width (min)		
Planting Strip Location		
Driveway Setbacks (min)		
Parking Space Setback (min)		
General Provisions		
Accessory Uses		
Garbage Enclosures		
Parking Loading & Delivery Standards		
Applicability		
Non-Residential Parking Requirements		
Barrier Free Parking		
Illumination		



Town of Caledon 905-584-2272

6311 Old Church Road, Caledon, ON, L7C 3J6

General Planning Inquiries x. 7338

General Building Inquiries x. 2233

Region of Peel 905-791-7800

10 Peel Centre Drive, Brampton, ON, L6T 4B9

Ministry of Transportation 416-235-4592

1201 Wilson Avenue, 7th Floor, Building 'D', Downsview, ON, M3M 1J8

Toronto Region Conservation Authority 416-661-6600

5 Shoreham Drive, Downsview, ON, M3N 1S4

Credit Valley Conservation 905-670-1615

1255 Old Derry Road, Mississauga, ON, L5N 6R4

Lake Simcoe Region Conservation Authority 905-895-1281

120 Bayview Parkway, Box 282, Newmarket, ON, L3Y 4X1

Nottawasaga Valley Conservation Authority 705-424-1479

John Hix Conservation Administration Centre, 8195 8th Line, Utopia, ON, L0M 1T0

