



# Site Plan Approval Guidelines

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Town of Milton  
January 2023

**Disclaimer:** Site Plan Approval Guidelines are reviewed and updated as necessary. If you have any questions regarding this document, please contact the Development Services Department at [Planning@milton.ca](mailto:Planning@milton.ca).

## Table of Contents

<b>A. Process and Procedures</b> .....	<b>1</b>
1.1 Overview of Site Plan Approval .....	1
1.2 Purpose of Site Plan Approval Guidelines .....	3
1.3 Two-Stage Pre-Application Process .....	3
1.3.1 Stage 1 - Pre-Consultation Meeting .....	3
1.3.2 Scheduling a Pre-Consultation Meeting.....	3
1.3.3 Attendance at a Pre-Consultation Meeting .....	3
1.3.4 After the Pre-Consultation Meeting .....	4
1.3.5 Submission Standards.....	4
1.3.6 Stage 2 - Pre-Submission Review .....	5
1.4 Application for Site Plan Approval .....	6
1.4.1 Submission Requirements.....	6
1.4.2 Scope of Application for Site Plan Approval .....	8
1.4.3 Required Fees for Site Plan Approval.....	10
1.4.4 Financial Requirements.....	11
1.5 Review of Application for Site Plan Approval.....	12
1.5.1 Circulation of Site Plan .....	12
1.5.2 Comments Provided to Applicant.....	12
1.5.3 Landscape Plan Submission .....	13
1.5.4 Accessibility Advisory Committee .....	13
1.5.5 Final Submission Materials and Site Plan Approval.....	13
1.5.6 Failure to Approve Plans or Drawings .....	14
1.5.7 Extension to Site Plan Approval.....	14
1.5.8 Site Inspection Process .....	14
1.5.9 Reductions and/or Release to Letter of Credit or Cash Site Security.....	14
1.5.10 Cancelling Site Plan Approval .....	15
1.5.11 Inactive Applications for Site Plan Approval .....	15
<b>B. Design Standards and Drawing Requirements</b> .....	<b>16</b>
2.1 Design Standards .....	16
2.2 Drawing Requirements .....	16
2.2.1 Title Block Requirements for all Drawings .....	16
2.2.2 Topographical, Real Property Survey and Reference Plans.....	16

2.3 Engineering Drawings ..... 17

- 2.3.1 General Information ..... 17
- 2.3.2 Erosion and Sediment Control Plan ..... 18
- 2.3.3 Site Grading and Site Servicing Plans ..... 18
- 2.3.4 Required Details and Certifications ..... 19
- 2.3.5 Required Notes for Grading and Drainage Plan and Site Servicing Plan... 19

2.4 Site Plan Drawings ..... 21

- 2.4.1 Site Plan Details ..... 23
- 2.4.2 Architectural Drawings ..... 24
- 2.4.3 Landscape Plan Drawings ..... 25
- 2.4.4 Planting Details ..... 26
- 2.4.5 Planting List ..... 26
- 2.4.6 Tree Inventory and Preservation Plan ..... 27
- 2.4.7 Photometric Plan ..... 27
- 2.4.8 Sign Permit ..... 27

## A. PROCESS AND PROCEDURES

The Site Plan Approval Guidelines ('SPA Guidelines') document is divided into two parts:

- A. Site Plan Process and Procedures; and,
- B. Design Standards and Drawing Requirements.

### 1.1 Overview of Site Plan Approval

Site Plan Approval provides the municipality the opportunity to review the detailed aspects of development proposals for individual properties. This ensures that development contributes to the orderly and harmonious development of the community while minimizing negative impacts on health, safety, accessibility and the protection of adjoining lands. The Town of Milton Official Plan contains policies that address Site Plan Approval and the Council of the Town of Milton passed its Site Plan Control By-law, as amended, that applies to all lands situated within the Town of Milton. No person shall undertake any development in the Site Plan Control Area without the approval of the required plans and drawings in accordance with the requirements of Section 41 of the Planning Act. In the Town of Milton, Site Plan Approval is a delegated authority to the Commissioner of Development Services.

All land use planning decisions, including decisions on site plan applications, must be consistent with the Provincial Policy Statement and conform to or not conflict with Provincial plans. Section 41 of the Planning Act, as amended, establishes provisions that apply to development requiring Site Plan Approval. Generally the following classes of development are subject to Site Plan Approval where a new building or a building addition to an existing building is proposed: commercial, mixed use, industrial, institutional and multiple residential buildings. Additional classes of development may require Site Plan Approval in site-specific situations as outlined in these SPA Guidelines.

Section 41(1) of the Planning Act generally defines "development" as follows:

- The construction, erection or placing of one or more buildings or structures on land;
- The making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof;
- The laying out and establishment of a commercial parking lot;
- Sites for the location of three or more trailers;
- Sites for the location of three or more mobile homes; and,
- Sites for the construction, erection or location of any number of land lease community homes.

In addition to the above, the Town of Milton Site Plan Control By-law includes the following additional activities that are classified as development:

- Placement of shipping containers as defined by the Town of Milton Zoning By-law except those permitted on a temporary basis as development; and,
- Agriculturally-related commercial or industrial new buildings or additions, including but not limited to the development of farm supply sales establishments, off-farm agricultural storage buildings and structures and similar developments.

### **Exemptions to Site Plan Control**

The following classes of development are exempt from Site Plan Control:

- The placement of a portable classroom on a school site if the school site was in existence on January 1, 2007;
- The placement of 6 or less portable classrooms on a school site;
- Minor development which does not require site works;
- Site works covered by the Town's Site Alteration By-law, as amended;
- Grade-related residential buildings where the dwelling units have frontage on a public or private street provided that the development is in a registered plan of subdivision and complies with the terms and conditions of any related agreements unless Site Plan Approval is required as a condition of subdivision approval; or where not in a registered plan of subdivision the development addresses lot grading and drainage and noise attenuation to the satisfaction of the Town.
- Agricultural and farm related buildings or structures for use in active farm operations and which by their nature do not directly serve the public and/or do not charge public user fees except where such buildings are located:
  - Located within a Greenlands A Zone or located within an Environmentally Sensitive Area as defined by the Town of Milton Official Plan; or,
  - Designated as a heritage structure pursuant to the Ontario Heritage Act.
- Single family detached dwellings and residential buildings containing no more than 10 dwelling units and ancillary uses and additions or alterations thereto unless:
  - Located within an Environmentally Sensitive Area (ESA);
  - Located within a Conservation or Hazard Land designation;
  - Containing a home occupation under the provisions of the Town of Milton Zoning By-law or Niagara Escarpment Plan; and,
  - Designated as a heritage structure pursuant to the Ontario Heritage Act.

### **Minor Site Plan Applications and Site Plan Revisions**

Minor site plan applications are development proposals that do not require extensive site works and can be addressed by a scoped circulation to Town Departments.

Applications requiring Halton Region or Conservation Halton review are not considered to be minor site plan applications.

The Commissioner of Development Services may approve minor changes or modifications to any approved Site Plan Approval, in writing, without an amendment to the Site Plan Agreement. The Minor Site Plan review fee will apply to Site Plan Approval revisions, in accordance with the Town's User Fee By-law.

## **1.2 Purpose of Site Plan Approval Guidelines**

The main purpose of the SPA Guidelines is to assist development proponents in understanding the detailed requirements for obtaining Site Plan Approval. This knowledge will assist the development proponent in preparing a complete application to facilitate an efficient and timely review process. Applicants should contact Planning Staff in the Development Services Department to determine if a particular development proposal is subject to Site Plan Approval. It is noted that the SPA Guidelines are a guideline document and that deviations may occur, however, every effort should be made by the development proponent to provide the requirements as set out in the SPA Guidelines to avoid potential review delays.

## **1.3 Two-Stage Pre-Application Process**

Prior to the submission of an application for Site Plan Approval, the Town of Milton requires that the Applicant complete a two-stage Pre-Application Process, in accordance with the Town's Official Plan and the Pre-Application Process and Complete Application By-law. Below is a description of the Pre-Application Process, which includes a Pre-Consultation Meeting and Pre-Submission Review.

### **1.3.1 Stage 1 - Pre-Consultation Meeting**

The Pre-Consultation Meeting allows future Applicants to meet with Town Staff and commenting or approval agencies on development proposals before the application is filed. The purpose of the Pre-Consultation Meeting is to discuss the proposed development, identify the requirements for a complete application, review accessibility requirements, discuss the development review process and identify any issues that will require further discussion and/or investigation.

### **1.3.2 Scheduling a Pre-Consultation Meeting**

Town Pre-Consultation Meetings are held every other Tuesday between 9:30 am and 12:30. A request to schedule a Pre-Consultation Meeting should be filed by 4:30 pm on the Monday of the week two (2) weeks prior to the preferred meeting date by emailing your signed Pre-Consultation Meeting Request Form and sketch in pdf format to: [Planning@milton.ca](mailto:Planning@milton.ca). If Applicants have preferred times and dates for the meeting, they can include their preferred dates and/ or times and staff will try to accommodate if possible. To confirm receipt by the Town of your Pre-Consultation Meeting Request Form, you may want to contact the Coordinator, Development Administration in the Development Services Department by email to [Planning@milton.ca](mailto:Planning@milton.ca) or by phone at 905-878-2272 Ext. 2215. Pre-Consultation Meeting dates and times for each proposal will be confirmed in the week following the submission of the request noted above.

### **1.3.3 Attendance at a Pre-Consultation Meeting**

All Pre-Consultation Meetings are organized by the Town of Milton Development Services Department Staff. Meeting attendees may include the following:

- Property Owner, Applicant and/or his/her authorized agent(s) and/or advisors;
- Town Staff from various departments with interests in the area and/ or project; and,
- Agency Staff who may include representatives of Halton Region, the relevant Conservation Authority and others as may be required.

Please note that Applicant's may have to contact Staff of the agencies noted above separately after the meeting for more information or to clarify comments provided at the meeting.

#### **1.3.4 After the Pre-Consultation Meeting**

A Record of Pre-consultation will be provided to the Applicant within approximately two (2) weeks following the Pre-Consultation Meeting date. It is the expectation that the Applicant and the Owner of the property will sign the Record of Pre-Consultation and return it to the assigned Town Planner as noted in the Record of Pre-Consultation. In situations where an Applicant and/or Owner do not provide the Town with a signed Record of Pre-consultation, the Town may decide that a new Pre-Consultation Meeting is required and new requirements may be identified.

Applicants may be required to contact Town and Agency Staff for additional guidance on issues related to their application including terms of reference of any required studies or reports or any additional studies that may be required on further review of the proposal.

The detailed Record of Pre-Consultation will remain valid for ten (10) months (or at the discretion of the Director of Development Review) from the date that the Record of Pre-Consultation is issued. Should an application not be received by the Town of Milton at that point in time, a new Pre-Consultation Meeting may need to be scheduled and new comments may be provided. This will need to be confirmed with the Town Planner who led the original Pre-Consultation Meeting. In this situation, the Town may not accept a Request for Pre-Submission Review (the second stage of the Pre-Application Process) until this second Pre-Consultation Meeting has taken place.

Any information of a confidential nature that is provided to the Town for review should be marked by the Applicant as "In Confidence".

#### **1.3.5 Submission Standards**

Please note that electronic submissions are required and please include the following as attachments:

- Complete Pre-Consultation Meeting Request Form, signed by the Owner.
- Drawing(s):
  - Minimum 11" X 17" page size in PDF format; and,
  - Digital files must be in .pdf format and generated directly from the software used to create them (AutoCAD, Softplan, Revit, etc.) using a PDF printer or converter (no scanned copies). All .pdf files must have the document properties/restrictions/ security settings/permissions set to allow, "Printing" and "Adding Markups".

- Drawing(s) should detail as much information as possible including:
  - Site dimensions in metric units;
  - Proposed and existing building locations and some details as required to illustrate and clarify proposal;
  - Access arrangements and dimensions;
  - Parking areas and the surface treatment;
  - Treed areas (existing and proposed);
  - Existing uses and proposed uses and their locations (if known);
  - Other details to help communicate the proposal's intent; and,
  - Additional anticipated site requirements that may be relevant for Site Plan applications that may be required.
- Any additional information that may assist staff in providing the most relevant and appropriate feedback and direction.

Please note that inadequate or premature applications may be refused or require review at additional Pre-Consultation Meetings. The Applicant may be required to attend additional meeting(s) to establish application requirements.

### 1.3.6 Stage 2 - Pre-Submission Review

The Pre-Submission Review stage is a required component of the Pre-Application Process. The Pre-Submission Review can be initiated once a Pre-Consultation Meeting has occurred and a Record of Pre-Consultation has been issued by Town staff. In order to initiate this stage, the Applicant should send an email to [Planning@milton.ca](mailto:Planning@milton.ca) indicating the request for a Pre-Submission Review. The Coordinator, Development Administration will provide the Applicant with a secure link to submit the required materials, indicate the required fees and provide instructions on how to pay the required fees. The Pre-Submission Review fee is 30% of the base application fees for all future Planning Act applications required to facilitate the proposed development.

To confirm receipt by the Town of your request for Pre-Submission Review, you may want to contact the Coordinator, Development Administration in the Development Services Department at [Planning@milton.ca](mailto:Planning@milton.ca) or by phone at 905-878-2272 ext. 2215.

For the Pre-Submission Review, the Applicant is required to submit all documentation, plans and/or approvals identified in the Record of Pre-Consultation. Town Staff will circulate the documents to internal Town departments, Regional Staff and relevant Conservation Authority. Upon completion of the Pre-Submission Review, Town staff will issue a Record of Comment within approximately 35 days from the time that the Pre-Submission Review is circulated.

The Record of Comment will include comments on the documents provided, indicate if the submission is acceptable and notify the Applicant if the submission of the application for Site Plan Approval can occur. If the Pre-Submission Review is missing materials, the Record of Comment will request that a resubmission be made. There will be no additional fee for a resubmission of a Pre-Submission Review.



## 1.4 Application for Site Plan Approval

Once the Applicant receives the Record of Comment that indicates an application for Site Plan Approval can occur, the Applicant will be required to submit the application, required fees and all submission requirements. To submit an application for Site Plan Approval, the Applicant is required to contact Coordinator, Development Administration in the Development Services Department by email to [Planning@milton.ca](mailto:Planning@milton.ca) to request a secure link to upload the submission materials and instructions on how to pay required fees will also be provided.

Upon submission of an application and the required fees, Town Staff will assess the submission to ensure that all required studies, drawings and applicable fees have been submitted to determine whether or not the application is complete. An application for Site Plan Approval is only considered complete if all items noted in the Record of Pre-Consultation, Record of Comment and all required fees have been submitted.

Town Staff will review the submission and, if deemed complete, will issue a Notice of Complete Application within 30 days of the submission. If the application is incomplete, Town Staff will provide a Notice of Incomplete Application to the Applicant that indicates why the submission is incomplete. Prior to a resubmission, the Applicant will be required to pay the incomplete site plan application fee in accordance with the Town's User Fee By-law. Fees are due at time of submission.

If the proposal cannot be supported as present, Town Staff will request further revisions necessary in order for the Town to support the proposal. Town Staff may hold a further scoped Site Plan Pre-Consultation Meeting to review the revisions. If the Applicant does not agree to the requested revisions necessary for the Town to support the proposal, the Commissioner of Development Services may refuse to accept the application for Site Plan Approval.

### 1.4.1 Submission Requirements

Below are the site plan application submission requirements.

- A. **Application Package** and supporting documentation are to be submitted electronically to the Coordinator, Development Administration. For information on electronic submissions, please email [Planning@milton.ca](mailto:Planning@milton.ca).
- B. **Current Application Form for Site Plan Approval** with all applicable sections completed and digitally signed.
- C. **Record of Pre-Consultation** completed by Town Staff during the mandatory Pre-Consultation Meeting(s) and signed by the Applicant.
- D. **Record of Comment** completed by Town Staff following the Pre-Submission Review.
- E. **Cover Letter:** Outline the details of the proposal plus referencing any related Planning applications (e.g. Subdivision application, Official Plan Amendment, Zoning By-Law Amendment, Committee of Adjustment application, etc.).

F. **Application Fees** are to be submitted at time of the application submission. The Town does not accept payments on behalf of the Region of Halton or Conservation Halton.

1. **Town of Milton Fees:** A cheque made payable to the Town of Milton can be submitted either by mail or in person (Drop Box or at Cashiers in the Main Lobby) to the attention Coordinator, Development Administration at Town Hall at 150 Mary Street, Milton. The Applicant must provide the following information with all cheque payments: Applicant/Owner Name, Site Address and File Number (if known). Missing information can cause delays in processing your payment and application.
2. **Halton Region** has recently updated their application fee payments options. Payment for planning applications should only be submitted at the time an application is made with the local municipality. All payments under \$10,000 must be send electronically either via e-transfer at [Planningfees@halton.ca](mailto:Planningfees@halton.ca) or via bank wire transfer, if you have an account set up with the Region's Account Receivables Department. The Applicant must provide the following information with all payments: Applicant/Owner Name, Site Address and File Number (if known). Missing information can cause delays in processing your payment and application. For more detailed information, please contact the [Planning Intake Clerk](#), Halton Region, Legislative Planning Services Department
3. **Conservation Halton:** After the application has been circulated, Conservation Halton Staff will contact you to confirm the fee and arrange payment (either over the phone or by Business Account to Business Account Electronic Funds Transfer). Please contact [Conservation staff](#) if you have any questions.

G. **Electronic Documentation** is required at submission. All documents and drawings are to be submitted in pdf format. Digital files must be in .pdf format and generated directly from the software used to create them (AutoCAD, Softplan, Revit, etc.) using a PDF printer or converter (no scanned copies). The following formats must be followed:

- All .pdf files must have the document properties/restrictions/ security settings/permissions set to allow "Printing" and "Adding Markups".
- All pdf files for the application should be uncompressed (i.e. no zipped files) and no folders;
- Each Plan/Drawing must be grouped as one PDF file for each type i.e. Architectural, Civil, Landscape, Transportation, etc.;
- Each PDF file must be properly labelled. PDF file names should have an abbreviated description of the document (i.e. Architectural\_Plans\_150mary\_st.pdf; Parking\_ Study\_150MarySt.pdf; SWMReport\_100mainst.pdf, etc.;
- Each PDF must be submitted without a password and/or restrictions;
- Each PDF file must be submitted to mirror paper copies exactly and be flattened (i.e. no layers); and,

- Each PDF file submitted must not exceed 25 mb.

#### 1.4.2 Scope of Application for Site Plan Approval

Section 41 of the Planning Act sets out what may be requested in support of an application for Site Plan Approval and is generally summarized below:

- Locations of all proposed buildings and structures and their relationship to adjacent buildings, streets, and exterior areas;
- Drawings showing plan, elevation and cross-section views for each building to be erected;
- Massing and conceptual design of the buildings and matters related to exterior design;
- Design of facilities to promote accessibility for persons with disabilities;
- Design of exterior and interior spaces where the public can have direct access from streets, open spaces or interior spaces in adjacent buildings;
- Vehicular access, parking, loading, fencing, servicing, exterior site lighting, grading and drainage proposed;
- Sustainable design elements including trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities; and,
- Where applicable, identify the lands required for land dedications and easements to be gratuitously dedicated to the municipality.

Section 41(3.4) of the Planning Act specifies that a municipality may require that an Applicant provide any other information or material that the municipality considers it may need, but only if the Official Plan contains provisions relating to requirements under this subsection. The specific drawings and reports required to be submitted for a complete application will be identified through the Pre-Application Process. Below is a list of drawings and reports that the Town may require to evaluate an application for Site Plan Approval.

#### Drawings

- Site Plan and Details
- Aerial Photographs and/or Context Plan
- Architectural Drawings (Floor Plan, Roof Plan, Parking Garage Plan, Screening Details of Roof-Mounted Equipment, Elevations, Building Cross-Sections, Colour Elevations or Perspective Views and Digital Architectural Massing Model)
- Existing Conditions and Removals Plan
- Reference Plan for Land Dedication or Easements
- Topographical Survey and Real Property Survey
- Landscape Plan and Details

- Tree Inventory and Preservation Plan including Tree Protection Details
- Woodlot Inventory, Analysis and Assessment
- Natural Heritage Area Enhancement Plan
- Demarcation of the Limits of Natural Hazards (top-of-bank, erosion hazard, flood plain) as a surveyed line for areas Regulated by a Conservation Authority
- Demarcation of the limit of wetlands, natural heritage areas and/or areas Regulated by a Conservation Authority
- Fish Habitat Assessment
- Endangered Species Assessment
- Streetscape Design Plan
- Park and Open Space Concept Plan
- Garbage Enclosure Details
- Acoustic Buffer, Fencing and Structure Details
- Accessibility Plan and Details
- Pedestrian and Cycling Circulation Plans
- Photometric Plan and Exterior Light Fixture Details (Pole-Mounted and Wall-Mounted)
- Erosion and Sediment Control Plan and Details
- Site Grading Plan and Details
- Site Servicing Plan and Details
- Stormwater Management Plan and Details
- Retaining Wall / Structure Plan and Details
- Pavement Marking and Signage Plan
- Vehicle Maneuvering and Turning Plans
- Construction Management Plan
- Shoring and Excavation Plans and Details

#### **Reports**

- Functional Servicing Report
- Stormwater Management Report
- Geotechnical / Soils Investigation Report
- Hydrogeological Assessment

- Natural Hazards Stable Slope / Erosion Assessment & Flood Plain Hydraulic Assessment
- Approved Subwatershed Study and/or Subwatershed Impact Study
- Environmental Impact Study
- Transportation Impact Study
- Parking Justification Study
- Noise Study
- Noise and Vibration Study (vicinity to railway corridor)
- Railway Crash Wall Assessment
- Archaeological Assessment
- Environmental Site Assessment (Phase I, Phase II)
- Record of Site Conditions
- Tree Inventory, Analysis and Preservation Report
- Urban Design Brief
- Sun Shadow Analysis Study
- Pedestrian Level Wind Study
- Cultural Heritage Impact Assessment and/or Conservation Plan
- Agricultural Impact Assessment

All of the above studies and reports are to be based on a terms of reference approved by the Town and/or applicable external commenting agency. Contact the Town Planner for specific direction.

Note: Additional drawings or reports may be required for circulation to commenting agencies and will be highlighted at the mandatory Pre-Consultation Meeting(s).

### 1.4.3 Required Fees for Site Plan Approval

Below is information on the required fees for Site Plan Approval.

- A. **Town of Milton:** Refer to the current Town of Milton User Fee By-law for detailed information as all fees are subject to change annually. All Site Plan Application fees will be specified by Town Staff at the mandatory Pre-Consultation Meeting and are to be included at the time of submission of the Site Plan Application and made payable to the Town of Milton.
- B. **Regional Municipality of Halton Site Plan Application Fees:** Contact Halton Region Staff or visit <https://www.halton.ca/The-Region/Regional-Planning/Planning-Applications/Development-Application-Review>

**C. Conservation Halton Site Plan application fees effective January 1, 2023:** Contact Conservation Halton Staff at: <https://www.conservationhalton.ca/planning-and-advisory/>

On April 14, 2022, Bill 109, More Homes for Everyone Act (2022) received Royal Assent. Bill 109 introduced new Site Plan Approval timelines established from the date that an application for Site Plan Control is deemed complete as well as required fee refunds on a graduated scale when decision on certain applications are not made within the prescribed timeline. Fee refunds came into effect on January 1, 2023.

On the basis of the above, Section 41(11.1) of the Planning Act section 41 (11.1) establishes the prescribed timelines for fee refunds.

1. If the municipality approves the plans or drawings within 60 days, the municipality shall not refund the fee.
2. If the municipality has not approved the plans or drawings within 60 days, the municipality shall refund 50 per cent of the fee.
3. If the municipality has not approved the plans or drawings within 90 days, the municipality shall refund 75 per cent of the fee.
4. If the municipality has not approved the plans or drawings within 120 days, the municipality shall refund all of the fee.

#### **1.4.4 Financial Requirements**

The Owner is required to meet all financial requirements of the Town as part of the Site Plan Approval process including, but not limited to, the following:

- Letter of Credit or cash security to secure for on-site, off-site works and landscape works in order to ensure that they will be constructed in accordance with the approved plans. The amount of site securities is determined based upon satisfactory cost estimates approved by Town staff. Contact the Town Planner for the Town's standard Letter of Credit template and submission instructions;
- For Residential developments, additional fees are required and must be paid to the Town as outlined in the Town's annual User Fee Report and By-law. These fees will be included in Schedule 'D' of the Site Plan Agreement and must be paid prior to Site Plan Approval;
- Site Plan Agreement Preparation Fee;
- Municipal property taxes must not be in arrears prior to Site Plan Approval;
- Property Title Search Fee and reimbursement of Town legal disbursements;
- Land Dedication and Easements, if applicable, are to be gratuitously dedicated to the Town; and,
- Other cash contributions and fees identified as a condition of Site Plan Approval.

In addition, the following financial requirements identified through the Site Plan Approval process will be payable prior to the issuance of a building permit:

- Cash-in-lieu of Parkland, if applicable; and,
- Development Charges (in accordance with Town, Region and School Board by-laws), if applicable.

## **1.5 Review of Application for Site Plan Approval**

### **1.5.1 Circulation of Site Plan**

The Town Planner will determine which departments and agencies are circulated on an application for Site Plan Approval. Each department and agency will review the application and provide comments to be addressed by the Applicant and will provide a clearance for Site Plan Approval once all comments have been satisfactorily addressed.

It is the responsibility of the Applicant to obtain any comments, clearances, approvals and permits from external agencies. These external agencies may include, but are not limited to:

- Canada Post
- CN/CP Rail
- Conservation Halton
- Department of Fisheries and Oceans
- Grand River Conservation Authority
- Halton District School Board
- Halton Catholic District School Board
- Hydro One
- Metrolinx
- Milton Hydro
- Ministry of Tourism, Culture and Sport
- Ministry of the Environment, Conservation and Parks
- Ministry of Natural Resources and Forestry
- Ministry of Transportation
- Niagara Escarpment Commission
- Pipeline Agencies
- Regional Municipality of Halton

### **1.5.2 Comments Provided to Applicant**

Once all comments are received, the Town Planner will release the comments to the Applicant and will prepare a Conditions of Preliminary Site Plan Approval letter as the first approval. It is the responsibility of the Applicant to address each of the redline drawing and report mark-ups and written comments indicated in the comment and conditions package in a subsequent submission toward obtaining Final Site Plan Approval. The Applicant is also to request and forward external and specific Town department clearances to the Town Planner. In addition, the Applicant will indicate how each of item has been addressed through a comment matrix and the submission of updated drawings and reports. This review cycle will continue until all external and Town department clearances have been received. Once all comments have been adequately

addressed to the satisfaction of the Town, the Applicant will complete a final site plan submission to the Town Planner and request that Final Site Plan Approval be granted.

Note: If the revised drawings, reports and comments do not address all of the review comments adequately, then the Town Planner may advise the Applicant that the resubmission will not be accepted by the Town. If the comments are of a significant nature, or the Applicant is unsure how to address some or all of the comments, the Applicant should follow up with the individual reviewer directly or contact the Town Planner on the file for further direction.

### **1.5.3 Landscape Plan Submission**

When the Applicant has addressed all issues related to the servicing, grading and layout of any buildings and parking areas, Landscape Plans prepared by a professional member of the Ontario Association of Landscape Architects (OALA) can be submitted to the Town Planner. Landscape Plans are required to be submitted at the Pre-Submission Review stage.

Generally, Landscape Plans prepared by a member of OALA are acceptable to the Town for the on-site works. Off-site works may require further review from the Town's Community Services Staff and revisions may be requested to meet Town requirements. Approval of the Landscape Plan is part of the Site Plan Approval process to ensure that an acceptable level of landscaping is provided by the proponent in order to contribute to the overall objectives of the Town of Milton Official Plan.

### **1.5.4 Accessibility Advisory Committee**

Section 29 of the Accessibility for Ontario with Disabilities Act requires the Council of every municipality with a population greater than 10,000 people to establish an Accessibility Advisory Committee. In this regard, one of the duties of the Accessibility Advisory Committee is to review applications for Site Plan Approval submitted under Section 41 of the Planning Act to provide advice on how to ensure that proposed buildings, structure or premises are accessible. All applications for Site Plan Approval must be reviewed by the Town's Accessibility Advisory Committee. The Town Planner will be responsible for ensuring that the site plan and all associated drawings are presented to the Town's Accessibility Advisory Committee for their review and comment.

### **1.5.5 Final Submission Materials and Site Plan Approval**

Once the site plan submission is deemed to be satisfactory for Final Site Plan Approval, the Applicant is required to provide all materials to the Town for approval, including the following:

- Final drawings in pdf for approval stamping;
- Financial obligations to be paid (all fees, legal disbursements and site securities);
- Digitally signed Site Plan Agreement to be provided to the Town; and,
- Reference Plan for the land dedication and easements (if required) is to be finalized prior to Final Site Plan Approval. Town land dedications and easements may be a condition of approval. Halton Region land dedications and easements may be required to be completed prior to Final Site Plan Approval being granted.



Stamped and approved drawings will be saved on file and a copy will be provided to the Applicant. Final Site Plan Approval is valid for two years from the date of approval. Please note that the final Site Plan Agreement will be registered on title.

### **1.5.6 Failure to Approve Plans or Drawings**

In accordance with Section 41(12) of the Planning Act, if the Town fails to approve the plans or drawings submitted for Site Plan Approval within 60 days, the Applicant may appeal the failure to approve the plans or drawings to the Ontario Land Tribunal by filing with the Clerk a Notice of Appeal accompanied by the fee charged by the Ontario Land Tribunal.

### **1.5.7 Extension to Site Plan Approval**

If a building permit has not been issued within the specified time period, Site Plan Approval will lapse. The Town will consider a request for one (1) Extension of Site Plan Approval as long as the request is made prior to the lapsing date. In order to request an Extension to Site Plan Approval, the Owner is required to send a written request to the Town Planner on the file and submit the required fee for Site Plan Approval - Extension in accordance with the Town's User Fee By-law.

### **1.5.8 Site Inspection Process**

All site and landscape works are to be completed in accordance with the approved Site Plan. Landscape site inspections are completed between June 1<sup>st</sup> and September 30<sup>th</sup>. Development Engineering inspections are completed between May 1<sup>st</sup> and October 31<sup>st</sup> (weather dependent). The Owner must have the following items completed prior to requesting a site inspection for reduction or release of site securities:

- Final coat of asphalt, curbing, sidewalks, line painting and traffic signs installed;
- Installation of accessible parking stalls;
- Final grading completed and landscaping installed including sod and seeding;
- Roof top mechanical unit screening installed;
- Off-site boulevard and public park reinstatement works, if required;
- Site Inspection fee paid and all required certification letters submitted to Town; and,
- As-built grading plan and/or topographical survey submitted to Town.

Through the site inspection process, any revisions to the approved Site Plan must be further approved by the Commissioner of Development Services, which may require a revised Site Plan submission if the as-built works are substantially different from the approved drawings. Minor revisions, if supported by the Commissioner of Development Services, can be acknowledged as approved through the site inspection letter.

### **1.5.9 Reductions and/or Release to Letter of Credit or Cash Site Security**

Reductions and release requests to the Letter of Credit or Cash Site Security will be processed after the inspection process has been completed. Multiple reduction requests are not supported. Generally one initial inspection and one final inspection are

scheduled. Following the site inspection, Town Staff will provide a Site Inspection Results letter outlining to the Owner any deficiencies to be addressed. The Owner is to address all deficiencies before requesting the final site inspection.

Please note that inspections are completed in the order that they are received and may take several weeks to complete based on inspection workload. Upon acceptance of the site works, a memorandum will be sent to the Town's Development Finance Division outlining the site security reduction or release. While a Letter of Credit can typically be processed in approximately one week, cash securities can take up to 6 weeks to process.

#### **1.5.10 Cancelling Site Plan Approval**

When Site Plan Approval has been issued and the Owner chooses not to pursue the development, written authorization on corporate letterhead (if applicable), will be required from the Owner indicating their intent to close the file. Town Staff will confirm that no building permits have been issued and no site works have been undertaken, then Site Plan Approval will be revoked and the securities held for site works completion will be returned. Corporate Services may charge processing fees outlined in the Site Plan Agreement for file cancellations.

#### **1.5.11 Inactive Applications for Site Plan Approval**

If there is no activity on a file for more than 6 months or longer from the date of the last activity by either the Town or the Applicant, a letter will be sent to the Applicant informing them that unless a resubmission addressing outstanding matters is received within a month, the file will be closed by the Development Review Division without further notice. Site securities will be returned to the Applicant prior to closing of the file. Corporate Services may charge processing fees outlined in the Site Plan Agreement for file cancellations.

If after the file is closed, the Applicant wishes to again pursue the application, the Applicant will be required to complete a new Pre-Application Process, file a new application for Site Plan Approval and submit the required fees for a new application in accordance with the Town's current User Fee By-law will be required.

## B. DESIGN STANDARDS AND DRAWING REQUIREMENTS

### 2.1 Design Standards

Submission drawings must be prepared by a qualified professional (Architect, Professional Engineer, Landscape Architect, Ontario Land Surveyor, etc.). The information below provides an overview of drawing requirements only. Refer to the Town's Engineering and Parks Standards Manual for additional direction on design standards, drawing requirements and typical details. To request a copy of the Town's manual, please contact Engineering Staff directly by email to [Engineering@milton.ca](mailto:Engineering@milton.ca).

### 2.2 Drawing Requirements

#### 2.2.1 Title Block Requirements for all Drawings

All drawings should include the following general information in the title block:

- Key plan (showing location of subject lands);
- North arrow (construction north and drawing north);
- Municipal address and legal description;
- Scale of drawing using a standard metric scale to suit project requirements;
- Applicant and Owner's name, address, telephone and email;
- Consultant's name, address, telephone and email;
- Professional stamp, signed and dated;
- Date of plan preparation and revision column (numbered and dated);
- Project name; and,
- Site Plan file number (SP-XX/XX).

#### 2.2.2 Topographical, Real Property Survey and Reference Plans

An updated Topographical and Real Property Survey are required and should form the base plan for the required Site Plan submission drawings. The surveys must be prepared by a registered Ontario Land Surveyor and include the following:

- Bearings and dimensions of property lines;
- Area of property (in square metres and hectares);
- Location and description of existing buildings and structures on subject property;
- Location of existing site features on the subject property and within the road allowance (e.g. fencing, paving, landscape areas, etc.);
- Location of existing vehicular entrances on abutting and opposite properties;
- Location of all streets including both sides of street, centre line with curb lines and any existing 0.3 metre reserves;
- Spot elevations at 7.5 m intervals on slopes greater than 2% and spot elevations at 15 m intervals on slopes less than 2% and contours at 0.5 metre intervals;
- Existing grade information is to extend 15 m onto adjacent lands;
- Existing elevation of adjacent roads and back of municipal sidewalks;

- Location and spot elevations at the corners of all existing adjacent buildings;
- Type, dimensions and extent of all easements both on subject property and abutting the property;
- Location of appurtenances associated with utilities both on the subject property and within the road allowance (e.g. overhead and underground power and telephone lines, watermains, storm and sanitary sewers, Union Gas lines, Bell and Cable lines, light poles, etc.);
- Location of firefighting facilities (e.g. fire hydrants, siamese connections, ponds, pumps, mains, cisterns, etc.);
- Location of existing natural features (e.g. drainage features, watercourses, wetlands, woodlots) and existing individual trees greater than 150 mm in caliper dbh (diameter breast height). Delineation of flood lines, erosion hazards, wetlands and other natural heritage limits for any properties subject to the regulations of the Conservation Authority. Further refinements may require in-field staking by Conservation Authority staff; and,
- A draft Reference Plan may also be required in a site plan submission for any land dedications required by the Town, Region or external agency (e.g. road widenings, easements, daylight triangles, road reserves, etc.) to describe the lands.

## 2.3 Engineering Drawings

### 2.3.1 General Information

Refer to the Town's Engineering and Parks Standards Manual for additional direction on design standards, drawing requirements and typical details. To request a copy of this manual, please contact Engineering Staff directly by email to [Engineering@milton.ca](mailto:Engineering@milton.ca). The following general information should be shown on the required Engineering drawings:

- All measurements must be in metric;
- Indicate the lot, plus location of all proposed buildings and structures, including parking areas including dimensions;
- Location of existing and proposed entrances including culverts, curb radii, etc. In general, the Town Engineer will permit one (1) access per lot, however exceptions may occur for corner lots or for lots with frontages wider than 30 metres;
  - Note: Any proposed culverts will be installed by the Town at the Owner's expense.
  - Note: A Town Entrance Permit is required for all entrances from the public right-of-way (Town owned Roads); A Regional Entrance Permit is required for all entrances from the public right-of-way (Regional Roads).
- Location of all existing culverts, bridges, etc., with existing invert elevations, percent grades, lengths and type of structures;
- Location of all existing swales, creeks, ditches, etc., (with elevations shown at 15 metre intervals along the centreline);

- Location of existing vegetation to be preserved including location of tree protection hoarding; and,
- Provide a legend indicating proposed and existing elevations and all other symbols used on the plan, i.e. swales, direction of flow, etc.

### **2.3.2 Erosion and Sediment Control Plan**

The following information may be provided on a separate Erosion and Sediment Control Plan or included on the Site Grading Plan:

- Location and type of siltation control fencing, to be installed to Town standards. Sediment control details to be shown on plans (e.g. siltation control fences, rock check dams, etc.); and,
- Provide a phasing and construction plan that indicates the works required to mitigate sediment contamination of affected creeks, drainage features, adjacent lands and storm sewer systems.

### **2.3.3 Site Grading and Site Servicing Plans**

Site Grading and Site Servicing Plans may be combined, provided that all required information is legible. The following must be shown on the Site Grading and Site Servicing Plans:

- Existing spot elevations using grid system at 7.5 metre intervals on slopes greater than 2 % and 15 metre intervals on slopes less than 2 % including high points and low points along with top and bottom slopes;
- Existing elevations, at least 15 metres beyond the property lines of the proposed lot to determine the existing drainage patterns of the adjacent lands;
- Description of the benchmark(s) used for the project;
- Existing sewers, manholes, catch basins, watermains and other services. Sewers are to be labeled storm or sanitary and indicate sizes, length and percentage (%) grades. All proposed services from municipal facilities to the building;
- Proposed elevations of manhole covers, top of catch basins, invert of storm sewers, catch basins, leads, culverts, etc.;
- Proposed elevations at all corners of proposed building(s);
- Centre line elevations of adjacent roads and sidewalks with back of walk elevations. Indicate street names on plans;
- Dimensions, slope percentages (%) grades, grade changes and proposed elevations of all proposed driveways and parking lots. Indicate direction of surface run-off throughout parking areas;
- Proposed elevations at front of building. This shall be a minimum height of 0.64 metres above centre line of road, unless otherwise approved by Director of Engineering, Region of Halton and Ontario Ministry of Transportation (MTO);

- Elevations at top and bottom of retaining walls, banks, etc., at intervals of not greater than 15 metres or where a change of grade occurs;
- Existing and proposed spot elevations within ditches and swales;
- Proposed elevations. These are to meet existing elevations at all lot lines. No construction is to take place on adjacent private property without written permission from the respective land Owner;
- Location of side and rear yard swales within and abutting property lines. These are required on each lot and shall be constructed a minimum 1-metre in width on each side of lot; and,
- Location of discharge of roof water leaders.

#### **2.3.4 Required Details and Certifications**

- Provide cross-sections drawn to scale, including but not limited to: curb, sidewalk and proposed pavement design;
- Pavement design certification to be stamped, signed and dated by a qualified geotechnical consultant may also be required; and,
- Provide written certification by a qualified professional Engineer confirming that retaining walls and railing designs meet or exceed manufacturer's specifications and Town standards, and Ontario Building Code, as required.

#### **2.3.5 Required Notes for Grading and Drainage Plan and Site Servicing Plan**

The following notes are required for the Grading and Drainage Plan / Site Servicing Plan:

- "Prior to the commencement of any works on the site, snow fence is to be installed on the perimeter of the property and at locations as determined by the Manager, Development Engineering, and the snow fence shall remain in place until such time as otherwise directed by the Manager, Development Engineering."
- "Silt controls are to be in place prior to the start of site works, and be maintained for the duration of construction."
- "All fill shall be compacted to 95% Standard Proctor Density and that a sufficient number of tests are undertaken to the satisfaction of the Director of Engineering Services."
- "Prior to commencement of any works within the municipal road allowance, the Owner is responsible for obtaining all necessary permits from the Engineering Services Department, Town of Milton, for the purposes of vehicular access to the property, (Entrance Permit), and for servicing excavations within the municipal road allowance, (Road Occupancy Permit)."
- "Parking stall delineation shall be with 100mm wide white or yellow markings."
- Where applicable indicate: "Outdoor refuse storage is not proposed, all refuse will be stored internally."
- Where shared trees exist: "The Owner agrees to maintain and protect the adjacent trees along the mutual property line with Town standard tree hoarding."
- The Owner agrees that any approval granted by the Town for site alteration and construction activity in no way provides approval for the destruction, in whole or

in part, of any adjacent neighbour's trees. Destruction of tree roots, limbs and any grade alterations that may negatively affect the neighbour's trees requires the written approval from the adjacent neighbour."

- The Owner agrees that detailed design submissions are to demonstrate that adjacent property trees are not negatively affected by the Owner's development activity. Proposed site works including grading and servicing are to be reviewed by a certified arborist for any negative impacts on adjacent lands. A report outlining construction site works impacts on adjacent trees is to be submitted to the Town as part of the development applications.

The following additional notes may be required for the Site Plan drawing:

- "Grades will be met with a 33% maximum slope at the property lines and within the site."
- "The structural design of any retaining wall over 0.6m in height or any retaining wall located on a property line is to be shown on the Site Grading Plan for this project and is to be approved by the consulting Professional Engineer."
- "At the entrances to the site, the municipal curb and sidewalk will be continuous through the driveway and a curb depression will be provided for each entrance."
- "All proposed curbing at the entrances to the site is to stop at the property line or at the municipal sidewalk. The portions of the driveway within the municipal boulevard will be paved by the Owner."
- "The Owner will be responsible for the cost of any utilities relocations necessitated by the site plan."
- "I hereby certify that this drawing conforms in all aspects to the site development plans as approved by the Town of Milton under file number SP \_\_\_\_\_ ."  
Architect / Engineer signature and professional seal
- "All exterior lighting will be directed onto the site and will not infringe upon the adjacent properties."
- "All rooftop mechanical units will be screened from view by the Owner."
- "All damaged or disturbed areas are to be reinstated with 150mm topsoil and sod prior to the release of site securities."
- "Any fencing adjacent to municipal lands is to be located 0.15 m inside the property line."
- "Where planting is to be located in landscape areas on top of an underground parking structure or roof, it is the responsibility of the Owner to arrange the coordination of the design of the underground parking structure or roof structure with the Landscape Architect and the consulting Professional Engineer/ to be capable of supporting the loads."
- "Continuous 15 cm high barrier type poured concrete curbing will be provided between all asphalt and landscaped areas throughout the site."
- "The Owner is responsible for ensuring that tree protection hoarding is maintained throughout all phases of demolition and construction in the approved location and condition. No building materials, soil or equipment may be stockpiled within the hoarded area."

- “Signage shown on the site plan is for information purposes only. Any signs will be subject to the provisions of the Town’s Sign By-law, as amended, and a separate sign application will be required.”
- “There are no existing or proposed easements on the property (if applicable).”

## 2.4 Site Plan Drawings

Site Plan drawings are to be consistent with the survey and engineering drawing requirements listed above. The updated/current topographical survey is to be used as the base plan for the drawings and to show all existing conditions on the subject property and surrounding lands. The following additional requirements apply to all Site Plan drawings:

- Include a Site Statistics Table and indicate Zoning of the subject property;

Site Statistics Table		
Item	Proposed	Required
Zoning Category		
Lot Area (hectares)		
Total Number of Units (breakdown by type requested)		
Ground Floor Area (GFA)		
Total Gross Floor Area (with breakdown by use {or size for industrial buildings} for determining parking requirements)		
Lot Coverage		
Number of Standard Parking Spaces Note: GFA for parking calculations is calculated at 90% of total GFA		
Number of Visitor Parking Spaces		
Number of Accessible Parking Spaces		
Number of Loading Spaces		
Percentage of Lot Covered by Parking, Lanes and Access		
Parking Stall Dimensions (Standard and Accessible spaces)		
Loading Space Dimensions		
Percentage of Landscape areas		
Percentage of Lot in: Work Yard, Open Air Operations, Outside Loading Area or Display Area		



Site Statistics Table		
Item	Proposed	Required
Maximum Building Height: Principal Buildings		
Maximum Building Height: Accessory Buildings		

- Label existing land uses along all property lines and indicate name of streets;
- Provide description of each existing and proposed building and structure indicating type, number of floors and building height;
- Location and extent of any underground garages including access details;
- Delineate limits of building overhangs, porches and overhead canopies;
- Location of all building entrances shown and clearly identify main entrance(s);
- Location of bicycle parking areas (near main entrance complete with bike racks);
- Location of exterior open stairways, patios, recreation facilities and amenity areas;
- Construction requirements around the proposed building(s) required for staging, stockpiling, excavation and access during construction;
- Location and description of open storage, open air operation areas, outdoor display areas with dimensions;
- Detailed layout of parking lot including all dimensions, paint striping and traffic signs;
- Provide curve radii of curbs at all street access points and driveway intersections;
- Location and dimension of designated fire routes (indicate centre line, road width and centre line turning radii as per applicable law);
- Provide adequate throat distance where parking areas are in vicinity of driveway entrances;
- Provide landscape islands within parking areas and/or paint striping to define the driveway aisles and parking spaces;
- Locate and dimension accessible parking near the main building entrance. Indicate location of depressed curbs for each accessible space or group of accessible spaces at the top of the parking space. Indicate the location of the required vertical accessible parking space for each parking space;
- Dimension the accessible route to the main entrance to accommodate barrier free paths of travel and indicate % slope for any ramps;
- The site plan is required to show all pedestrian circulation components including walkways, stairs and ramps. Provide a barrier free pedestrian network throughout the site (refer to the Accessibility for Ontarians with Disabilities Act (AODA)). A pedestrian routing plan can be provided on a separate plan or on either the Site Plan or Landscape Plan and should include layout of pedestrian network,

including connections to the municipal sidewalks, off-site trails, multi-use paths, etc. and locations of sidewalk crossings and depressed curbs at driveways; locations of protective railings and materials for walkways, stairs, ramps, retaining walls, etc.; to confirm that the Pedestrian Routing plan conforms to any accessibility requirements;

- Location of existing and proposed municipal sidewalks. Sidewalks are to be continuous through driveways (i.e. do not indicate curb line through sidewalks);
- Provide notations that existing boulevard is to be restored following construction. Existing driveways/ curbing which are to be removed shall be replaced with barrier curb, 150mm topsoil and sod;
- Provide truck turning movements to/from site, to/from garbage areas and to/from loading areas and indicate design vehicle used. Provide screening of loading areas from the public realm by architectural wing wall, fencing or landscaping;
- Indicate if there will be private or municipal waste pick-up. Indicate the location and dimension of the interior and/or exterior garbage, recycling, and composting storage and handling facilities;
- Provide the layout of any drive-through aisles, associated landscape treatments and acoustic mitigation measures. Indicate quantity and dimensions of each drive-through queuing space, as per the Town's Zoning By-law;
- Location, details and height of existing and proposed fencing, including acoustic fencing or barrier requirements;
- Location of community mailbox locations (approval of Canada Post required);
- Location of on-site snow storage outside of required parking spaces;
- Location of fire hydrants and Siamese connections with distances to building access and fire truck hook up points, please note that:
  - All Fire Hydrants (private or municipal) are to be flow tested and the results submitted to the Fire Chief prior to occupancy.
  - The Fire Hydrant caps are to be colour coded as per the National Fire Protection Association (NFPA), which indicates water flow from the Fire Hydrant and water system.
  - A four inch (4") Storz quick connect coupling and cap is to be placed on the steamer port of all hydrants; and,
- For lands serviced by private water and sanitary services, location and dimension of existing and proposed septic bed features including process tank, distribution box, tile beds, mantle area and setbacks to other features such as wells, buildings, driveways, etc. and the location of existing and proposed wells for potable water.

#### 2.4.1 Site Plan Details

Details may be provided on a separate plan, or included on the Site Plan drawing. Submit details for any of the following structures, where applicable:

- Garbage enclosure(s). Materials should be compatible with those of building. Pressure treated wood is discouraged;
- Rooftop mechanical screening (as per the Town's Zoning By-Law);
- Retaining walls, landscape planters and seat walls;
- Acoustic fencing / structures (to be stamped by a P.Eng if over 0.6m height);
- Fencing specified by type and height;
- Accessible parking vertical sign;
- Entry features and signage; and,
- Outdoor furniture.

#### **2.4.2 Architectural Drawings**

It is recommended that Architectural drawings of the proposed building or building addition be prepared by a professional architect (member of the Ontario Association of Architects) or other qualified professional.

- Architectural drawings of the proposed buildings are required to be submitted including the following:
- Floor Plan, Roof Plan, Building Elevations and Building Cross-Sections (all applications);
- Colour Elevations or Perspective Views to illustrate exterior colours and materials (all applications);
- Parking Garage Plan(s), where applicable;
- Screening Details of Roof-Mounted Equipment, where visible from the public realm; and,
- Architectural Details, where applicable.

The Floor Plan drawings are required to confirm Zoning compliance (i.e. Gross Floor Area, Accessibility requirements, etc.). The submission should include generalized floor plans for each floor and mezzanine, with accurate dimensions indicating the proposed use of an area or room, building classification, occupancy, corridors, entrances, exits, indoor waste storage, etc.

Roof plans are also required to evaluate the location of rooftop mechanical units, to ensure that they are not visible from the public realm. The Town's Zoning By-law requires that rooftop mechanical units are screened from view from an adjacent public street. Screens incorporating an ornamental roof construction feature are recommended.

The Architectural Elevation drawings should be sufficiently detailed to demonstrate:

- Label the elevation of each façade;
- Proposed building materials and colours;

- Identify glazing types (e.g. vision glass, spandrel glass);
- Location of all man doors, loading doors, docks and drive-in doors;
- Show the conceptual location of all proposed fascia signage; and,
- Show the location of rooftop mechanical units and proposed screening.

### 2.4.3 Landscape Plan Drawings

Landscape Plan drawings are to be consistent with the survey, engineering and site plan drawing requirements listed above. The updated/current topographical survey is to be used as the base plan for the landscape drawings.

The following additional requirements apply to all Landscape Plan drawings:

- Label all proposed surface materials on the Landscape Plan;
- Location and identification of all proposed plant material (using symbols/ keys/ text);
- Layout of planting beds. Shrubs to be indicated in continuous beds;
- Extent of seeding and/or sodding to be clearly delineated. For seeding, indicate seed mix and application rate;
- Location of existing and proposed street trees within the public boulevard;
- Plant material and/or fencing to screen loading areas, garbage enclosures and above-grade utilities;
- Ensure that tall plant material is not adjacent to pedestrian network, accessible routes, parking areas, and building entrances;
- Provide hard and soft landscape elements to screen parking (i.e. walls, columns, decorative fencing, plant material, etc.);
- Indicate the location of existing and proposed fencing and gates (with description of fence type, height and materials) and provide a fence detail;
- Location of site furnishings (i.e. benches, trash receptacles);
- Location of bicycle parking and detail of bicycle parking fixture;
- Location of any outdoor amenity or playground areas;
- Location of underground services, swales and at-grade utilities, such as manholes and catch basins, to ensure no spacing conflicts with proposed plant material;
- Location of proposed ground-related entrance signs including dimensions, materials and illumination;
- Location of snow storage areas ensuring locations do not conflict with proposed plant material; and,

- Protection of landscape areas from vehicular damage by providing concrete curbs or precast concrete car bumpers.

#### 2.4.4 Planting Details

The Planting Details must identify all plant types (e.g. deciduous trees, coniferous trees, shrubs, perennials, etc.). For any planting on Town property, refer to the Engineering and Parks Standards Manual for typical details. For a copy of this manual, please contact Engineering staff by email to [Engineering@milton.ca](mailto:Engineering@milton.ca).

Separate details for trees should also be included for those that are to be planted within landscape islands/urban conditions. Soil volume (e.g. root habitat) must be a minimum of 15 m<sup>3</sup>. Specific details for roof top planting and planting on underground parking garages are to be provided by the Landscape Architect (OALA).

#### 2.4.5 Planting List

Below is a Planting List table that must be completed and included on all Landscape Plans.

Key	Quantity	Botanical Name (see Note 1)	Common Name	Size (see Note 2)	Condition (see Note 3)	Remarks
AS	10	Acer saccharum	Sugar Maple	60 mm cal	WB	Specimen

Note 1:

- For Stormwater Management ponds and lands within or adjacent to areas Regulated by Conservation Halton, contact this agency for specific plant species requirements;
- Provide adequate mixture of both deciduous and coniferous plant material;
- Provide a maximum of 25% of any tree species; and,
- Exclude invasive/ restricted species from the plant list (i.e. Fraxinus / Ash; Prunus/ Chokecherry).

Note 2: The following are minimum plant sizes:

- Deciduous trees = 60 mm caliper;
- Ornamental trees = 50 mm caliper;
- Coniferous trees = 1500 mm height;
- Coniferous shrubs (upright) = 1200 mm height;
- Multi-stem shrubs = 1200 mm height;
- Deciduous shrubs = 600 mm height;
- Coniferous shrubs (prostrate) = 600 mm spread; and,

- Perennials, Vines, Ornamental grasses = 2 year growth.

Note 3: The following are conditions are required:

- Trees = Ball & burlap (B&B) or Wire basket (WB);
- Shrubs = Container grown (CG);
- Perennials & Vines = Container grown (CG); and,
- Naturalized areas = Container grown (CG)/ Bare root (BR).

#### 2.4.6 Tree Inventory and Preservation Plan

A Tree Inventory and Preservation Plan may be provided on a separate plan or included on the Landscape Plan and must identify the following items:

- Location of existing trees greater than 150 mm in caliper to be preserved or removed, including botanical name, DBH, accurate canopy size and condition; and,
- Indicate tree protection hoarding for all trees to be preserved. Refer to the Town's Engineering and Parks Standards Manual for typical detail. For a copy of this manual, please contact Engineering staff by email at [Engineering@milton.ca](mailto:Engineering@milton.ca).

#### 2.4.7 Photometric Plan

The Photometric Plan must comply with the Town's Zoning By-law. Section 5.8 of the Town's Zoning By-law requires that light emitted by fixtures in a parking area projected below the lamp and onto the lot it is intended to serve. The Photometric Plan must show:

- Indicate all existing and proposed lighting on plan (e.g. light standards and wall mounted lights) and specify light fixture mounting height;
- Specifications for lighting fixtures complete with cut-off shields, as required;
- The building entrances/egresses, pedestrian and vehicular networks are to be consistently lit; and,
- Indicate foot candles for each light fixture to the extent of the property lines.

#### 2.4.8 Sign Permit

A separate permit is required for signage, through the Building Section of the Development Services department. Site Plan Approval does not constitute compliance with the Town's current Sign By-law. The Site Plan submission can conceptually identify the location and dimensions of all proposed ground-related signage and pole-mounted signs including dimensions, materials and illumination. Setbacks of the proposed signage from property lines must also be shown for review by the Town's Zoning Staff.