

Site Plan Control Guidelines
City of Elliot Lake

November 2022

CITY OF ELLIOT LAKE
45 Hillside Drive North
Elliot Lake, ON
P5A 1X5

Site Plan Control Guidelines

City of Elliot Lake

Table of Contents

1.0	Introduction	1
2.0	Site Plan Control Process	1
3.0	Pre-Consultation	3
4.0	Complete Application	3
4.1	Drawing Standards	3
4.1.1	Site Plan.....	4
4.1.2	Servicing	5
4.1.3	Grading	7
4.1.4	Landscaping.....	8
4.1.5	Lighting	9
4.1.6	Stormwater Management.....	10
4.1.7	Elevations	10
4.2	Additional Plans/Studies	11
5.0	Site Plan Review Process	12
6.0	Site Plan Control Agreement.....	12
7.0	Approval of Plans	13
7.1	Delegation for Site Plan Approval	13
8.0	Deposits	14
9.0	Building Permits	14
9.1	Full Building Permit	14
9.2	Conditional Building Permit.....	14
9.3	Building Occupancy	15
10.0	Land Transfers, and Drainage and Servicing Easements.....	15
11.0	Provision and Maintenance of Facilities	15
12.0	Release of Securities	16
13.0	Proof of Insurance Requirements	16
14.0	Amendments	17
15.0	Minor Deviation	17

List of Appendices

Appendix A Native Vegetative Species and Salt-Tolerant Species

Site Plan Control Guidelines

City of Elliot Lake

1.0 Introduction

Pursuant to Section 41 of the Planning Act, the Council for the Corporation of the City of Elliot Lake passed **By-law No. 2022-xx on the xth day of November 2022**, which designates the whole of the City as a “Site Plan Control Area”.

Site Plan Control shall be applied as per the provisions of Site Plan Control By-law, with the intent to regulate large developments or address potential land use compatibility issues. Generally, Site Plan Control provides municipalities with the ability to establish control over how a particular property is developed through regulating various features on the site such as:

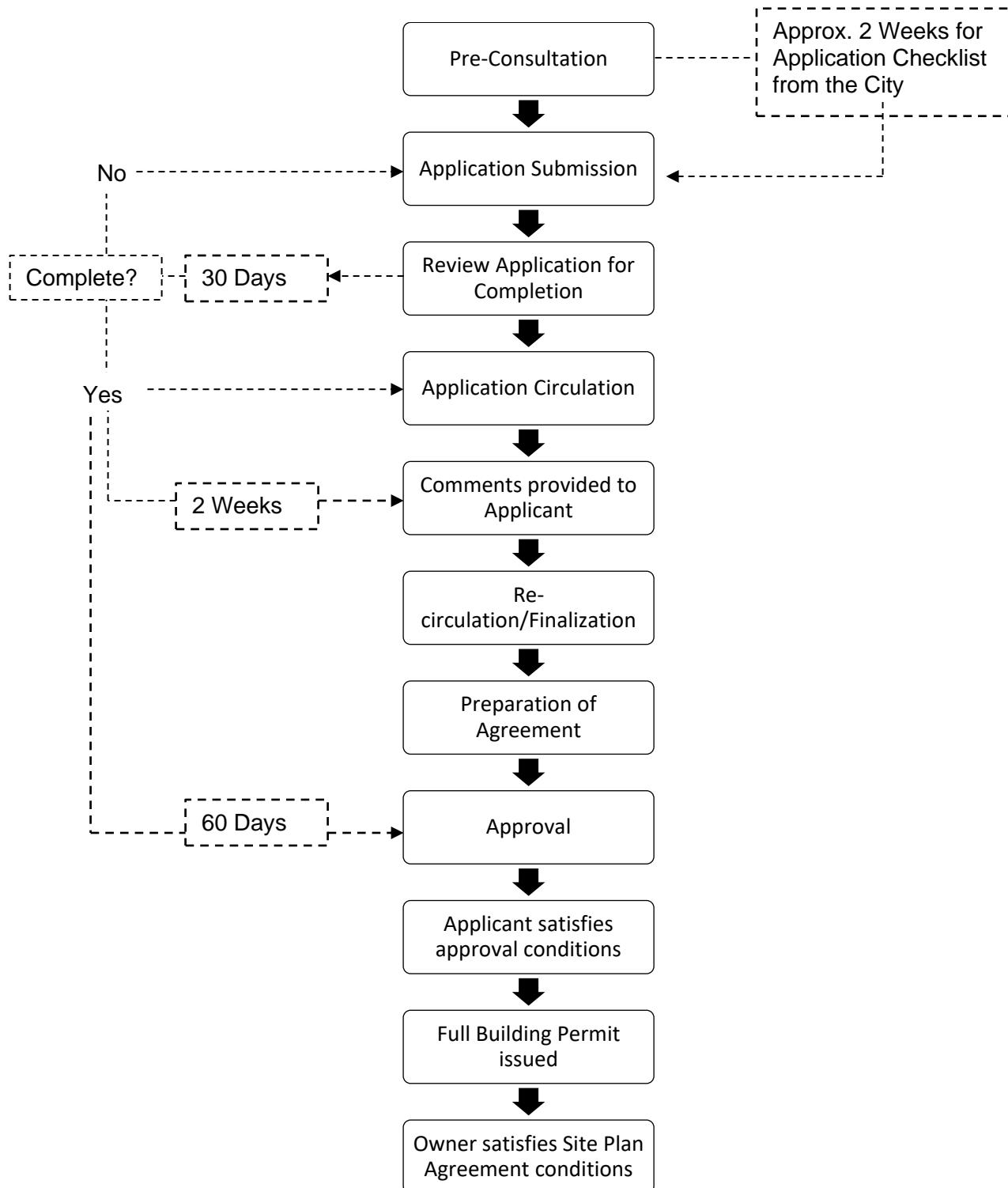
- Massing and conceptual design of the proposed building;
- The relationship of the proposed building to adjacent land uses;
- Provisions of interior walkways;
- Vehicular and pedestrian access and walkways;
- Loading and parking facilities;
- Grading and servicing;
- Exterior design;
- Sustainable design elements;
- Signage;
- Lighting;
- Landscaping;
- Drainage;
- Road widening;
- Accessibility.

These guidelines have been developed with the intention to aid in the preparation of a Site Plan Control application submission by providing an overview of the Site Plan Control process, and by outlining the required elements of a Site Plan application.

2.0 Site Plan Control Process

The Site Plan control process is initiated with a discussion between the Applicant and the City regarding the proposed development. The Applicant receives feedback from this meeting about feasibility of the development proposal and information relating to the applicable regulatory requirements and steps involved in the Site Plan Review process. Additionally, at this stage the proposal undergoes a preliminary technical review, and the Applicant is advised on any additional materials that may be required for evaluation of the proposal. After this meeting, the Applicant is provided with a Site Plan Application Submission Requirements Checklist. These materials form a part of the Complete Application as further noted in Section 4 of these Guidelines. The diagram below provides an overview of the Site Plan Application Process.

Site Plan Control Guidelines City of Elliot Lake



Site Plan Control Guidelines

City of Elliot Lake

3.0 Pre-Consultation

Prior to submitting a formal application for Site Plan Approval, the City of Elliot Lake requires a pre-consultation meeting with the applicant, planning staff, public works, building staff and any other appropriate representative to review the proposed development. It is up to the applicant to request this meeting.

The intention of the Pre-consultation meeting is to provide preliminary planning review and direction to the applicant. The pre-consultation meeting will ensure that the appropriate planning approvals required for the development are confirmed, any additional studies required are identified, information required for a complete application are provided, and an overview of the Site Plan Control process and fees are established.

The applicant must provide the following at the pre-consultation meeting:

- Pre-consultation application form;
- Detailed information on proposed development;
- Site characteristics;
- Identification of surrounding land uses; and
- Identification of any natural features on the subject property.

Through the pre-consultation, staff will review the above, and inform the applicant of the site plan process and may identify additional considerations for the property.

4.0 Complete Application

The final application package should be reflective of any revisions/suggestions made by the City during the pre-consultation meeting. It is the responsibility of the Owner, or their Agent, to submit a complete Application to the City of Elliot Lake.

The materials which constitute a complete application shall include:

- i. A completed application form;
- ii. The application fee;
- iii. All necessary plans/drawings outlining details such as layout, setbacks and massing of buildings, parking, shipping and receiving, off-site traffic improvements, outdoor storage, waste disposal systems, signage, parking areas, elevations and grades, landscaping and buffering, lighting, entrance and exits, road widening and services (water supply and sewage disposal services);
- iv. Costs estimates for on-site and off-site works; and,
- v. Any additional studies and/or plans identified by the City.

4.1 Drawing Standards

All information on the Site Plan must be in conformance with the City of Elliot Lake Zoning Bylaw, Ontario Building Code, and any other applicable bylaws and design standards.

Site Plan Control Guidelines

City of Elliot Lake

4.1.1 Site Plan

1. The plans must be legible. All drawings shall be submitted with metric dimensions, to a standard metric scale (1:100, 1:200, 1:250, 1:300, 1:400, 1:500). Minimum scale to be 1:500. Depending on site location and property size, a larger scale may be required.
2. Drawings should generally be submitted on ARCH D (24x36) sheet size. ARCH E (36x48) may be accepted for larger sites with building sizes greater than 3000 sqm. ARCH C (18 x 24) may be accepted for smaller sites less than 500 sqm where minimal grading and servicing information is required. Other standard pages may be suitable, but no smaller than Tabloid (11x17).
3. Existing conditions should appear faded in comparison to proposed work. Where existing conditions are extensive, and detract from the proposed information, a separate plan of existing conditions may be necessary.
4. The following information should be included on all of the submitted plans
 - the date the topographic survey, used as a base for the plans, was completed and the name of the Geomatics or Lot Grading Professional responsible for the topographic survey information (note: some minor plans may not require a topographic survey);
 - identification of the proposed use of the site;
 - name and address of firm preparing the plan;
 - municipal address and/or Legal Description (Reference Plan, Lot, Concession and Registered Plan Lot Number);
 - north arrow;
 - legend;
 - title block and revision block with dates for each revision;
 - required professional seals.
5. The following information related to the development proposal should be included on all Site Plans, prepared and sealed by an OAA Licensed Professional, Lot Grading Professional, or other applicable licenced professional:
 - Overall dimensions (in metric) of all property boundaries and all buildings and structures (including retaining walls) existing or proposed on the site and abutting properties (where possible), including dimensions and setbacks sufficient to show the position of buildings and structures in relation to site boundaries;
 - Layout of parking area and dimensions of parking spaces, barrier-free parking spaces, loading spaces, aisles, driveways, ramps, fire routes;
 - layout and details of all curbs and vehicle stops;
 - truck routes, turning radii and required fire access routes;
 - location and dimension of all vehicle entrances, including width, turning radii and sight triangles;
 - queuing requirements for drive-through, service stations, etc.;
 - label existing and proposed surface treatment (i.e. grass, paved, gravel);

Site Plan Control Guidelines

City of Elliot Lake

- abutting road right-of-way width including the location and width of traffic islands, hydro poles, fire hydrants, sidewalks, etc.;
- location, design and construction details of garbage collection area, including required screening and method of collection;
- location of all outdoor storage and enclosure details;
- location of all existing and proposed traffic signs;
- location and dimension of snow storage area or plans for snow removal off-site where space is constricted;
- identify material type and width of Municipal and private sidewalks and walkways;
- location and type of bicycle racks and method of securing to the ground;
- all existing utility services within the site, and on adjacent street, road allowance, boulevards and within 6.0m of the site, including all light standards and fixture location, traffic signals, utility structures, hydro transformer boxes, vaults and Bell chambers, hydro/telephone/cable poles, guys and pedestals;
- Identify regulated hazards (flood plains, wetlands, water courses, etc), and provide setbacks to all limits of development;
- Provide a completed site statistic table to identify zoning compliance;
- All necessary construction details and general notes are to be provided so as to accurately convey the design intent of the elements on the plan and to address the proposed built form.

4.1.2 Servicing

1. Servicing information may be included on the Site Plan or Grading Plan for smaller sites.
2. The following information should be included on the Servicing Plan, prepared and sealed by a Professional Engineer Licensed in the Province of Ontario with a valid Certificate of Authorization:
 - watermain services to the building with pipe material, diameters and obvert elevations at critical locations;
 - details of any service connections to the City infrastructure;
 - hydrant flange elevations and adjacent finished ground elevations shall be shown on all hydrants within or immediately adjacent to the site;
 - well locations (if required);
 - existing and proposed service locations, pipe material and diameter;
 - Location of all hydrants including dimensions to the proposed building
 - sanitary sewers, storm sewers labeled with the following: pipe material, diameter, slope, pipe bedding, and pipe inverts at all manholes, catchbasins, points of connection to main, building face and at property line;
 - identify and dimension catch basins, double catchbasins, ditches, culverts, ditch inlets and ditch outlets, manholes, hydrants, valves (boxes and chambers), Siamese connections and service shutoffs (municipal curb stops to be located within the right of way, 0.3m from the property line);
 - rim elevations of all manholes and catchbasins;

Site Plan Control Guidelines

City of Elliot Lake

- location and details of all proposed stormwater management controls/facilities indicated in the stormwater Management Report (if required);
- septic system location (if required).

Additional Water Service Design Details

1. Only one water service connection to the municipal system is allowed per site (Note: multiple connections may be allowed based on site constraints, as approved by the City);
2. Water services or sewers serving multiple buildings located on the same property, and water services 100mm or greater, must be designed and installed according to MECP guidelines
3. Generally, a live tap shall be made where service connections are two pipe sizes smaller than the main;
4. A single, or bulk water meter is required for all non-residential developments. The water meter must be located on the domestic water service prior to splitting the flow to multiple buildings. The meter must be installed either in a water meter chamber or in a heated outbuilding easily accessible by City staff;
5. Blow-offs must be installed on all dead end watermains/services, or where a service is shared with multiple owners (condominium developments). CITY TO CONFIRM
6. Ensure the length and size of the water service, relative to the demand, provides sufficient turnover time to maintain adequate residual chlorine levels;
7. Hydrant leads on site should not exceed 30m after the last domestic service connection.
8. Hydrants must be located in areas accessible directly from the required Fire route and must not be blocked by fences, ditches, parked cars, loading areas or any other barrier that would impede access. A 1.5m clearance must be maintained around a hydrant at all times.
9. The Contractor will be required to complete the required flow testing and report results to the City which indicate no negative impact to the City's system. The owner or their authorized representative must confirm sufficient capacity is available for the water services within the site;
10. Required fire flows, in municipally serviced areas must be based on Fire Underwriter's Survey Guidelines; and on the Ontario Fire Marshal Guidelines in unserviced areas.
11. Service connections and disconnections must be in accordance with City's Protocol for New Watermain, Water Service and Wastewater Connections. Existing unused services must be abandoned at the Main.
12. Where existing services are proposed to be reused, an assessment of the service must be completed to ensure the service is suitable for reuse. Existing services with lead solder must not be reused and must be abandoned and removed at the main.

Site Plan Control Guidelines

City of Elliot Lake

13. Prior to completing any construction activity within 10m of a trunk watermain greater than 350mm diameter, the owner will contact the City to obtain a full list of requirements (i.e. contingency plan, communication plan, etc.).
14. Field beds must be setback a minimum of 30m from the high water level associated with any adjacent watercourses.

Additional Sanitary Service Design Details

1. Only one sanitary service connection to the municipal system is allowed per site (Note: multiple connections may be allowed based on site constraints, as approved by the City);
2. Sanitary services 150mm or greater shall be designed as a main, and must meet MECP guideline design requirements;
3. Sanitary test maintenance holes must be located entirely on the site, and are required for all non-residential sites;
4. Service connections 200mm or greater must be made with a maintenance hole located on the Main.
5. Provide a letter, sealed by an engineer, indicating the existing and proposed sanitary peak flow calculations. The letter must also confirm there is capacity in the service connection to the site.
6. Service connections and disconnections must be in accordance with City's Protocol for New Watermain, Water Service and Wastewater Connections. Existing unused services must be abandoned at the Main.
7. Where existing services are proposed to be reused, an assessment of the service must be completed to ensure the service is structurally suitable for reuse. Existing clay pipes must not be reused, and must be abandoned at the main.

Additional Storm Service Design Details

1. Storm service connections should be limited to one per site (Note: multiple connections may be allowed based on site constraints, as approved by the City);
2. Roof drain and sumps shall be discharged to ground features for stormwater management in accordance with MECP Guidelines for quantity and quality control.
3. Where discharging to onsite storm sewers, the connections shall be upstream of all treatment prior to discharge from site.

4.1.3 Grading

1. Grading information may be included on the Site Plan or Servicing Plan for smaller sites.
2. All information on the Grading Plan must be in conformance with the Ontario Building Code and any other applicable by-laws and design standards.
3. Slopes steeper than 3:1 are not walkable, and are not permitted on residential developments or for surfaces where pedestrian traffic may be expected to occur.

Site Plan Control Guidelines

City of Elliot Lake

4. Maximum gradients for vehicles should be 6%, with a maximum 4% cross fall, and in no case shall the maximum gradient be greater than 8% with a maximum 6% cross fall.
5. Slopes less than 1% should generally be avoided on all vehicle and pedestrian areas. A minimum 2% slope is preferred.
6. Swales located in required privacy yards must include sub-drains where the slope is between 0.3% and 1.0% and must not be deeper than 300mm, with 3:1 side slopes.
7. Grades within required privacy yards must range between 1 and 7%.
8. All new rock cuts greater than 2m in height must be designed and constructed to meet a Class B or Class C hazard rating with 100% rock fall debris retention based on the Ministry of Transportation publication "RHRON: Ontario Rockfall Hazard Rating System – Field Procedures Manual"
9. Rock faces must be designed in accordance with OPSD 201.010 and/or the Roadside Design Manual (including Interceptor ditches, overburden removal, rock face slopes, etc.)
10. Where rock blasting must occur a rock blasting report, prepared by an Engineer with a minimum of 5 years of rock blasting experience, must be provided.
11. Gabion baskets and rock rubble slopes are not permitted.
12. The following information should be included on the Grading Plan prepared and sealed by a Lot Grading Professional:
 - Sufficient proposed and existing elevations at property line, back edge of sidewalk, top and bottom of curbs and retaining walls, road crown, site entrances, along the frontage of the property, and where the grade changes on site, as required to show the design intent, ensure all drainage is retained within the site, and to reflect how the proposed grades match into the existing condition;
 - arrows indicating the direction and slope of surface drainage on all paved, granular and grassed areas;
 - proposed elevations at all building corners and all building access points, (i.e. ramps, entrances, and loading bays);
 - drainage swales with cross section details,
 - roof downspout locations and direction of drainage;
 - rim elevations on all catchbasins and maintenance hole;
 - wherever possible and with the permission of the adjacent landowners, existing elevations are required to be shown at 3.0m and 6.0m beyond the site limits;
 - indicate locations where rock removal is required;
 - erosion protection measures;
 - geodetic grades as well as finished ground floor and lowest opening elevations, including basement floor elevations for all buildings requiring servicing;
 - slopes indicated as a percent or Horizontal:Vertical.

4.1.4 Landscaping

1. Landscaping is an important component of any development. Generally, the landscape design of any development or redevelopment should:
 - Contribute to the overall City image;

Site Plan Control Guidelines

City of Elliot Lake

- Enhance the public perception of the proposed development;
 - Preserve existing mature trees in order to provide shade canopy and maintain their aesthetic value;
 - Integrate existing natural features, including rock outcrops and hilltops that provide visual assets;
 - Provide a diversity of plant material and naturalized areas;
 - Be integrated with stormwater management features;
 - Be easy to maintain without areas that attract debris;
 - Provide all-season open space for the enjoyment of outdoor activities of the residents of the property (e.g. consider shading in summer and opportunities for wind breaks during winter);
 - Screen or buffer less attractive elements of the development such as parking areas, loading areas, storage areas, garbage enclosures, with exceptions where opaque fencing is required.
2. When possible, all plant material is to be native Ontario materials. Whenever possible, species native to the Elliot Lake area should be used.
 3. Species with a high salt tolerance should be used when adjacent to right of ways and/or parking areas.
 4. Typical native species and salt tolerant species are listed in Appendix A.
 5. Deciduous trees are to be a minimum 70mm calliper (2.75") measured at 150mm (4.9') above ground and coniferous trees are to be a minimum height of 1.6m (5.25').
 6. Adequate soil drainage and volume should be provided for all trees and landscaping to promote vigorous root growth, and to negate the effects of road salt use. Tree pits or raised planters should be considered where sufficient room is not available.
 7. Landscape information may be included on the Site Plan for smaller sites. The following information should be included on all Landscape Plans:
 - location and identification of all existing or proposed plant material, planting beds, sodded areas, berms and other soft surfaces;
 - location, height and description of all existing and proposed retaining walls, fences, walls, vegetative screening;
 - plant list indicating full botanical name, common name, quality, caliper, height, spread, and any special plant material;
 - trees along right-of-way;
 - clearly indicate the location of all existing vegetation to be retained or removed.

4.1.5 Lighting

1. Lighting information may be included on the Site Plan or Servicing Plan for smaller sites.
2. Lighting should provide visible, well-lit and safe spaces by considering Crime Prevention through Environmental Design principles.
3. Reduce light exposure on adjacent properties by incorporating the use of full cut-off fixtures, low wattage bulbs and flat glass fixtures to reduce glare and by directing it away from adjacent areas.
4. Lighting should be designed to promote pedestrian and vehicle safety while minimizing ambient light pollution.
5. Lighting should be designed for dark sky protection.

Site Plan Control Guidelines

City of Elliot Lake

6. The following information should be included on all Lighting Plans, prepared and sealed by a Professional Engineer Licensed in the Province of Ontario with a valid Certificate of Authorization:
 - location and design of all exterior lighting, including lighting fixture details;
 - A separate lighting photometric plan for infill projects and major developments may be required, as determined by the City.

4.1.6 Stormwater Management

1. Stormwater management information may be included on the Grading Plan for smaller sites. Larger developments may require a Stormwater Management Report prepared by a Professional Engineer.
2. Stormwater Management Controls must be in conformance with the current Ministry of the Environment, Conservation and Parks (MECP) Guidelines.
3. On-site quantity control, in accordance with MECP guidelines, is required to be provided on-site. The protection level will be determined in consultation with the City based on the proposed development.
4. Maximum ponding depth for parking lot storage should not exceed 300mm.
5. Post to Pre-development controls must be provided for the 5 and 100 year storm events.
6. Where small, low risk site development is proposed stormwater requirements can be achieved through enhanced grass swales, grass filter strips, and/or permeable pavers, designed by a Lot Grading Professional
7. Best Management Practices should be incorporated as follows:
 - Sheet flow of stormwater from parking lots to swales or landscape strips to convey flow instead of storm sewers.
 - Include trees, dense vegetation and other rainwater reducing landscaping throughout the site.
 - Where sod is provided, topsoil should be well screened and tilled to a minimum 150mm deep.
 - Reduce grades throughout the site to below 3%.
 - Direct roof leaders to landscaped areas away from the buildings.

4.1.7 Elevations

1. Design elements that complement existing built form and character are encouraged by massing buildings to define the edges of streets, parks and open spaces in good proportion, and by creating appropriate transitions in scale to neighbouring existing or planned buildings.
2. Integrate servicing and utility functions within the building, where possible, or locate towards the sides or rear of the building and screen from adjacent streets.
3. The following information should be included on all Elevation Plans, prepared and sealed by an Architect or other applicable licenced professional:
 - exterior material type and colour;
 - all roof structures, screening and mechanical equipment (penthouses, chimneys, roof top units, vents, air conditioning, etc.);
 - location and dimensions of any existing or proposed roof or fascia signs.

Site Plan Control Guidelines

City of Elliot Lake

4.2 Additional Plans/Studies

The Owner of the property or their authorized Agent is responsible for completing any additional plans and studies identified during the pre-consultation meeting. These could include, but are not limited to, the following plans and studies:

- Accessibility Assessment;
- Archaeological Assessment;
- Entrance Analysis;
- Environmental Impact Study;
- Erosion Control Plan;
- Functional Servicing Report;
- Geotechnical Report;
- Heritage Impact Study
- Hydrogeology Report and Terrain Assessment;
- Lighting Plan/Photometric Analysis;
- Lot Grading Plan;
- Noise and Vibration Impact Assessment;
- Parking Needs Study;
- Shadow Storage Study/Plan;
- Shoreline Protection Plan;
- Functional/Site Servicing Plan;
- Storm Water Management Plan;
- Snow Storage Study;
- Source Water Protection Plan;
- Traffic Study;
- Tree Preservation Plan; and,
- Any other site-specific studies if necessary.

In addition to any plans and/or studies, permits may also be required for the proposed project. It is the responsibility of the Owner of the property or their authorized Agent to obtain all necessary additional permits from the City or any other External Review agency as identified in the pre-consultation meeting. These permits could be, but are not limited to, the following:

- Sign permit;
- Road occupancy permit;
- Site Alteration permit;
- Service Connection permit;
- Service Work Order;
- Driveway permit;
- Tree removal permit;
- Highway Corridor Control Permit

Site Plan Control Guidelines

City of Elliot Lake

5.0 Site Plan Review Process

Upon the submission of the complete Site Plan Control Application by the Owner or their authorized Agent, with the appropriate plans and fees to the City for consideration, the application will be reviewed by the Planning department in collaboration with the CAO/Clerk's Office.

Once the application is deemed complete, the application form, drawings and plans, and required studies will be circulated to the following municipal departments for comments:

- Planning;
- Public Works and Environmental Services;
- Fire and Emergency Services;
- Building Services;
- Transit Services; and,
- Economic Development.

City Staff will coordinate with the appropriate External Agencies for comments*. These may include:

- Ministry of Transportation;
- Ontario Ministry of Agriculture, Food and Rural Affairs;
- Hydro One;
- Airport Authority;
- TransCanada Pipeline Ltd.;
- Enbridge Inc.; and,
- Any other agency deemed applicable

Comments from circulated City Departments and external agencies are typically requested within 15 days from the date the application was deemed complete by the City. Note that external comments may take longer. Depending on the scale, complexity and information requirements of an application, the approval process may take 4 to 8 weeks to complete. If any portion of the application is missing, incomplete or if the plan is changed in any way, processing times may be impacted.

Under Section 41 (12) of the *Planning Act*, the City has 60 days to approve the complete plans or drawings after they are submitted to the municipality. The owner may appeal the requirements established by the municipality as a condition of approval of the plans and drawings by filing an appeal with the Ontario Land Tribunal.

*As outlined in Section 4.2, any external approvals required shall be coordinated and obtained by the applicant.

The City reserves the right to review the Site Plan Control Application in any manner it deems appropriate

6.0 Site Plan Control Agreement

As a condition of Site Plan approval, proponents will typically enter into an agreement with the City. The agreement describes the manner in which a property is to be developed. It contains site plans illustrating the proposed development, terms of the agreement, and financial guarantees to ensure compliance with the agreement. The agreement may also include development conditions.

Site Plan Control Guidelines

City of Elliot Lake

7.0 Approval of Plans

No person shall undertake any Development, and no Building permit or permits shall be issued for any Development in an area designated as a Site Plan Control area under Section 1 of the Site Plan Control By-law, unless the City has approved one or both of the following:

- i. Plans showing the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided in conjunction therewith, and of all facilities and works required under Clause 41(7)(a) of the Planning Act, including facilities designed to have regard for accessibility for persons with disabilities;
- ii. Drawings showing plan, elevation and cross-section views for each building to be erected, sufficient to display:
 - The massing and conceptual design of the proposed building;
 - The relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access;
 - The provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;
 - Matters relating to exterior design, including without limitation the 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, if an official plan and a by-law both contain provisions relating to such matters are in effect in the municipality;
 - The sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities, if an official plan and a by-law both contain provisions relating to such matters are in effect in the municipality; and,
 - Facilities designed to have regard for accessibility for persons with disabilities.
- iii. The following matters relating to buildings described in 8.ii above are not subject to site plan control:
 - Interior design;
 - The layout of interior areas, excluding interior walkways, stairs, elevators and escalators;
 - The manner of construction and standards for construction.

7.1 Delegation for Site Plan Approval

Pursuant to Section 41 of the Planning Act, as amended by Bill 109, site plan approvals are assigned to an officer, employee or agent of the municipality.

By-law 2022-xx delegates the approval of plan and/or drawings related to Site Plan Control, as well as the determination of conditions of approval.

Site Plan Control Guidelines

City of Elliot Lake

8.0 Deposits

Deposits are required as part of all site plan agreements and are held by the City to ensure compliance with the agreement. These deposits are collected prior to issuance of any Building permit for the associated property.

Once all conditions of the agreement have been satisfied, and upon expiry of the maintenance warranty, and subsequent inspection, these deposits will be returned to the owner. These deposits are held in a non-interest bearing account.

There are typically 2 deposits retained as follows:

- i. On-site Deposit – 25% of the construction costs of all onsite works. CITY TO CONFIRM
- ii. Off-site Deposit – 100% of the construction costs for all works within the Municipal Right of Way, on other City property, or for municipal owned services on private property.

On-site deposit amounts are based on the estimated construction costs as determined by the Owner's consultant, subject to review by the City. A unit price breakdown is required to be provided and may include a contractor's quote.

9.0 Building Permits

9.1 Full Building Permit

Once the Site Plan Control Agreement has been registered, deposits collected, and any other conditions within the Site Plan Control Agreement that are noted to be fulfilled 'prior to the issuance of a full building permit' have been complied with, providing all other approvals for the building permit have been obtained, a building permit may then be issued. The development of the property must proceed in compliance with the registered Site Plan Control Agreements, and the Owner or their authorized agent must obtain any additional permits or approvals as required. No work shall commence until all permits and approvals have been obtained.

9.2 Conditional Building Permit

In order for building construction to commence ahead of the Site Plan Control Agreement being registered, the Ontario Building Code Act, Section 8(3) allows for a "Conditional Building Permit" which may be issued at the discretion of the Chief Building Official, provided:

- i. at least one circulation of the complete site plan application has been undertaken, with no comments that may affect the building design;
- ii. any conditions within the Draft Site Plan Control Agreement that are required to be fulfilled "prior to the issuance of a any building permit" have been complied with (including collection of all required deposits and cash contributions), and;
- iii. the owner enters into a legal agreement with the City which formalizes the undertaking to register the Site Plan Control Agreement within a reasonably prescribed time frame.

Site Plan Control Guidelines

City of Elliot Lake

9.3 Building Occupancy

Prior to receiving Building Occupancy, any condition within the Site Plan Control Agreement that are required to be fulfilled “prior to the issuance of building occupancy” must be complied with, and all certification requirements must be confirmed by the City.

10.0 Land Transfers, and Drainage and Servicing Easements

Where land is required to be transferred to the City or an easement is required to be registered in favour of the City as part of the Site Plan Control Agreement, the owner is responsible for creating a preliminary survey plan, registering the plan, and coordinating with the Clerk’s Office to have the land transferred or the easement created.

The Owner or their authorized agent must submit a copy of the preliminary survey plan to the City for distribution and approval prior to registering the plan. Once the plan is approved and the owner has registered the plan, the Owner or their authorized agent must then contact the Clerk’s Office to complete the land transfer or easement documents.

Once the land transfer or easement has been finalized, the owner or their authorized agent must notify the City to confirm fulfillment of the agreement clauses.

Where the City agrees to pay for the costs associated with this work, the owner must submit the invoice to the City. Where the registered plan is being used to register other easements, or land transfers, the City will pay a proportional cost.

Where a hydro easement is registered on land being transferred to the City for a road widening, this easement will need to be relocated entirely on the owner’s property outside the land being transferred for the road widening

11.0 Provision and Maintenance of Facilities

As a condition to the approval of the plans and drawings referred to in subsection 41(4) of the *Planning Act*, the Owner of the land shall:

- i. Provide at no expense to the City the facilities, works or matters mentioned in subsection 41(7) of the *Planning Act* approved in accordance with Section 41 of the *Planning Act* and shown on the approved plans and drawings and in the Site Plan Control Agreement; and,
- ii. Maintain at the sole risk and expense of the Owner the facilities or works mentioned in paragraph 2,3,4,5,6,7,8 and 9 of Clause 41(7)(a) of the *Planning Act* and shown on the approved plans and drawings in the Site Plan Control Agreement, approved in accordance with Section 41 of the *Planning Act*, including the removal of snow from access ramps and driveways, parking and loading areas and walkways.

Site Plan Control Guidelines

City of Elliot Lake

12.0 Release of Securities

Pursuant to Section 9.0 of Site Plan Control By-law, as a condition of Site Plan Approval, the City may request securities to ensure that site works comply with the approved plans.

- i. Securities in the form of a letter of credit, certified cheque, bank draft or cash must be received **prior** to Site Plan Approval. Acceptable Letters of Credit must be drawn from a bank having a Dominion Bond Rating Service of R-1. Certified cheques, bank drafts or cash are also acceptable forms of security.
- ii. Upon completion of the work required in the approved Site Plan Agreement, the applicant shall provide the City with a certificate from the applicant's engineer verifying that the development has proceeded, and all services, works, and facilities have been installed in accordance with the approved plans and specifications.
- iii. Where the applicant's engineer determines that the development has not proceeded and/or any or all services, works and facilities have not been installed in accordance with the approved plans and specifications, then the applicant's engineer shall submit an as-built site plan as well as a "red-lined" version of the approved site plan indicating the differences between the approved site plans and the as-built situation.
- iv. Upon completion of all works and services required in the approved site plan agreement to the satisfaction of the City, and in accordance with the requirements above, the City shall return the securities to the registered owner of the property at the time of the release of securities or to any individual or corporation as may be directed in writing by the registered owner of the property.
- v. The City will only consider the release of securities during those times of the year when the weather permits staff to complete a site visit to verify certain aspects of the development. Release or partial release of securities will not be considered where snow or other factors restrict or prevent staff from viewing any features of the site.
- vi. Prior to the release of any securities the applicant must provide proof that the executed Site Plan Agreement has been registered on title to the property.
- vii. The City may permit the partial release of securities upon request from the applicant at the City's sole discretion. If the City agrees to release a portion of the securities, the amount released will be based on the remaining work to be completed.
- viii. Prior to the partial release of securities, the applicant shall provide the City with written confirmation from the consulting engineer that certain site works have been completed as per the approved site plan and agreement, as well as a list of the remaining items and the estimated cost to complete the work.

13.0 Proof of Insurance Requirements

For all work carried out in the Municipal right-of-way, the Owner will be required to obtain insurance coverage with respect to liability for property damage and personal injury and issued the joining names of the Owner and/or Contractor.

Coverage must be in effect until the work in the right-of-way is completed and accepted.

Site Plan Control Guidelines

City of Elliot Lake

14.0 Amendments

Changes to the development including additions or alterations that substantially increase the usability of the land, building or structure, will require application for Site Plan Amendment.

For clarity the following requires a Site Plan Amendment:

- Alteration to the building footprint that requires additional parking space requirements and/or affects drainage;
- Change of use from residential to commercial/industrial/institutional, commercial to residential/industrial/institutional, etc.
- Change of use that alters the site layout / functionality, requires additional parking space requirements, and/or affects drainage;
- Alterations to parking areas that affect traffic movement, site layout / functionality, and/or drainage;
- Alterations to landscaped areas that impact site layout / functionality, and/or drainage;
- Other additions/alterations deemed to require Site Plan Amendment by the CAO.

The Site Plan Control Agreement will be revised to include any new drawings and plans related to the amended development.

Depending on the nature of the amendment, the contents of the Site Plan Control Agreement may also need to be revised.

15.0 Minor Deviation

Minor Deviation shall mean additions or developments that do not substantially increase the usability of the land, building or structure (i.e., vestibules, signs, etc.).

- i. Minor deviations to a development which has received site plan control approval may take place without further approval where written permission is provided by the Chief Administrative Officer based on the recommendation of relevant Municipal Officials or other commenting bodies.
- ii. Where subject to Site Plan Control, the signing of a site plan agreement or letter of undertaking is mandatory prior to the issuance of a construction permit.
- iii. Notwithstanding 15.ii above, a conditional building permit for foundations may be issued prior to completion of an agreement subject to the discretion of the Chief Administrative Officer and Chief Building Official.

Site Plan Control Guidelines

City of Elliot Lake

Appendix A - Native Vegetative Species and Salt-Tolerant Species

Native Vegetative Species

Trees and Shrubs

- *Abies balsamea* balsam fir
- *Acer rubrum* red maple
- *Acer saccharum* sugar maple
- *Acer saccharinum* (silver maple)
- *Acer spicatum* (mountain maple)
- *Amelanchier alnifolia* Serviceberry
- *Arctostaphylos uva-ursi* kinnikinnick
- *Aronia melanocarpa* black chokeberry*
- *Betula alleghaniensis* (yellow birch)
- *Betula papyrifera* (white birch)
- *Cornus alternifolia* alternate-leaf dogwood
- *Cornus rugosa* roundleaf dogwood
- *Cornus stolonifera* Red-osier Dogwood
- *Diervilla lonicera* northern bush honeysuckle
- *Fagus grandifolia* (beech)
- *Fraxinus americana* (white ash)
- *Fraxinus pensylvanica* (green ash)
- *Gaultheria procumbens* eastern teaberry
- *Picea glauca* white spruce
- *Pinus resinosa* (red pine)
- *Pinus strobus* white pine
- *Populus tremuloides* (trembling aspen)
- *Prunus nigra* Canada plum
- *Prunus pensylvanica* pin cherry
- *Prunus virginiana* chokecherry*
- *Quercus macrocarpa* (bur oak)
- *Quercus palustris* Pin oak
- *Quercus rubra* (northern red oak)
- *Rhus typhina* Staghorn sumac
- *Ribes triste* red currant
- *Rubus idaeus* red raspberry
- *Salix x fragilis* (crack willow)
- *Symphoricarpos albus* snow berry
- *Sorbus americana* American mountain ash
- *Tilia americana* (basswood)
- *Thuja occidentalis* white cedar
- *Tsuga canadensis* eastern hemlock
- *Viburnum acerifolium* maple-leaved viburnum

*denotes species is salt-tolerant

Site Plan Control Guidelines

City of Elliot Lake

Appendix A - Native Vegetative Species and Salt-Tolerant Species

Forbs

- *Achillea millefolium* common yarrow*
- *Anaphalis margaritacea* Pearly Everlasting*
- *Anemone canadensis* Canada anemone*
- *Apocynum cannabinum* indian hemp
- *Aquilegia canadensis* wild columbine*
- *Arctostaphylos uva-ursi* Bearberry
- *Asclepias incarnata* swamp milkweed*
- *Asclepias tuberosa* Butterfly Milkweed*
- *Campanula gieseckiana* harebell
- *Chamerion angustifolium* fireweed
- *Chelone glabra* turtlehead
- *Chelone glabra* white turtlehead
- *Coreopsis lanceolata* laceleaf tickseed*
- *Cornus canadensis* Bunchberry
- *Dasiphora fruticosa* shrubby cinquefoil
- *Desmodium canadense* showy tick trefoil
- *Echinacea pallida* pale coneflower*
- *Eupatorium perfoliatum* common boneset
- *Eutrochium maculatum* spotted Joe pye weed
- *Fragaria virginiana* wild strawberry*
- *Impatiens capensis* jewelweed
- *Iris versicolor* wild blue iris
- *Lilium philadelphicum* wood lily
- *Lobelia cardinalis* cardinal flower
- *Lobelia siphilitica* great blue lobelia
- *Lysimachia ciliata* fringed loosestrife
- *Mentha canadensis* Canada mint
- *Monarda didyma* beebalm*
- *Monarda fistulosa* wild bergamot*
- *Monarda punctata* Dotted Mint*
- *Oenothera biennis* common evening primrose*
- *Packera paupercula* balsam ragwort
- *Podophyllum peltatum* mayapple
- *Potentilla anserina* Silverweed*
- *Potentilla arguta* tall cinquefoil
- *Rudbeckia hirta* black-eyed Susan*
- *Rudbeckia laciniata* cutleaf coneflower
- *Sisyrinchium montanum* strict blue-eyed grass
- *Spiraea tomentosa* steeplebush
- *Symphyotrichum ciliolatum* fringed blue aster*
- *Symphyotrichum cordifolium* heart-leaf aster*

*denotes species is salt-tolerant

Site Plan Control Guidelines

City of Elliot Lake

Appendix A - Native Vegetative Species and Salt-Tolerant Species

- Symphyotrichum ericoides heath aster*
- Symphyotrichum laeve smooth blue aster*
- Symphyotrichum lanceolatum Lance-leaved Aster*
- Symphyotrichum oolentangiense azure aster*
- Symphyotrichum puniceum purple-stemmed aster*
- Symphyotrichum novae angliae New England aster*
- Tiarella cordifolia foamflower
- Trillium grandiflorum white trillium
- Verbena hastata swamp verbena
- Verbena stricta hoary vervain*

Vines

- Campsis radicans Trumpet vine
- Clematis virginiana virgin's bower
- Lonicera dioica glaucous honeysuckle
- Lonicera hirsuta hairy honeysuckl
- Parthenocissus inserta thicket creeper

Herbs

- Andropogon gerardii big bluestem
- Bromus kalmii arctic brome
- Carex comosa longhair sedge
- Carex granularis limestone meadow sedge
- Carex stipata awlfruit sedge
- Carex stricta upright sedge
- Elymus canadensis Canada wildrye
- Juncus effusus common rush*
- Juncus tenuis poverty rush*
- Juncus torreyi Torrey's rush
- Panicum virgatum switchgrass*
- Scirpus cyperinus woolgrass
- Sporobolus cryptandrus sand dropseed

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*denotes species is salt-tolerant

Site Plan Control Guidelines

City of Elliot Lake

Appendix A - Native Vegetative Species and Salt-Tolerant Species

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*denotes species is salt-tolerant