



TOWN OF AURORA
SITE PLAN APPLICATION GUIDE

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1. INTRODUCTION

This Guide is prepared to assist Applicants in preparing and submitting a Site Plan Application under section 41 of the *Planning Act*. The Site Plan Application Form and required Pre-Consultation Checklist are provided separately.

a. Full Site Plan Approval

Site Plan Approval provides the municipality the opportunity to review the detailed aspects of development undertaken on individual properties and is a key component of the implementation of the Town's Official Plan, Secondary Plans and Urban Design Guidelines. Site Plan Approval is required within the Town of Aurora for all lands designated as site plan control areas as set out in By-law 3604-95D, as amended. Generally, the following classes of development are subject to Site Plan Control:

- i. All new commercial, industrial, multiple residential and institutional development on lands zoned for such purposes;
- ii. All building additions on commercial, industrial, multiple residential and institutional lands zoned for such, and where service extensions or alteration of drainage is involved; and
- iii. Parking lot construction or expansion.

b. Site Plan Amendment Approval

Where changes are required to a previously Executed Site Plan Agreement, an Application for Site Plan Amendment is required. The process of completing the Application Form and Pre-Consultation Package are the same as a full Site Plan Application Form. Site Plan Amendment Application Forms require the preparation of an Agreement for execution by the Owner and the Town. To ensure compliance with current development standards, Site Plan Amendments will only be processed on lands where a Development Agreement has been recently executed and registered.

c. Minor Site Plan Approval

Minor Site Plan review processes will apply to Development Applications that are relatively straight forward, where the size and site development issues are considered to be less complex. This Application Form would generally fall under the following categories:

- i. Development Applications that, in the opinion of the Director of Planning and Development Services, are clearly within the realm of minor development;
- ii. Minor commercial, industrial or institutional building additions; and
- iii. Parking lots, including additions or modifications.

The Minor Approval process fundamentally mirrors the full Site Plan process but applies a more scoped review and Simplified Agreement.

d. Exemption from Site Plan Approval

Where a development proposed does not warrant a full review and Site Plan Agreement, a request may be made to the Director of Planning and Development Services for an Exemption from Site Plan Approval. To initiate this process, the Applicant must submit a Site Plan Exemption Application Form, indicating the type of development proposed and the reasons why an Exemption is warranted. Eight (8) copies of a survey in sufficient detail to show the proposal is required. A response to the Site Plan Application will generally be provided within fifteen (15) working days from receipt of the submission of the Application.

e. Proposed Radiocommunication & Broadcasting Antenna

The Town of Aurora has an approved Radiocommunication & Broadcasting Antenna Systems Protocol which outlines the process Applicants shall follow to establish or expand telecommunication facilities. The Protocol provides the submission requirements for any proposals. Please refer to a separate document and Application Form entitled “Radiocommunication & Broadcasting Antenna Systems” which is available on the Town’s website; or via e-mail at planning@aurora.ca, or in person in the Planning and Development Services department.

2. PRE-CONSULTATION MEETING

Prior to the submission of a Site Plan Application, Applicants are required to meet with Planning and Development Services to discuss the Application or, a pre-consultation meeting with the Planning Review Committee can be arranged upon request. The information requirements are itemized on the Checklists attached to this Application Guide. Applicants should refer to these lists in drafting their submission to ensure all requirements are met. Application Checklists must be completed and signed by the relevant departmental and agencies representatives before the Application is formally submitted. Consultation is required with each of the departments and agencies involved in the review process to ensure that sufficient information is provided to streamline the evaluation of the proposal.

Applications submitted which do not have any Application Checklist completed will not be accepted and will delay the review and approval process. Any questions regarding the clarification/additional details should be addressed to the appropriate department/agency. To assist Applicants, contact information is listed directly within the Checklists.

Note: Applicants are required to make submissions and obtain all related approvals from outside agencies as may be required. (i.e. Conservation Authority, Regional Municipality of York, Powerstream, Ministry of the Environment, Ministry of Natural Resources, etc.) Planning staff will assist in determining which agency sign offs are required.

Prior to the Pre-Consultation meeting, the following information must be provided to the Planner:

- i. A conceptual site plan of the proposal;
- ii. Legal description of the site; and
- iii. A brief description of the proposal.

Note: The Pre-Consultation Checklist is available on the Town's website or at Planning and Development Services at Aurora Town Hall, 100 John West Way, which includes information regarding the submission process.

3. SITE PLAN APPROVAL PROCESS

a. Site Plan Submission Requirements

Applications for Site Plan approval are to be submitted to Planning and Development Services and shall include all information and material as noted below. Please note that processing of the Application will not take place until all the required material and fees have been submitted to the Town.

Applications for Site Plan shall include the following:

- Application Fees;
- Application Form;
- Pre-Consultation Checklist signed by departments and agencies;
- All plans and reports as determined on the checklist; and
- A covering letter including a brief description of the proposal.

Drawing Requirements:

| Full Site Plan Approval, Site Plan Amendment and Minor Site Plan Approval | |
|---|--|
| Number of Copies | Drawings |
| 15 | Site Plan Drawings |
| 5 | Architectural Elevations of all building facades, electrical plan and floor plans |
| 20 | Architectural Elevations (Coloured 8.5"x14") |
| 10 | Site servicing and grading plan, and landscape plans |
| 15 | Legal survey, signed by an Ontario Land Surveyor (that shall not be more than 5 years old) |
| 5 | All plans and drawings in digital format. |

| Exemption from Site Plan Approval | |
|---|---|
| Number of Copies | Drawings |
| 8 | Site Plan Drawing |
| Exemption from Site Plan Approval for Radiocommunication & Broadcasting Antenna Systems | |
| Number of Copies | Drawings |
| 8 | Documents/Reports/Plans as outlined in the Radiocommunication & Broadcasting Antenna Systems Protocol |

Note: All Plans must be folded.

b. GIS Digital Submission Requirements

Please note that spatial data for the Application should be submitted in an *esri* supported format, preferably in a shapefile (.SHP) or file geodatabase (.GDB; version 10.0 or older) format. A PDF should also be included showing the final product layout. If it is not possible to provide the fore mentioned formats, spatial data will be accepted in an AutoCAD format (.DWG or .DXF; version 2012 or older).

All spatial data should be projected/georeferenced to the projected coordinate system of North American Datum (NAD) 83, Universal Transverse Mercator (UTM), Zone 17 N. Spatial data should be stored in different layers/feature classes for different types of features and named appropriately.

c. Application Fees

Please refer to the Fee By-law for Site Plan Application Fees, located on the Town's website under Planning and Development Services. The Application Fee in the amount specified on the Fee Calculation Worksheet shall be made payable to **The Town of Aurora**, and must be submitted with this Application Form. The Town does not collect fees on behalf of external agencies.

d. Receipt of Application / Circulation for Comments

The Site Plan Application Form will be reviewed to ensure it is a Complete Submission and will be assessed to determine the applicable processing stream. (Full, Amendment or Minor process). A letter will be sent to the Applicant acknowledging receipt of the Application Form and Application Fees, assigning a file number and the planner who will be managing the Site Plan file.

The Application will be circulated for formal departmental and agency review and comments. Comments are requested to be submitted within two-three (2-3) weeks from date of the circulation. The commenting due date is dependent on the complexity of the Application.

Note: Site Plan Applications may be subject to an Urban Design or Architectural Peer Review conducted by consultants retained by the Town. The peer review consulting fees shall be paid directly by the Applicant.

e. Signage Installation

Further to a Council direction, if the Site Plan application is not associated with any other active *Planning Act* applications, the Applicant is required to erect a Notice Sign at the time, and in a form and location, prescribed by the Town of Aurora, to advise the Public of the Site Plan Application, in accordance with the Sign Posting Instruction Guide, Appendix G.

f. Planning Review Committee Meeting / Comments Provided to Applicant

A Planning Review Committee meeting is scheduled on the commenting due date at which time staff review the technical aspects of the Development Application in detail. The Planning Review Committee consists of staff from Central York Fire Services, Operational Services, Legal Services, Accessibility Advisory Committee, both the Development Engineer and Planner, as well as the Zoning Examiner from Planning and Development Services. All comments are provided to the Applicant with a covering letter from Planning and Development Services advising of any revisions or additional information required by the Applicant and on the next steps of the review and approval process. The Applicant will be invited to attend the Planning Review Committee meeting if it is determined that the Applicant's attendance would assist in the review of the submissions. The Applicant can also request to attend the meeting.

g. Responding to Comments

The Applicant's submission of revised plans shall include a covering letter detailing the changes made to the plans, outlining how all commenting departments and agencies concerns have been addressed. The revised plans must be sent to Planning and Development Services, Development Planning Division for re-circulation. Unless otherwise noted ten (10) copies of the revised Site Plan and accompanying drawings are required for recirculation. The plans are re-circulated to the affected commenting departments and agencies with a request for comment within a two (2) week timeframe. If further revisions to any plans or drawings are necessary the Applicant will be advised in the same manner. It should be noted that any delays in the resubmission of revised plans will result in delays in the review process of the Application.

h. Approval of Application by Council / Delegation

A staff report is required for approval by General Committee and Council for Site Plan Applications. The Site Plan submission must be at a relatively advanced stage as the planning report will outline the specifics of the development Application and attach plans in sufficient detail

for Council to assess the Application. Note, the Town will require the submission of twenty (20) coloured renderings of the most recent Landscape and Elevation Plans (8.5" x 14") which will be attached to the copies of the report to Council. A staff report will be prepared for Council to consider for approval of the Site Plan Application and direction will be provided to staff to prepare a Site Plan Agreement. Minor Site Plan Applications and Amendments will also be reported to Council for approval. Site Plan Exemption Applications are reviewed and approved at a staff level.

i. Site Plan Agreement

Once all departments and agencies are satisfied that the plans are complete, the cost estimates and security amounts have been finalized and any other requirements (i.e. rezoning, consent/severance etc.) are in place, the planner will draft the Site Plan Agreement. This will take the form of a full Site Plan Agreement, an Amending Agreement or a Minor Site Plan Agreement. The draft Agreement is forwarded to internal departments (and any agencies as may be required) requesting review. Once the Agreement has been reviewed and approved by Legal Services, a final copy of the Agreement will be provided to the Applicant. The final Site Plan Agreement will be executed by the Owner and fees and securities are to be paid. The Town in turn, will execute the Agreement so that it may be registered on title.

The following must be submitted to the Planning and Development Services, Development Planning Division to finalize the Agreement:

| Number of Copies | Document |
|-------------------------|---|
| 3 | Copies of all plans as approved; |
| 3 | Copies of any reports; and |
| 1 | Copy of the full set of plan and survey reduced to 8½ X 11. |

Note: One (1) additional copy of all plans and reports will be required if a Tri-Party Agreement is required.

4. DEPARTMENT SUBMISSION & REQUIREMENTS

The following departmental information is a description of materials/municipal development standards to be included with the Site Plan submission.

a. Building Division Submission Requirements

Checklist: The Building Division will complete the required Checklist at the Pre-Consultation Meeting, or by contacting the department directly. If clarification is required regarding submission requirements, please contact the Building Division, 905-727-3123, ext. 4388, by email at building@aurora.ca or in person at Aurora Town Hall, 100 John West Way, Aurora, ON L4G 6J1.

i. Zoning By-law

The Building Division is responsible for determining Zoning By-law compliance. As such, a listing of By-law standards is required to be clearly shown on the Site Plan drawing illuminating the By-law requirements and the proposed development.

ii. Building Matrix

The Building Division of the Planning and Development Services requires the submission of the Application Form Checklist Items as part of your Site Plan Application Form in order to provide comments to the Town's Planning Division respecting compliance with the Zoning By-law and selected *Building Code* items. Full compliance with the *Ontario Building Code* will be determined during the Building Permit Application process.

iii. Compliance with Town's Sign By-law

The Building division will also review submissions respecting signs for conformity with the Town's Sign By-law. Signs that do not meet the provisions of the By-law require Council approval through an Application for Sign Variance. It is not mandatory to submit detailed sign information at the time of Site Plan review; however, Building advises that it is beneficial to have the Sign By-law package reviewed at an early stage to avoid delays in review and issuance of Sign Permits.

b. Operational Services Submission Requirements

Checklist: Operational Services Staff will complete the required Checklist at the Pre-Consultation Meeting or by contacting the department directly. If clarification is required regarding submission requirements, please contact Operational Services, 905-727-3123, ext. 3233, or in person at Aurora Town Hall, 100 John West Way, Aurora, ON L4G 6J1.

An itemized Landscape Cost Estimate is to be submitted upon final submission of landscape plans.

i. General Information

The Town of Aurora Zoning By-law as amended and the Town of Aurora Landscaping and Servicing Standards represent minimal development requirements or Urban Design Guidelines as adopted by the Town of Aurora. Applicants shall note that compliance with the Zoning By-law does not exempt landscape standards compliance; adherence to the minimal landscaping standards shall be encouraged for all types and levels of development and zoning requirements. For more detail concerning landscape development, refer to the Town's Landscaping/Servicing Standards Manual. The Town of Aurora requires that landscape drawings be prepared by a Landscape Architect who is a full member in good standing of the Ontario Association of Landscape Architects (OALA). Final drawing(s) submissions are to be stamped and signed by the Landscape Architect.

ii. Urban Design

If the site is governed by Architectural Urban Design Guidelines, please ensure the landscape design and site development fulfills the requirements as set out in the Guidelines.

iii. Boulevard Trees

- a) Provide deciduous boulevard trees on right-of-way at a minimum of 1 (one) tree per 12m of frontage; and
- b) Boulevard trees shall be large canopy deciduous 60mm caliper minimum. Where there is a conflict with overhead wires, smaller or compact canopy species may be substituted.

iv. Lot Line Trees

- a) Provide side & rear lot deciduous and coniferous trees at a minimum of 1 (one) tree per 10m of lot line. Retaining walls and fences at the lot line shall not preclude the planting of lot line trees; and
- b) Deciduous lot line trees shall be large canopy deciduous 60mm caliper minimum.

v. Planting Buffers & Screens for Parking Lots, Driveways, Buildings and Roadways

- a) Provide buffers and landscape strips along site frontages, around parking areas, driveways, along building fronts, in parking islands and drive-through lane islands;
- b) Provide supplementary planting in accordance with the Architectural Urban Design Guidelines where applicable;
- c) Typically buffer/landscape strip width shall be 1.5m minimum for parking areas and 2m at the front of buildings, except entrances;
- d) Buffer planting shall consist of substantial and generous plantings of deciduous and coniferous trees and low shrubs. Deciduous trees may be multi-stem or smaller species;
- e) Parking areas shall be visually screened from the roadway and adjacent properties with planting;
- f) Planting shall have a minimum setback of 0.6m from parking lot curbs for vehicular overhang, or 1.5m if snow clearance and storage is anticipated; and
- g) Where there are vehicular turning areas, (e.g. entrances, loading docks, turnarounds) tree and shrub planting should be set back a minimum of 3m, and sight-lines should be maintained.

vi. General Planting

- a) Grass seeding and sodding by itself is not an acceptable level of landscape treatment;
- b) Landscaping shall extend to the curb;
- c) Maximum gradient of any landscaped area shall be 40% (2.5:1) where planted with vigorous growing material and 30% (3:1) for mowed areas;
- d) Provide planting such as climbers, trees or shrubs to soften and screen the elevation of long retaining walls;

- e) Incorporate 40% evergreen material in planting design;
- f) Coniferous trees shall be 1.8m height minimum;
- g) Deciduous shrubs for buffer plantings shall be 600mm height minimum, 900mm height maximum;
- h) Use a diversity of species. No more than 4-5 (four-five) trees of the same species in a row or in close proximity;
- i) Development on the Oak Ridges Moraine shall plant only native species;\Keep plantings clear of utilities, services and sidewalks;
- j) Provide a plant schedule indicating botanical and common names, caliper, height or spread, root condition and quantity;\Add a Plant Key on each plan showing planting; and
- k) Include Town standard landscape and planting notes & details on the Landscape Plans where applicable: PL-1, PL-2, PL-3, PL-4, LN-1, LN-2, and PN-1. ** (p.13)

vii. Topsoil

Minimum planting soil depths for all landscaping are as follows, and are to be identified on the landscape plans:

| | |
|--|--------|
| Sodded Areas: | 200 mm |
| Tree and Shrub Planting Beds: | 300 mm |
| Trees in sodded areas, landscape strips and Buffers: | 300 mm |

viii. Landscape Structure/Hard Surface Details

- a) Driveways, parking areas, storage & loading areas shall be hard surfaced and separated from landscaped areas by concrete curbs;
- b) Provide appropriate placement of curb-cuts, ramps and landings to allow for unrestricted pedestrian access; position disabled parking close to main building entrances;
- c) Provide site-internal accessible sidewalk connections to municipal sidewalks;
- d) Walkways shall be hard surfaced and should possess non-slip qualities for safety of users;
- e) External stairs and ramps shall be designed and detailed to current Ontario Building Code standards. Three or more steps shall include a handrail;
- f) Lot line fences shall be in accordance with zoning requirements;
- g) Where the site is adjacent to public open space or parkland provide a 1.2m high black vinyl chain link fence to Town standards along the common property line so that all parts of the fence including foundations are located on the municipal side;
- h) Storage and loading areas abutting residential properties shall be screened by a 2m high opaque heavy duty constructed separation. Noise abatement measures may be required;
- i) Outside storage, waste disposal, loading areas, drive-through stacking lanes etc., shall be screened from view;
- j) A 1.0 m landscape setback clear of all shrubs and trees is required around the front and sides of all fire hydrants located in landscape areas;

- k) Retaining walls more than 0.6m in height shall be additionally submitted to the Engineering and Capital Delivery Division for review and approval. If more than 600mm in height, they shall include a handrail and be designed by a professional engineer with seal affixed to detail;
- l) A consistent style of lighting should be used throughout the development. Include details, catalogue photocopy acceptable; and
- m) All structures on the landscape plan shall be keyed and referenced to construction details.

ix. Landscape Plan Submission Requirements

The Landscape Plans shall include but not be limited to the following information:

a) Sheet/Title Block Information

1. If possible, maintain drawing sheet size to no larger than 600x900mm (24x36”);
2. 1:250, 1:300 or suitable metric scale;
3. Key plan and North arrow;
4. Project Name;
5. Lot, concession, municipal address and / or “M” plan and lot number;
6. Applicant’s name, address and phone number;
7. Landscape Architect’s name, address and phone number;
8. Professional seal of the Landscape Architect;
9. Drawing Name, Drawing Number and Date;
10. Legend symbols for all items on the landscape plan; and
11. Revision chart.

b) Landscape Plan Information

1. Indicate neighbouring land uses, open space connections, natural and man-made features such as berms, swales, ponds, ditches, walls, fences, services, signage and existing or future streetscaping;
2. Indicate on the landscape plan, or coordinate/refer to grading plan for grading information that impacts landscaping (i.e., existing and proposed spot elevations at critical locations; berms and significant slopes; centre line of swales and percentage grade; stormwater management as related to landscape areas; cross-slopes on walkways and pedestrian paving areas);
3. Ensure site and landscape layout is coordinated with the Site Plan and Grading Plan; and
4. Remove all superfluous information layers for clarity.

c) Vegetation Management Plan

A Vegetation Management Plan shall be prepared to address development impacts on existing vegetation. The following items are required:

1. Vegetation Inventory & Assessment: Identify all trees greater than 80mm DBH for individual tree assessments and/or identify perimeter at canopy of woodland, groups or stands of vegetation; Identify trees & vegetation on adjacent property that may be impacted. Inventory shall include species, size and condition. At-grade assessment shall be made to support removal or retention of vegetation;
2. If tree removal is required prior to an executed development agreement, then a tree permit will be required in accordance with the tree permit by-law;
3. Clearly indicate trees / vegetation to be removed and to be preserved. Identify existing and proposed grades at tree preservation limits;
4. Provide protection/mitigation measures including all arboricultural requirements for trees designated to be preserved during construction; provide post construction rehabilitation measures;
5. Provide compensation planting for all vegetation to be removed;
6. Ensure the Town's minimum tree preservation standards are addressed. (Refer to standard details TP-1 & TP-2);
7. Coordinate vegetation-related recommendations from environmental reports as applicable; and
8. A Certified Arborist Report and/or an ISA evaluation may be required at the discretion of the Town.

x. List of standard notes and details

**The list is available from the Town in AutoCAD and Adobe Acrobat formats.

| | | | |
|------|---------------------------------|------|---------------------------------|
| TP-1 | Tree Preservation Notes | PL-1 | Deciduous Tree Planting |
| TP-2 | Type 1 Protection Fencing | PL-2 | Coniferous Tree Planting |
| LN-1 | Standard Landscape Notes 1 of 2 | PL-3 | Planting Pit – Slope Conditions |
| LN-2 | Standard Landscape Notes 2 of 2 | PL-4 | Container Shrub Planting |
| PN-1 | Planting Notes | F-1 | Chain Link Fence |

xi. Cost Estimate – Form attached as Appendix C

**c. Planning and Development Services: Development Engineer
Site Plan Requirement Design & Construction Specifications**

Checklist: Planning and Development Services: Development Engineer will complete the required Checklist at the Pre-Consultation Meeting or by contacting the department directly. If clarification is required regarding the submission requirements, please contact the Development Planning Engineer, c/o Planning and Development Services, Town of Aurora 100 John West Way Aurora, ON L4G 6J1 or by telephone at 905-727-3123 ext. 4226.

i. Site Plan Drawings

Site Plan information to be addressed shall include but shall not be limited to the following:

- a) 1:250 metric scale;
- b) Legible;
- c) North arrow;
- d) Geodetic contour and elevations;
- e) Benchmark data used;
- f) Lot, Concession, Municipal address and/or "M" Plan and Lot number;
- g) Key Plan;
- h) Name of Applicant; and
- i) Name, address and phone number of firm preparing the site plan.

ii. Services

All existing and proposed services within the adjacent boulevards and in the site should be shown on the Site Plan. These shall include the following:

Existing and Proposed Above Ground Services:

- a) Sidewalks and walkways;
- b) Manhole tops;
- c) Catchbasins, double catchbasins, ditch inlets and ditch outlets;
- d) Hydrants and valves;
- e) Valve boxes and valve chambers;
- f) Curbs and/or curb and gutters;
- g) Light standards, Hydro/Bell poles;
- h) Signs;
- i) Easements, road widenings and reserves;
- j) Retaining walls and berms;
- k) Driveways and parking areas;
- l) Fences and handrails;
- m) Hydro transformer boxes, vaults and Bell Chambers, Canada Post mail boxes; and
- n) Trees, bushes and hedges.

iii. Existing and Proposed Underground Services

- a) Sanitary and storm sewers, manholes and catchbasins, showing the pipe material, diameters, slopes, connection inverts and existing inverts;
- b) Curb radii at entrance to be 7.5m maximum;
- c) Traffic lane grades to be minimum 0.5%, maximum 6.0%;
- d) Show fire and truck routes and turning radii (12.0m, radius for fire routes);
- e) Designate the parking areas by showing all spaces as per Zoning By-law;
- f) Show garbage collection and disposal locations;

- g) Existing sidewalk through a driveway shall be removed and replaced with a 175mm thick sidewalk to Town of Aurora Standard R-200;
- h) Heavy duty asphalt paving from back edge of curb to property line (Area to be Highlighted on the Drawing);
- i) 50mm compacted depth of HL3 Asphalt – Top Course;
- j) 75mm compacted depth of HL8 Asphalt – Binder Course;
- k) 150mm compacted depth of 19mm crusher run limestone – Granular base;
- l) 300mm compacted of 50mm crusher run limestone – Granular sub-base;
- m) Regular duty asphalt paving for parking lot area (minimum specification), 25mm compacted depth of HL3 Asphalt – Top Course;
- n) 50mm compacted depth of HL8 Asphalt – Binder Course;
- o) 150mm compacted depth of 19mm crusher run limestone – Granular base;
- p) 200mm compacted depth of 50mm crusher run limestone – Granular sub-base;
- q) Minimum clearance of 1.0m from all above ground services;
- r) Driveway curbs to be discontinuous at sidewalk and tapered back 300mm minimum;
- s) Street Curb shall be continuous through the entrance; and
- t) Curb stops and service valve boxes shall be located outside of driveways.

iv. Grading

Lot grading shall be in accordance with the overall approved subdivision lot grading plans, if applicable. The following must be addressed and shown on the plan:

- a) Grades are to match the adjacent properties and/or approved lot grading;
- b) Should retaining walls be required, show:
 - 1. Appropriate construction detail including filter fabric and subdrain or alternate drainage to the satisfaction of the Town;
 - 2. Shall be designed by a professional engineer with seal affixed to detail when 1.0m or higher; and
 - 3. Handrail required when height is 1.0m or greater, standard.
- c) Drainage swales with grades (minimum 2%, maximum 5%) and cross sections; residential driveway grades (minimum 2%, maximum 8%); slopes in landscaped areas and on berms (shall not exceed 3 horizontal to 1 vertical);
- d) At all points with changes in grade, indicate the elevations;
- e) All elevations are to be geodetic;
- f) All rim elevations on service lids and covers;
- g) Elevations on all building accesses (i.e. ramps, finished floors, loading bays);
- h) Centre line of road elevations;
- i) Show existing elevations a minimum 20 metres beyond the site; and
- j) Landscaping and retaining walls shall not encroach on the municipal boulevard.

v. Stormwater Management

All storm water run-off is to be controlled to the specified run-off rate adopted for the original subdivision, or to match the existing (pre-development) level for all storms up to the 100 (one hundred) year event. Stormwater Management design shall be prepared in accordance with the Stormwater Management Practices Planning and Design Manual, Ministry Of Environment and Energy 2003 (or latest amendment thereto).

Prior to the Review of the Site Plan by the Development Planning Engineer, all Site Plan Applications shall include:

1. Professional Engineer's Seal must be on the Storm Water Management Report; and
 2. Where a subdivision is unassumed, the Site Plan and Storm Water Management Report shall have been reviewed for grading and stormwater management features, and the drawings signed and sealed by the Consulting Engineer responsible for the design of the subdivision.
- a) A Stormwater Management Report which shows
1. Techniques used to control storm run-off to allowable run-off rate and to provide any necessary quality control; and
 2. Method and volume of stormwater storage.
- b) A Site Plan identifying
1. The storm water run-off coefficient(s);
 2. The proposed methods of stormwater storage, i.e. roofhopper controls, orifice controls, and on site storage areas including volume and top water elevation;
 3. Maximum ponding depth of 250mm at catchbasins (may be greater at loading docks) and show storage area on plan; and
 4. Backflow preventers are not permitted to be used as control devices in storm sewer mains.

vi. Plans and Approvals

- a) Three (3) sets of Ministry Of Environment Application Forms are required for common services to Two (2) or more separate buildings, unless direction to the contrary is received from the appropriate authority (R.M.Y. - Environmental Section);
- b) A Topsoil Removal Permit for all sites 2.0ha or greater, unless otherwise approved;
- c) The Applicant shall have a plan of survey prepared for any approved driveway that crosses a 0.3m reserve so that the reserve may be lifted;
- d) Easements in favour of the benefiting owners are required for common services. The applicant shall prepare all necessary plans of survey;

- e) A letter of certification, “As Built” site plans and stormwater management report signed and sealed by a professional engineer will be required prior to the Town’s inspection for release of any letter of credit. The engineer shall certify that all roof hopper controls, orifice control and stormwater storage volumes are installed in accordance with approved site plan; and
- f) Service connection for sanitary, storm and water that are not in place along the municipal road allowance portion of the street may be installed by the Town or its contractors and paid for by the applicant. The owner shall initiate the process by filing with the Engineering and Capital Delivery Division a written request for the above mentioned service connections.

vii. Other References

- a) Town of Aurora – Design Criteria Manual for the Submission of Engineering Plans; and
- b) Town of Aurora – General Specifications for the Construction of Buried Pipelines and Roadway Systems.
- c) AODA – Design of Public Spaces Standard

For more information regarding these references, please visit the Town’s website at the following link: www.aurora.ca

viii. Standard Notes for Site Plans

- a) The contractor shall rectify all disturbed areas to original condition or better and to the satisfaction of the Director of Engineering and Capital Delivery Division;
- b) Manholes are to be benched to the obvert;
- c) Landscaping shall not encroach on boulevard nor shall boulevard grades be altered.
- d) All works are to be completed in accordance with the standard drawings and specifications of the Town of Aurora and these shall be deemed to constitute part of this contract;
- e) Any conflicts with existing services shall be rectified at the owner’s expense;
- f) Hydrants to be installed as per Town Standard W-109;
- g) A minimum vertical separation of 0.5m shall be maintained between the invert of a sewer and the crown of a watermain or vice versa at all crossings;
- h) All watermains to be installed with a minimum 1.7m cover on private property;
- i) Heavy duty asphalt paving from back edge of curb to property line;
 - 50mm compacted depth of HL3 Asphalt – Top Course;
 - 75mm compacted depth of HL8 Asphalt – Binder Course;
 - 150mm compacted depth of 19mm crusher run limestone – Granular base; and
 - 300mm compacted depth of 50mm c/r limestone – Granular sub-base.

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- j) Regular duty asphalt paving for parking lot area (*minimum specification*).
 - 25mm compacted depth of HL3 Asphalt – Top Course;
 - 50mm compacted depth of HL8 Asphalt – Binder Course;
 - 150mm compacted depth of 19mm crusher run limestone – Granular base; and
 - 200mm compacted depth of 50mm c/r limestone – Granular sub-base.
- k) All concrete curb from existing road curb to street line shall be barrier curb OPSD600.11. All concrete curb heights shall be 150mm unless otherwise noted. (e.g. AODA Standard) Driveway curb to be discontinuous at sidewalk and tapered back 300mm minimum;
- l) All required curb cutting at entrances and curb depressions at sidewalk crossings shall be constructed to the satisfaction of the Engineering and Capital Delivery Division;
- m) Sidewalk to be 175mm thick through driveways per Town of Aurora Standard R-200, 125mm thick otherwise, and in accordance with R215 or R216;
- n) Minimum clearance of 1.0m from all above ground services and utilities;
- o) Retaining walls are to be constructed in accordance with the plans and details provided in these documents and, if 0.6m or higher, as certified by a professional engineer. A handrail is required when height exceeds 0.6m;
- p) All sanitary manhole covers in the ponding areas to be water tight sealed covers;
- q) Pavement grades (minimum 0.5%, maximum 6%);
- r) Driveway grades (minimum 2%, maximum 8%);
- s) Drainage swales with grades (minimum 2%, maximum 5%);
- t) Slopes in landscaped areas and on berms shall not exceed 3 horizontal to 1 vertical;
- u) Outside lighting be directed downward as well as inward so as not to affect the adjacent properties;
- v) The service connections for sanitary, storm and water that are not in place along the municipal road allowance portion of the street shall be installed by the Town or its contractors and paid for by the owner. The owner shall initiate the process by filing with the infrastructure and environmental services a written request for the above mentioned service connections;
- w) All servicing works installed on this plan which are subject to the Plumbing Code require prior approval, and issuance of a plumbing permit, from the Regional Municipality of York;
- x) All site waterworks 100 mm in diameter or greater shall be pressure tested, chlorinated, flushed, sampled, and approved in accordance to York Region standardized waterworks procedure and all current M.O.E regulations. The pressure testing and flushing is to be performed in conjunction/assistance with the Town of Aurora plumbing inspection staff and or Engineering and Capital Delivery Division staff. Chlorination operations are to be performed under the direct observation of Town staff and sampling for commissioning of all new watermains is to be performed by the Engineering and Capital Delivery Division.

Upon obtaining approved bacteriological results, arrangements to have the affected watermain sections commissioned and put in service by licensed operations staff can be made through contact with Town's water & wastewater supervisor at 905-727-3123 ext. 3451. At any time operation of the site control valves are NOT permitted by any authority other than Town staff; and

- y) All construction work is to be carried out in accordance with the requirements and regulations of the *Occupational Health and Safety Act* for construction projects.

For information regarding Right-of-Ways, Easements and Existing Services related to a Site Plan, please contact:

Engineering and Capital Delivery Division

Town of Aurora
100 John West Way
Aurora, ON L4G 6J1
905-727-3123 ext. 4381

For information on Recycling and Refuse Placement in Residential Development, please contact:

Waste/Recycling Coordinator

c/o Engineering and Capital Delivery Division
Town of Aurora
229 Industrial Pkwy N,
Aurora, ON L4G 4C4
905-727-3123 ext. 3447

d. Central York Fire Services

For information regarding your submission please contact:

Central York Fire Services

984 Gorham Street
Newmarket ON L3Y 1L8
905-895-9222

Checklist: Central York Fire Services will complete the required Checklist at the Pre-Consultation Meeting, or by contacting Central York Fire Services directly.

e. Planning and Development Services: Development Planning Division

Checklist: Planning and Development Services, Planning Staff will complete the required Checklist at the Pre-Consultation Meeting or following the completion of all other departmental sign-offs.

5. THE REGIONAL MUNICIPALITY OF YORK

Site Plan Applications may be subject to review by the Transportation and Community Planning Department for the Regional Municipality of York. The Regional Municipality of York may enter into the Site Plan/Site Plan Amendment Agreement in conjunction with all other applicable parties if the site abuts a regional road or impacts Regional Infrastructure. Plans submitted for regional review must contain all information as noted below under Site Plan Application Form submission requirements. Applicants are encouraged to speak with regional staff prior to the submission of an Application to the Town as it relates to access, drainage, grading, landscaping and other such matters that involve a Regional right-of-way.

Regional roads within Aurora are identified on Schedule “J” to the Aurora Official Plan as follows:

| | | |
|-----------------------------------|------------------------------------|---|
| Bayview Avenue John’s Sideroad | Wellington Street Leslie Street | Yonge Street (outside of Core) Bathurst Street Bloomington Road |
|-----------------------------------|------------------------------------|---|

For further information please contact:

Regional Municipality of York

17250 Yonge Street
Newmarket, ON L3Y 6Z1
905-830-4444 ext. 75000
1-877-464-9675 ext. 75000

Where the Region chooses to enter into a Site Plan or Site Plan Amendment Agreement with the Town and the Applicant, conditions will be included within the Agreement.

a. Region of York Plans Requirements

i. Site Plan Drawings

- a) Professional engineer’s stamp and signature on all drawings;
- b) Key plan, clearly indicating the site location along with a north arrow;
- c) Geodetic benchmark described and detailed on the drawings. All datum shall be referenced to the Geodetic benchmark;
- d) Title block and table for revisions;
- e) All specifications and drawings referenced to OPSS, OPSD and Town Standards as applicable (AODA Design of Public Spaces Standard);
- f) Name of Applicant, name and address of firm preparing the drawings;
- g) Access details for site and construction access including locations, widths of curb or edge or pavement radii, driveway grades, culverts, edges of pavement, ditch alignment or gutter lines, existing centreline of road, existing accesses within 50 metres of site;
- h) Surface features including driveway widths, aisle widths, parking spaces, sidewalks, ramps, curb and gutter, light standards, utilities, signs, easements, reserves, widenings,

daylighting triangles, pavement types, landscaping details, manholes, catchbasins, ditch inlets, outlets, culverts, ditches, wells, hydrants, valves, valve boxes and chambers;

- i) Grading details at streetline; and
- j) Underground services including storm and sanitary sewers, manhole and catchbasin details, pipe material, diameter slopes, connection inverts and existing inverts and water service pipe materials and diameters.

ii. Stormwater Management Reports

- a) Proposed methods of storm water storage;
- b) Design calculations for Storm Water Management (Pre & Post development) as per the Regional Municipality of York standards;
- c) Roof hopper controls;
- d) Orifice control details; and
- e) On-site storage areas with volume and top of water elevations.

iii. Source Water / Wellhead Protection Impact and Assessment Mitigation Plan

- a) Identify and address any potential water quality and quantity threats to the municipal groundwater supply within the Wellhead Protection Area;
- b) WHPA may be required by a qualified professional;
- c) Must follow the York Region Wellhead Protection Areas in York Region;
- d) WHPA-C: Please consult the chart on Appendix C. If the subject lands is located within WHPA-C and is an Industrial, Commercial, Institutional, Agricultural or Residential use which contains underground/ basement storage of fuel . The Applicant will be required to submit a Section 59 notice (issued by York Region) as part of a complete Site Plan Submission. A section 59 notice is to be submitted to and issued by York Region.
- e) WHPA-Q: The property may be within WHPA-Q, as such the South Georgian Bay Lake Simcoe Source Protection Plan water quantity recharge maintenance policy may apply. The proponent may be required to maintain recharge as demonstrated through a hydrogeological study that shows the existing (i.e. pre proposed development) water balance can be maintained in the future (i.e. post proposed development). For more information, the contact person at LSRCA is Shelly Cuddy (copied).

iv. Source Water Protection Plan

- a) Water Balancing Report may be required subject to the Lake Simcoe Protection Plan.

Note: Some Development Applications will require a Certificate of Approval Form from the Ministry of Environment for Stormwater Management prior to construction.

6. SECURITIES AND INSURANCE

a. Letter of Credit/Security

As a condition of most Site Plan/Site Plan Amendment approvals, the Applicant is required to provide to the municipality securities for the purpose:

- i. To ensure the proper and timely completion of the approved works including all site servicing landscaping, asphalt paving and curbing, garbage enclosure, roof-top-screening, and restoration of any disturbed areas on Town property and;

Security letters for outside works, occupancy, landscaping and fire breaks may be required depending on the form of development proposed. The amount of securities is based upon cost estimates submitted to the municipality by the Applicant and approved by Town staff prior to approval of the Executed Agreement. Upon approval of the security estimate, the Applicant will be required to provide securities in the amount of the approved estimate in one of the following forms:

- i. An irrevocable Letter of Credit for 1 (one) year, from a municipally recognized and approved chartered bank and in the form prescribed, payable to the Town of Aurora. All Letters of Credit must be in the name of the Registered Owner of the property with the company name precisely spelled out in conjunction with accurate reference to the property by means of legal description, a copy of the letter of credit format as required by the Town's attached; or
- ii. A cash deposit or certified cheque in the amount of 100% of the approved security value. Any cheque submitted will be cashed by the municipality and held in its entirety. No interest of any kind will be calculated and paid to the Applicant upon the return of funds.

Note: Letters of Credit for outside works, occupancy, and landscaping will not be required from public institutions.

Limits on Letters of Credit:

The following limitations shall be placed on Letters of Credit placed with the Town from individuals/business/developers.

| 1.1.1 Bank Form 1.1.2 | Commercial Paper Rating | Individual Letter of Credit Dollar Limits |
|---------------------------|----------------------------|--|
| Big 5 Schedule "A" Banks* | R-1 High R-1 Middle | \$5 million \$3 million |

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| | | |
|--------------------------|------------|-------------|
| Other Schedule "A" Banks | R-1 High | \$2 million |
| Schedule "B" Banks | R-1 High | \$2 million |
| | R-1 Middle | \$1 million |

* Includes Bank of Montreal, Royal Bank, C.I.B.C., Scotia Bank & TD Canada Trust.

For general inquiries regarding Letters of Credit please contact the Accounting Supervisor at 905-727-1953 ext. 4117.

b. Amendments and Reductions

- i. Security for Completion of Outside Works
Letter of Credit amounting to 50% of the cost of the outside works as calculated by a qualified engineer or contractor and approved by the Town and Development Engineer. The reduction of the securities will take place upon satisfactory completion of a least 75% of the works. The remaining 25% of the works will be secured at 100% with no further reduction permitted until all outside works have been completed.
- ii. Security for Early Occupancy Posted as security against occupancy of a building for which a Certificate to Occupy has not been issued, a Letter of Credit must be supplied in the amount of the greater of \$5,000.00 or \$1.00 pre square foot of the gross floor area, as calculated by the qualified contractor and approved by the Building Division. At such time a Certificate to Occupy is issued, that amount of the Letter of Credit will be released. The purpose of the Letter of Credit should be clearly spelled out to ensure against occupancy of the building before a certificate to occupy has been issued.
- iii. Security for Landscaping
A Letter of Credit amounting to 100% of the cost of landscaping as calculated by a qualified landscape architect approved by the Operational Services. 25% of the landscaping component of the Letter of Credit will be held by the Town for a 2 year maintenance guarantee period.
- iv. Security for Fire Breaks (multiple unit town houses only)
Where required, a Letter of Credit must be supplied in the amount of \$2,500.00 per unit within the development (or as stipulated within the Agreement) to ensure occupancy does not take place prior to the clearing of fire break conditions as noted within the executed Site Plan and applicable Subdivision Agreements. Reductions will take place as per recommendations made by the Fire Chief.
- v. For information on the Regional Municipality of York Letters of Credit where applicable, please contact 905-830-4444 ext.75000, or toll-free at 1-877-464-9675 ext. 75000.



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c. Administration Fees

Administration and Registration Fees will be required to be paid by the Applicant upon submission of the signed Site Plan Agreement as follows:

- Planning and Development Services;
- Operational Services;
- Legal Administration and Registration Fees,

Applicable fees are located by referencing the Fee By-law on the Town's website.

d. Insurance

In the event that any work is required to be completed on lands that are owned by the Town, or have been conveyed to the Town, the Owner agrees to insure against all damages or claims for damage by way of an insurance policy satisfactory to the Town. The policy shall identify the property and name of the owner. The owner shall provide the Town with an insurance certificate adding the Town as an Additional Insured for Commercial General Liability of not less than \$5,000,000.00 per occurrence and shall remain in the custody of the Town and be in full force and effect during the life of the agreement. A lesser amount may be considered in the case of a minor development and additional insurance coverage at the expense of the Owner may be reasonably required by the Town dependent upon the work that is being performed by the Owner.

| FOR OFFICE USE ONLY | |
|---|--|
| Site Plan Pre-Consultation Meeting Date | |
| Owner/Applicant/Agent: | |
| Attendees | |
| | |
| | |
| Property Address | |

Section 15.2.1d) of the Town's Official Plan requires Owners to consult with the Town prior to submission of a Site Plan Application.

SITE PLAN APPLICATION GUIDE

SITE PLAN PRE-CONSULTATION PACKAGE

Prior to the submission of a Site Plan Application, Applicants are required to pre-consult with the Town, identifying required materials to be submitted with the Site Plan Application Form. See section 3.1 of the Site Plan Guide for a description of this process.

1. Building Division Checklist

For sign-off and verification that your Application Form meets the minimum submission requirements, contact the Building Division, 100 John West Way, Aurora, ON L4G 6J1 or by telephone at 905-727-3123, ext. 4388 or via e-mail at building@aurora.ca.

The Building Division requires the submission of the Application Checklist items as part of your Site Plan Application Form in order to provide comments to the Town's Development Planning Division respecting compliance with the Zoning By-law and selected *Building Code* items. Full compliance with the *Ontario Building Code* will be determined during the Building Permit Application process.

The completion of this Checklist does not ensure that compliance is met with respect to the Town's Zoning By-law or the *Ontario Building Code*.

| ZONING INFORMATION REQUIRED | | |
|------------------------------------|---|-----------------------------|
| 1. | The following Statistical Information is to be provided in Chart Form on the Site Plan drawing illustrating proposed development and by-law requirements. Areas of non-compliance must be identified: | Required Information |
| | a) Existing and/or proposed zoning | <input type="checkbox"/> |
| | b) Lot frontage and area | <input type="checkbox"/> |
| | c) Total gross floor area | <input type="checkbox"/> |
| | d) Building setbacks from property lines (front, sides & rear) | <input type="checkbox"/> |
| | e) Lot coverage or floor area ratio | <input type="checkbox"/> |
| | f) Building height | <input type="checkbox"/> |
| | g) Number of stories | <input type="checkbox"/> |
| | h) Floor area of each level including basements & mezzanines; with a floor area breakdown of individual uses (refer to definitions in the zoning by-law) | <input type="checkbox"/> |
| | i) Proposed number, size and uses of units or suites | <input type="checkbox"/> |
| | j) Landscaped strips | <input type="checkbox"/> |
| | k) Total landscape area and as percentage of site | <input type="checkbox"/> |

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| | | Required Information |
|----|--|--------------------------|
| l) | Parking information shall include: | |
| | i) Number of parking spaces and calculation details based on use | <input type="checkbox"/> |
| | ii) Number of disabled parking spaces (AODA O.Reg 191.11) | <input type="checkbox"/> |
| | iii) Number of visitors parking (where applicable) | <input type="checkbox"/> |
| m) | Loading information shall include: | |
| | i) Number of loading spaces and calculation details based on use | <input type="checkbox"/> |
| n) | Adjacent property zones and uses | <input type="checkbox"/> |

DRAWINGS REQUIRED

| | | Required Information |
|----|---|--------------------------|
| 2. | Fully dimensioned Site Plan drawn to scale showing the following information: | |
| | a) Building setbacks from all property lines (i.e. front, rear, sides) | <input type="checkbox"/> |
| | b) Building dimensions | <input type="checkbox"/> |
| | c) Distance separation between all buildings on the property | <input type="checkbox"/> |
| | d) Location of exterior doors and location of landings, steps, stairwells, balconies etc. with setback dimensions to the property lines | <input type="checkbox"/> |
| e) | Parking Requirements: | |
| | i) Parking layout showing driveway/aisle widths, manoeuvring dimensions | <input type="checkbox"/> |
| | ii) Parking space dimensions and number of parking spaces | <input type="checkbox"/> |
| | iii) Location and dimensions of disabled parking spaces. Minimum size of a designated disabled parking space shall be 4.4 metres in width including a clearly delineated 1.5 meter aisle. (Access from parking to building entrance not to exceed 1:12 slope per AODA O. Reg. 191.11) | <input type="checkbox"/> |
| | iv) Location and number of visitor parking spaces | <input type="checkbox"/> |
| f) | Location of barrier free curb cuts (maximum 1:7.5 slope), access ramps and walkways (1:12 slope with handrails, 1:20 slope without handrails) | <input type="checkbox"/> |
| g) | Fire Access Routes: | |
| | i) Location, dimensions and details of fire route | <input type="checkbox"/> |
| | ii) Nearest hydrants including applicable setbacks to building entrances, siamese connections, etc. | <input type="checkbox"/> |
| | iii) Siamese connections | <input type="checkbox"/> |
| h) | Loading Space Requirements: | |
| | i) Location and dimensions of loading spaces | <input type="checkbox"/> |
| | ii) Manoeuvring areas | <input type="checkbox"/> |
| | iii) Vertical clearances | <input type="checkbox"/> |



SITE PLAN APPLICATION GUIDE

| | | | Required Information |
|----|-----------------------------------|---|--------------------------|
| | i) | Location and dimensions of buffer/landscaping strips | <input type="checkbox"/> |
| | j) | Location of garbage enclosure with setback dimensions to the property lines | <input type="checkbox"/> |
| | k) | Location of ground/pylon signs | <input type="checkbox"/> |
| 3. | a) | Floor plans showing proposed uses of all spaces | <input type="checkbox"/> |
| | b) | Building elevations identifying "unprotected openings" in the following format: | <input type="checkbox"/> |
| 4. | Ontario Building Code Data Matrix | | <input type="checkbox"/> |

| Exposed Building Face Area | Area of Openings | = % | Required Limiting Distance | Required Fire Resistance Rating of E.B.F |
|----------------------------|------------------|-----|----------------------------|--|
| | | | | |

SIGN BY-LAW SUBMISSION REQUIREMENTS

| | Required Information |
|--|--------------------------|
| Fully dimensioned Site Plan showing location of all existing and proposed Signs | <input type="checkbox"/> |
| For wall Signs fully dimensioned elevations of all building facades with existing and proposed Signs | <input type="checkbox"/> |
| For ground Signs fully dimensioned elevations of the sign including height, width and vertical clearance | <input type="checkbox"/> |

Sign-Off by Building Division

Name _____

Date _____

Comments (if applicable) _____



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2. Operational Services Checklist

A. General Information

For additional information, Operational Services are located at 229 Industrial Pkwy N, Aurora. (Directions: From Wellington Street East turn north on to Industrial Parkway North). For sign-off and verification that your Application meets the minimum submission requirements, you can contact the Operational department by telephone at 905-727-3123 ext. 3233.

B. Site Plan Information Checklist

| Is this information provided on the plans and with your submission? | | Required Information | Comment |
|---|---|--------------------------|---------|
| 1. | Basic title block and general plan information | <input type="checkbox"/> | |
| 2. | Urban Design Guideline requirements incorporated | <input type="checkbox"/> | |
| 4. | Vegetation Management Information | <input type="checkbox"/> | |
| 5. | Boulevard tree planting | <input type="checkbox"/> | |
| 6. | Lot line planting | <input type="checkbox"/> | |
| 7. | Buffers & screen planting | <input type="checkbox"/> | |
| 8. | Minimum topsoil depth requirements | <input type="checkbox"/> | |
| 9. | Fencing in accordance with zoning and parkland requirements | <input type="checkbox"/> | |
| 10. | Landscape Structures / Hard Surface Details | <input type="checkbox"/> | |
| 11. | Town standard notes and details | <input type="checkbox"/> | |
| 12. | Cost estimate with final submission (see Site Plan Application Guide, Appendix "C") | <input type="checkbox"/> | |

Sign-Off by Operational Services

This Application may be processed as a Minor Site Plan Application. Yes No

Name _____

Date _____

Comments (if applicable) _____

3. Planning and Development Services, Development Planning /Development Planning Engineer Checklist

Site Plan Engineering Requirements, Design & Construction Specifications Checklist

Note: The Engineering review of Site Plan Applications will be conducted by the Development Planning Engineer of Planning and Development Services. For further information, please contact Planning and Development Services, by phone at 905-727-3123 ext. 4226, in person at Aurora Town Hall, 100 John West Way, Aurora, ON L4G 6J1 or by e-mail at planning@aurora.ca.

A. Site Plan Information Checklist

| | | Required Information |
|-----|--|--------------------------|
| 1. | Statistics in chart form, including: - total area to be paved and ratio of paved area/site area | <input type="checkbox"/> |
| 2. | Existing topographic features including those on adjacent lands | <input type="checkbox"/> |
| 3. | Parking Lot Paving (specifications, curbs) | <input type="checkbox"/> |
| 4. | Water connections (specifications, details) | <input type="checkbox"/> |
| 5. | Sanitary and storm sewers (specifications, details) | <input type="checkbox"/> |
| 6. | Water meters, type, location | <input type="checkbox"/> |
| 7. | Grading Plan showing existing and proposed grades | <input type="checkbox"/> |
| 8. | If retaining wall required, show specifications | <input type="checkbox"/> |
| 9. | Hydro transformers, exterior lighting, connections | <input type="checkbox"/> |
| 10. | Sidewalk and entrance reconstruction | <input type="checkbox"/> |
| 11. | Storm water management report and calculations (Water balance, phosphorous, water quality and quantity report) | <input type="checkbox"/> |
| 12. | Completed Ministry Of Environment forms (if required) | <input type="checkbox"/> |
| 13. | Cost estimate with final submission (See Site Plan Application Guide, Appendix "D") | <input type="checkbox"/> |
| 14. | Construction Mitigation Plan | <input type="checkbox"/> |
| 15. | Contact: Waste/ Recycling Coordinator: 905-727-3123 ext.3447 | <input type="checkbox"/> |



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Applications shall include:

Professional Engineer's Seal must be on the Storm Water Management Report; and where a subdivision is unassumed, the Site Plan and Storm Water Management Report shall have been reviewed for grading and stormwater management features, and the drawings signed and sealed by the Consulting Engineer responsible for the design of the subdivision.

Sign-Off by Planning and Development Services, Development Planning Engineer:

This Application does not require a full engineering submission and may be considered as a Minor Site Plan Application Yes No

Name _____

Date _____

Comments (if applicable) _____

4. Central York Fire Services Checklist

For further information, please contact Central York Fire Services at 984 Gorham Street, Newmarket, ON L3Y 1L8 or by telephone at 905-895-9222.

| | | Required Information |
|----|--|--------------------------|
| 1. | Nearest hydrants shown, distance indicated | <input type="checkbox"/> |
| 2. | Fire protection watermain (show size and materials) | <input type="checkbox"/> |
| 3. | Siamese connections | <input type="checkbox"/> |
| 4. | Turning radii | <input type="checkbox"/> |
| 5. | Fire access routes dimensioned and noted as per Section 3.2.5. <i>Ontario Building Code</i> | <input type="checkbox"/> |
| 6. | Complete and return use and occupancy form | <input type="checkbox"/> |
| 7. | Building Matrix | <input type="checkbox"/> |

Sign-Off by Central York Fire Services:

Name _____

Date _____

Comments (if applicable) _____

5. External Agencies/Utilities Checklist

The Owner/Applicant/Agent acknowledges responsibility for contacting and pre-consulting with the following Agencies/Utilities, as may be required.

| | Agency Contacted |
|---|--------------------------|
| Region of York Transportation & Community Planning Roads & Engineering 17250 Yonge Street, Newmarket ON L3Y 6Z1 Telephone Number:905-895-1200 Source Water Division Re: Section 59 Requirements of Well Head Protection Act C, D and/ or Q | <input type="checkbox"/> |
| Lake Simcoe Region Conservation Authority * 120 Bayview Parkway ,Newmarket, ON L3Y 4X1 Telephone Number:905-895-1281 | <input type="checkbox"/> |
| Powerstream Inc. Contact Information: 161 Cityview Blvd. Vaughan On L4H 0A9 Telephone Number: 905-417-6954 | |
| Toronto & Region Conservation Authority Contact Information: 5 Shoreham Drive, Downsview, ON M3N 1S4 Telephone Number: 416-661-6600 | <input type="checkbox"/> |
| Rogers Cable Contact Information: 244 Newkirk Road, Richmond Hill, ON L4C 3S5 Telephone Number: 905-780-7060 | <input type="checkbox"/> |
| Bell Canada Contact Information: 100 Borough Drive, 5 th Floor – Blue, Scarborough, ON M1P 4W2 Telephone Number: 905-614-6612 or 1-866-865-3708 | <input type="checkbox"/> |
| Gas Distribution Company Enbridge Gas Distribution Contact Information: 500 Consumers Road, North York, ON M2J 1P8 Telephone Number: 416-758-7950 | <input type="checkbox"/> |
| Private Sanitation Company | <input type="checkbox"/> |

* Lands within Wellhead Protection Area – Q may require Water Balancing Report. Please contact York Region for additional information, refer to page 32 for contact information.

Owner/Applicant/Agent Name _____

Owner/Applicant/Agent Signature _____ Date _____

6. Development Planning Division Checklist

For sign-off and verification that your Application meets the minimum submission requirements, contact Planning and Development Services, Development Planning Division, 100 John West Way, Aurora, ON L4G 6J1 or by telephone at 905-727-3123, ext. 4226 or via e-mail at planning@aurora.ca.

| | | Required Information |
|-----|--|--------------------------|
| 1. | Completed Application Form | <input type="checkbox"/> |
| 2. | Application fees | <input type="checkbox"/> |
| 3. | Certificate of Ownership and/or Letter of Authorization | <input type="checkbox"/> |
| 4. | Pin Number (Print out abstract) | <input type="checkbox"/> |
| 5. | Statement of Agreement from any persons sharing in rights-of-way, easements, or mutual facilities and details of proposal. | <input type="checkbox"/> |
| 6. | All plans, folded accordingly. (see Site Plan Application Guide) | <input type="checkbox"/> |
| 7. | Reductions of Site Plan and Elevations (11X17) | <input type="checkbox"/> |
| 8. | All plans and measurements in metric (1:250 suggested) | <input type="checkbox"/> |
| 9. | Architectural elevations (all sides) including exterior building materials and colour. | <input type="checkbox"/> |
| 10. | Covering letter including a brief description of the proposal; how the site is intended to be used, its relationship to adjacent developments and any proposed improvements to the site. | <input type="checkbox"/> |
| 11. | Additional Studies and Reports | <input type="checkbox"/> |
| 12. | GIS Digital Submission | <input type="checkbox"/> |
| 13. | Owner/Applicant to consult with Agencies/Utilities – (as per pages 10-11) | <input type="checkbox"/> |

Sign-Off by Development Planning Division

This Application will be processed as a Minor Site Plan Application. Yes No

Name _____

Date _____

Comments (if applicable) _____

SITE PLAN APPLICATION GUIDE

**Engineering and Capital Delivery Development
Town of Aurora Stormwater Management Design Requirements**

POLICY NO. 61

EFFECTIVE DATE: April 22, 2003

Subject/Name: Stormwater Management Quantity and Quality Control Requirements for Site Plans.

Purpose: This policy outlines a general procedure to follow to determine the quality and quantity control requirements for developments that are approved through the Site Plan control process. The object is to streamline the stormwater management approval process for site plans.

Policy:

1. Introduction

Development has a direct impact to the quality and quantity of storm drainage runoff. Every applicant proposing development within the Town is responsible for the quality and quantity treatment of storm drainage runoff to mitigate the impacts of development, in accordance with the current Town of Aurora, Lake Simcoe Region Conservation Authority (LSRCA), Toronto Regional Conservation Authority (TRCA), and Provincial Stormwater Management Guidelines.

Property developed through the Site Plan control process may require approvals relating to the proposed Stormwater Management (SWM) system from the Region of York, the Lake Simcoe Region Conservation Authority (LSRCA), the provincial government: Ministry of Natural Resources (MNR), Ministry of Environment (MOE), or the federal government: Department of Fisheries and Oceans (DFO). In other cases, the SWM system may not require approvals from any outside agencies. This Operational Services policy is intended to deal primarily with sites that require no approvals from any outside agencies, although it applies to all sites developed under the Site Plan control process.

It is noted that the owner is required to ensure that all necessary approvals have been obtained from any and all outside owners and agencies for all proposed SWM works prior to commencement of construction of the works. The approval from the Town for the SWM system does not relieve the owner from that obligation.

1.1 Site Plan Amendments

This policy it is not intended to be retroactive. For Site Plan Amendments it will apply to the portion of the site subject to the amendment and not to the previously approved site plan.

2. General Requirements and Scenarios

In consultation with the Town, and either the TRCA or LSRCA, the owner's Consultant shall determine if an approved Master Servicing Plan, Stormwater Management Report, Subdivision Agreement, etc., exists which specifies the level of quality or quantity control required, other treatment measures to be implemented for the proposed development site, and existing or proposed downstream stormwater management facilities. The Consultant shall then determine which of the following scenarios applies to the proposed development:

2.1 Scenarios

- a. Downstream quality and quantity control facilities are in place or proposed which service the proposed development area (proceed to Section 3.0);
- b. Only downstream quantity control facilities are in place. No downstream quality control in place (proceed to Section 4.0); and
- c. No downstream quality or quantity treatment facilities in place or proposed to service the subject development (proceed to Section 5.0).

2.2 Backflow Preventers

Backflow preventers are not permitted to be used as control devices in storm sewer mains under any circumstances.

3. Existing or Proposed Downstream Quality/Quantity Control

For this case, downstream facilities are in place to provide the required quality and quantity treatment of storm drainage for the proposed development, or have been proposed and approved but not yet constructed. Additional site quantity control may be required depending on the minor and major system design as outlined in Sections 3.1 and 3.2.

3.1 Minor System (5-year event)

The Consultant shall review existing storm drainage area plans and design sheets and compare original design parameters (contributing area, runoff coefficient) to the proposed design parameters. If the proposed flows (up to and including the 5-year design storm) are less than or equal to the original design flows then no additional quantity control is required for the minor system. If proposed design flows exceed the original design then the Consultant shall follow the option indicated in either Section 3.1.1 or 3.1.2.

3.1.1 Option 1 – Residual Capacity Analysis

The consultant may investigate whether the existing downstream minor system has residual capacity to accommodate additional design flows from point of connection to the existing outfall. The consultant shall also assess the ability of the existing downstream SWM facility to accommodate any additional storm runoff and maintain the same level of quality and/or quantity treatment. The approval for an Owner to utilize residual capacity in the downstream minor system shall be at the sole discretion of the Town.

3.1.2 Option 2 – Additional Site Quantity Control

The Consultant may provide on-site quantity control to reduce post development flows (up to and including the 5-year peak design flow) to the original design flows. Roof top storage, oversized sewer pipes storage and paved area storage will be permitted. The depth of ponding within a paved area shall not exceed 0.25m. Storage within depressed landscaping/grassed areas will be permitted and depth of ponding shall not exceed 0.6m. At-source infiltration of roof drainage is encouraged as a method of quantity control where native soils are suitable based on geotechnical recommendations.

3.1.3 Contributing External Areas – Minor System

The proposed minor system shall be designed to accommodate contributing external drainage from adjacent built up lands or to accommodate future development of external lands as identified within the Master Servicing Plan, Subdivision Agreement, etc. The Town will identify any requirements for drainage easements within the development.

3.2 Major System (100 Year Event)

The Consultant shall confirm the original design intent for the direction of major system flow which shall outlet to an existing R.O.W. or a defined overland flow route within Town Ownership or control (i.e. an easement). Generally, no exceptions to the original design intent will be permitted. The site shall be graded, to ensure positive drainage to the intended major system outlet such that the depth of ponding under 100-year event does not exceed 0.3m.

In situations where the proposed site servicing or grading impose constraints that would not permit conveyance of the major system flows as per the original intent of the design, the Consultant shall undertake the procedure set out in Section 3.2.1

3.2.1 Analysis of Alternate Major System Routes

The consultant shall investigate alternate major system flow routes from the site through any adjacent properties to an existing watercourse, existing R.O.W., or overland flow route within Town lands/easement. The purpose of this investigation is to determine if a suitable alternate overland flow route exists which is acceptable to the Town and to any affected property Owners (if necessary). If the alternate major system flow route is accepted, then on-site quantity storage may be required to limit peak flows to pre-development levels at the discretion of the Town. Any deviation from the original intent of the design shall be at the sole discretion of the Town.

In lieu of the above investigation, or if the overland flow route is not acceptable to the Town or other affected property Owners, or the Town is aware of historical drainage issues in the area, the consultant will be required to provide on-site storage to control 100-year post development flows to the capacity of the minor system (i.e. major system flows will be contained within the site). Rooftop storage, oversized sewer pipes storage and paved area storage will be permitted and depth of ponding within a paved area shall not exceed 0.30m. Storage within depressed landscaping/grassed areas will be permitted and depth of ponding shall not exceed 0.6m.

3.3 Contributing External Areas – Major System

The proposed major system shall be designed to accommodate contributing external drainage from adjacent built up lands or to accommodate future development of external lands as identified within a Master Servicing Plan, Subdivision Agreement, etc. The Town will identify any requirements for drainage easements within the development.

3.4 Interim or Temporary Facilities

In situations where the ultimate downstream facilities have not been constructed and/or where trunk sewers have not been completed to convey storm drainage to the ultimate facility, interim or temporary on-site facilities will be considered by the Town. Any temporary facility must provide an equivalent level of quality and quantity control provided in the ultimate facility to the satisfaction of the Town. Any temporary facility will be required to remain in place until the ultimate facilities or trunk sewers are constructed. The Site Plan Agreement will be structured to require the owner to be solely responsible for maintenance and operation of temporary facilities as well as any demolition, removals and restoration associated with decommissioning of the temporary facility, including disposal of any contaminated sediments in accordance with applicable Provincial guidelines and regulations. Ponding depths within any temporary facility shall be in accordance with the Provincial guidelines for the design of quantity and quality control facilities.

4. Only Existing Downstream Quantity Control, No Downstream Quality Control

4.1 Minor and Major System Design – Quantity Control

In this scenario, Consultants shall follow the procedures outlined in Section 3.0 to address any additional on-site quantity control relating to design of major and minor system that may be required.

4.2 Quality Control

The Consultant shall propose quality treatment of stormwater in accordance with the latest version of the MOE Stormwater Management Practices Planning and Design Manual. The Consultant shall review and recommend lot level controls, conveyance controls and end-of-pipe stormwater controls to provide quality treatment of stormwater. The level of protection required shall be determined in consultation with the Town and either the TRCA or LSRCA (if necessary). The minimum acceptable level of protection shall be Level 1, which provides for at least 80% Total Suspended Sediments (TSS) removal, unless specifically approved otherwise by the Town and/or either the TRCA or LSRCA.

For all Site Plans, the minimum level of quality control that is acceptable in the Town is the provision of an oil/grit separator sized for Level 1 protection. Any relief from this minimum requirement shall be at the sole discretion of the Town, and it shall normally be granted only when no storm sewer system is required to service the Site.

5. No Downstream Quality or Quantity Controls

5.1 Major and Minor System Design – Quantity Control

Where the Town and/or LSRCA have confirmed that no downstream quantity controls are in place, the consultant shall follow the procedure outlined in Section 3.0 for design of the minor and major storm drainage systems. In this case, original design intent or parameters are replaced by existing site conditions. The intent of the proposed major and minor system design will be to limit post development flows from the site to pre development levels for all design storms up to and including the 100 year storm. The Town reserves the right to request site-specific quantity controls based on historical drainage issues which may be impacted by the proposed development.

5.2 Quality Treatment

Follow the same procedure outlined in Section 4.2 to address quality treatment requirements.

6. SWM System Installation and Maintenance

The Owner of the site is solely responsible for the operation and maintenance of the SWM system on the site.

After the installation of the SWM controls the Owner of the site shall provide a letter from the engineering consultant certifying that the SWM controls have been installed in accordance with the approved plans. This requirement shall be included as a condition in the Site Plan Agreement for the Site.

If a Certificate of Approval has been issued by the provincial MOE for the SWM system, the site owner shall be required by one of the conditions attached to the said approval to operate and maintain the SWM system on the site in accordance with the requirements of the Ministry. This requirement shall be reflected in the Site Plan Agreement for the site and shall be registered on title to ensure that any future Owners of the site will be aware of this requirement.

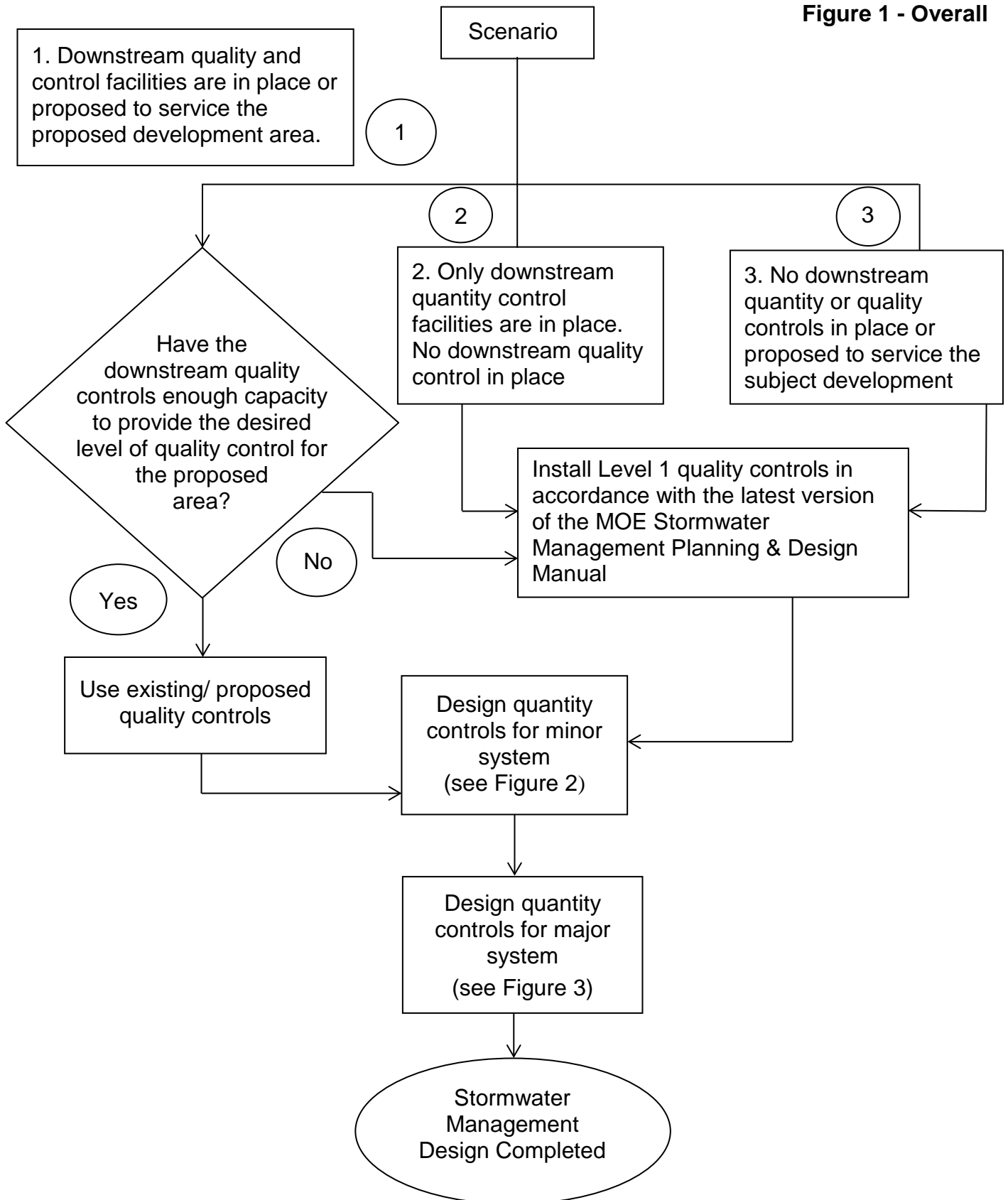
If a Certificate of Approval is not required for SWM system, the Owner shall be required in the Site Plan Agreement to maintain the system in accordance with the guidelines contained in the latest version of the MOE Stormwater Management Practices Planning and Design Manual. This requirement shall be registered on title to ensure that any future owners of the site will be aware of this requirement.

7. Drawings and Documentation

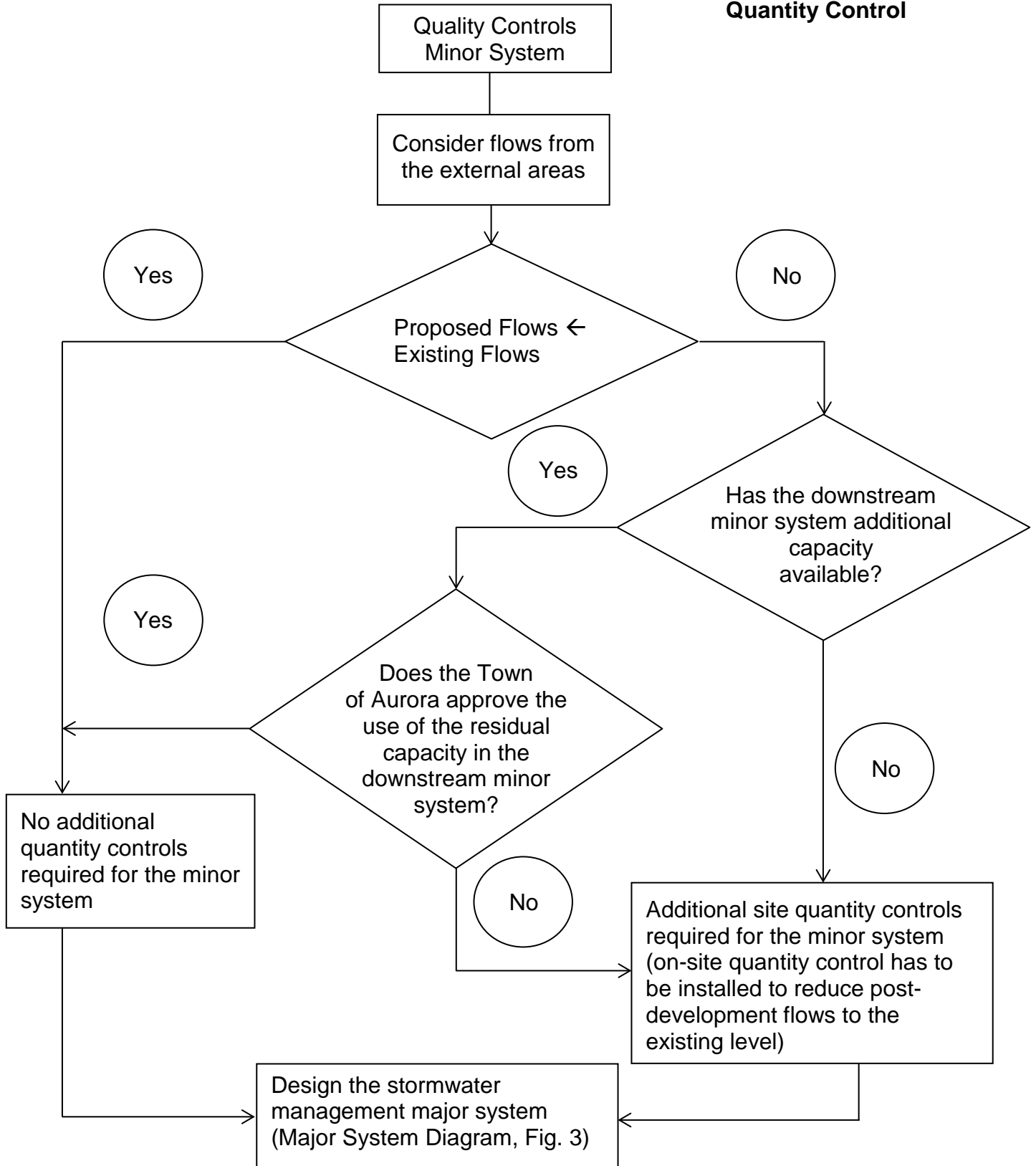
If required to implement SWM controls, the Owner shall submit a SWM Report which is signed and bears the seal of a Professional Engineer. The Report shall detail:

- a. Existing and proposed drainage patterns and areas;
- b. Stormwater runoff calculations, including details of existing and proposed runoff coefficients;
- c. Techniques proposed for quantity and/or quality control;
- d. Amounts and locations of stormwater quantity storage; and
- e. Any drawings or other information required to describe the proposal.

Figure 1 - Overall

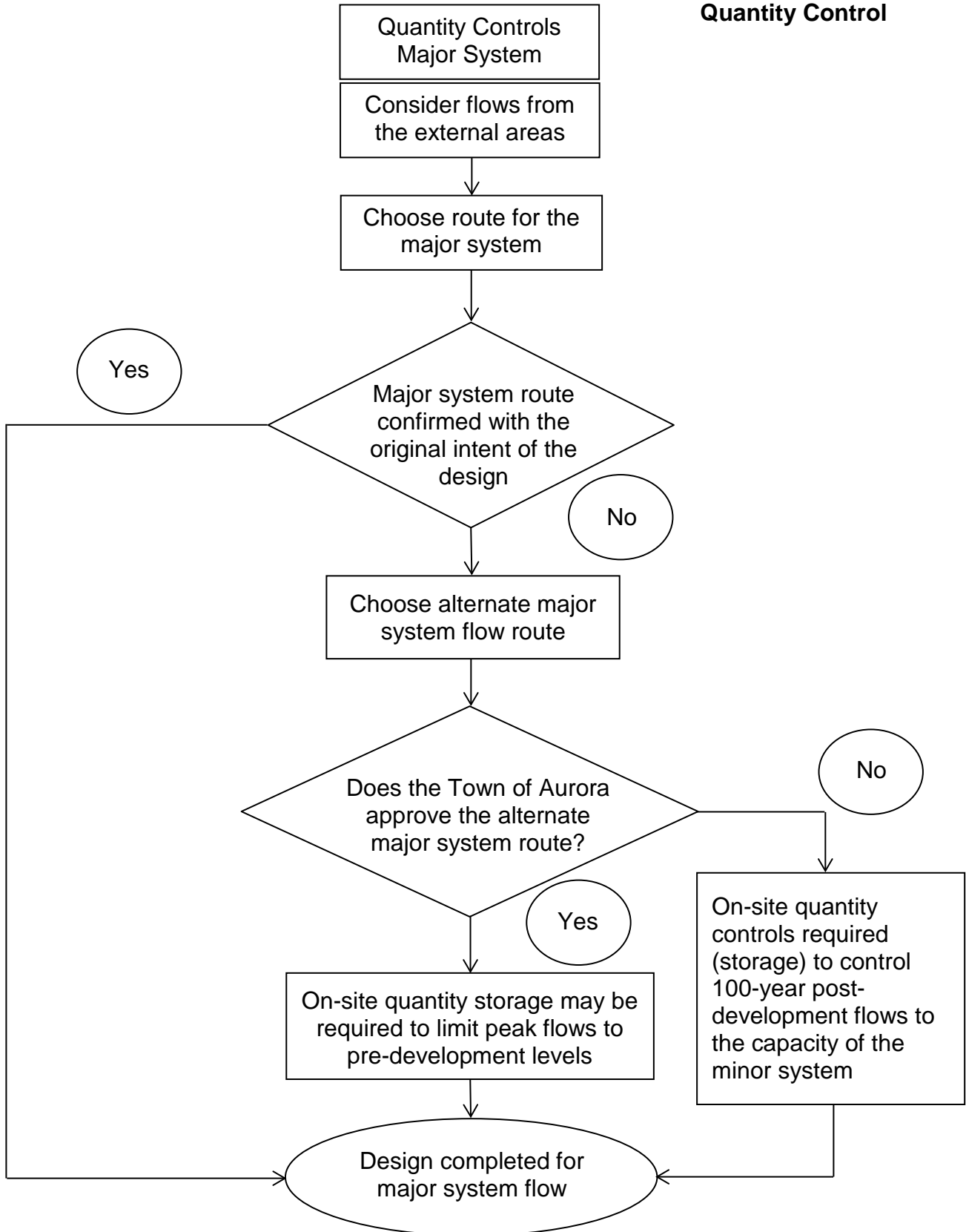


**Figure 2 - Minor System
Quantity Control**

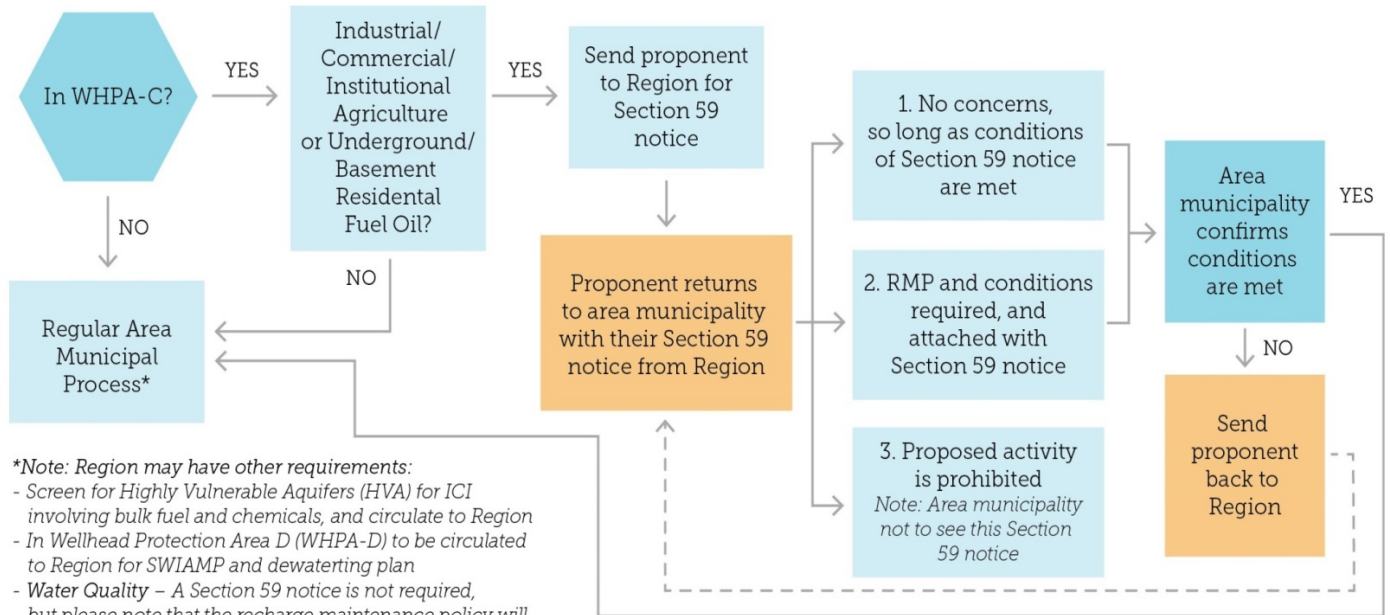


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**Figure 3 – Major System
Quantity Control**



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**Note: Region may have other requirements:*

- Screen for Highly Vulnerable Aquifers (HVA) for ICI involving bulk fuel and chemicals, and circulate to Region
- In Wellhead Protection Area D (WHPA-D) to be circulated to Region for SWIAMP and dewatering plan
- Water Quality – A Section 59 notice is not required, but please note that the recharge maintenance policy will be implemented by Conservation Authorities in their review of water balance studies.

SITE PLAN APPLICATION GUIDE

| Site Plan Landscape Cost Estimate Worksheet | | | | | |
|---|---|-----------------------|------|-----------------------------------|-------|
| Date: | | Town of Aurora File # | | | |
| Address: | | Estimate Prepared By: | | | |
| | | | | | |
| | | | | | |
| <i>*Please complete only those items that pertain to the site landscape development</i> | | | | | |
| Item | Description | Qty | Unit | Unit Price | TOTAL |
| 1.0 | PLANT MATERIAL / PLANTING REQUIREMENTS | | | | |
| 1.1 | Deciduous Trees (min. 60mm cal.) | | EA | \$ | \$ |
| 1.2 | Coniferous Tree (min. 1800mm high) | | EA | \$ | \$ |
| 1.3 | Ornamental Trees (min. 40mm cal.) | | EA | \$ | \$ |
| 1.4 | Deciduous Shrubs (600mm potted) | | EA | \$ | \$ |
| 1.5 | Coniferous Shrubs (potted) | | EA | \$ | \$ |
| 1.6 | Broadleaf Evergreens | | EA | \$ | \$ |
| 1.7 | Grasses, Perennials | | EA | \$ | \$ |
| 1.8 | Planting Bed Preparation, as per Town of Aurora standards | | M3 | \$ | \$ |
| 1.9 | Other: ATTACH SEPARATE LIST | | | Lump Sum cost from separate list: | \$ |
| | | | | SUB-TOTAL: | \$ |
| 2.0 | PAVING | | | | |
| 2.1 | Unit Paving | | M2 | \$ | \$ |
| 2.2 | Concrete Paving | | M2 | \$ | \$ |
| 2.3 | Asphalt Paving (walkways) | | M2 | \$ | \$ |
| 2.4 | Precast Concrete Slabs (600x600) | | M2 | \$ | \$ |
| 2.5 | Impressed Concrete Paving | | M2 | \$ | \$ |
| 2.6 | Permeable Paving (precast pavers) | | M2 | \$ | \$ |

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| | | | | | |
|------------|--|--|------------|-------------------|----|
| 2.7 | Beach stone or similar | | M2 | \$ | \$ |
| 2.8 | Limestone Screening Pathways | | M2 | \$ | \$ |
| | | | | | |
| | | | | SUB-TOTAL: | \$ |
| | | | | | |
| 3.0 | FENCING AND WALLS | | | | |
| | Fencing | | | | |
| 3.1 | 1.2m Black Vinyl Chain Link Fence | | LM | \$ | \$ |
| 3.2 | 1.8m Black Vinyl Chain Link Fence | | LM | \$ | \$ |
| 3.3 | 1.8m Wood Privacy Fence | | LM | \$ | \$ |
| 3.4 | 1.8m Acoustic fence (specify HT) | | LM | \$ | \$ |
| 3.5 | 1.2m Decorative Metal Fence | | LM | \$ | \$ |
| | Walls and Retaining | | | | |
| 3.7 | Precast Concrete Retaining Wall (Risistone or similar) | | M2/face | \$ | \$ |
| 3.8 | Masonry Piers or Pillars (specify HT.) | | EA | \$ | \$ |
| 3.9 | Railings | | LM | \$ | \$ |
| 3.10 | Armourstone Wall or similar | | metric ton | \$ | \$ |
| | | | | | |
| | | | | SUB-TOTAL: | \$ |
| | | | | | |
| 4.0 | SOFT LANDSCAPE | | | | |
| 4.1 | Topsoil placement, fine grading and sodding | | M2 | \$ | \$ |
| 4.2 | Topsoil placement, fine grading and seeding | | M3 | \$ | \$ |
| | | | | | |
| | | | | SUB-TOTAL: | \$ |



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| | | | | | |
|------------|--|--|--|-------------------|----|
| 5.0 | VEGETATION MANAGEMENT | | | | |
| 5.1 | Tree preservation and signage | | | Lump Sum | \$ |
| 5.2 | Arboricultural measures | | | Lump Sum | \$ |
| 5.3 | Post Construction Maintenance | | | Lump Sum | \$ |
| 5.4 | Arborist Fees | | | Lump Sum | \$ |
| 5.5 | Compensation Planting Values (if applicable) | | | Lump Sum | \$ |
| | | | | | |
| | | | | SUB-TOTAL: | \$ |
| | | | | | |
| 6.0 | MISCELLANEOUS ITEMS | | | | |
| 6.1 | Benches | | EA | \$ | \$ |
| 6.2 | Waste Receptacles | | EA | \$ | \$ |
| 6.3 | Bicycle Racks | | EA | \$ | \$ |
| | Site Structures | | | | |
| 6.4 | Playground Equipment and surfacing | | | Lump Sum | \$ |
| 6.5 | Gazebo | | EA | \$ | \$ |
| 6.6 | Arbour | | EA | \$ | \$ |
| 6.7 | Trellis | | EA | \$ | \$ |
| 6.8 | OTHER; Specify | | | \$ | \$ |
| | | | | | |
| | | | | SUB-TOTAL: | \$ |
| | | | | | |
| | | | OVERALL TOTAL, ITEMS 1.0 TO 6.8 INCLUSIVE | | \$ |



SITE PLAN APPLICATION GUIDE

| Site Plan Outside Works Cost Estimate Worksheet | | | | | |
|---|---|-----------------------|-----|---------------------|----------------|
| Date: | | Town of Aurora File # | | | |
| Address: | | Estimate Prepared By: | | | |
| | | | | | |
| | | | | | |
| <i>*Please complete only those items that pertain to the site landscape development</i> | | | | | |
| Item No. | Item | Unit | Qty | Unit Cost (\$/unit) | Item Cost (\$) |
| <u>Section 1 - Parking Areas and Other Surface Works</u> | | | | | |
| 1.1 | Silt fence | m | | | |
| 1.2 | Mud mat | L.S. | | | |
| 1.3 | Temporary Erosion measures, swale, ponds & etc. | L.S. | | | |
| 1.4 | Site clearing, excavation and grading | L.S. | | | |
| 1.5 | Concrete sidewalk/walkway | m ² | | | |
| 1.6 | Concrete barrier curb | m | | | |
| 1.7 | Curb cut | m | | | |
| 1.8 | Light duty paving | m ² | | | |
| 1.9 | Heavy duty paving | m ² | | | |
| 1.10 | Garbage enclosure | L.S. | | | |
| 1.11 | Pavement Marking | L.S. | | | |
| 1.12 | Retaining wall (not attached to building) | m ² | | | |
| 1.13 | Regulatory signage (Fire Route, Disabled Parking, etc.) | L.S. | | | |
| 1.14 | Parking lot lighting - light standards | each | | | |
| 1.15 | Parking lot lighting - Wall pack lights | each | | | |
| | Transformer and ducting | each | | | |



SITE PLAN APPLICATION GUIDE

| | | | | | |
|--|---|------|--|--------------|-----------|
| <u>Section 2 - Water Supply System</u> | | | | | |
| 2.1 | 150mm PVC watermain, including all fittings & valves | m | | | |
| 2.2 | Hydrant | each | | | |
| 2.3 | _____mm copper domestic water service, incl. all fittings | m | | | |
| 2.4 | _____mm water meter & remote reader | each | | | |
| 2.5 | Water Weter Chamber | L.S. | | | |
| 2.6 | Connection to existing watermain & restoration | L.S. | | | |
| | | | | | |
| <u>Section 3 - Sanitary Sewer System</u> | | | | | |
| 3.1 | _____mm PVC Sanitary Sewer | m | | | |
| 3.2 | 1200 mm Maintenance Holes | each | | | |
| 3.3 | Connection to existing sewer & restoration | L.S. | | | |
| | | | | | |
| <u>Section 4 - Storm Sewer System</u> | | | | | |
| 4.1 | _____mm PVC Storm Sewer | m | | | |
| 4.2 | Catchbasin - single | each | | | |
| 4.3 | 1200 mm maintenance hole | each | | | |
| 4.4 | 1200mm catchbasin/maintenance hole | each | | | |
| 4.5 | Oil/Grit Separator | each | | | |
| | Model: _____ | | | | |
| | Manufacturer: _____ | | | | |
| 4.6 | Connection to existing sewer & restoration | L.S. | | | |
| | | | | | |
| | | | | TOTAL | \$ |



SITE PLAN APPLICATION GUIDE

SITE PLAN STANDARD DRAFT LETTER OF CREDIT

IRREVOCABLE STANDBY LETTER OF CREDIT NO. (L/C No.) FOR (\$AMOUNT IN CAD)

BENEFICIARY:

The Corporation of the Town of Aurora

100 John West Way, Box 1000
Aurora, ON, L4G 6J1

APPLICANT:

(name and address of Owner as listed in
the related agreement)

Pursuant to the request of our customer, (Name of Applicant), we, ___ (bank and address) ___, hereby establish an Irrevocable Standby Letter of Credit No. (insert number) ("Letter of Credit") in the favour of the Beneficiary in the total amount of Cdn \$___ (amount in numbers and written in words) ___, which may be drawn upon by the Beneficiary at any time and from time to time upon written demand for payment made upon us by the Beneficiary, which demand we shall honour without enquiring whether the Beneficiary has a right as between itself and our said customer to make such demand and without recognizing any claim of our said customer.

Payment under this Letter of Credit shall be available to the Beneficiary on sight upon delivery to ___(bank and address)___ a certificate signed by the Beneficiary agreeing and/or confirming that monies drawn pursuant to this Letter of Credit are to be and/or have been expended pursuant to obligations incurred or to be incurred by the Beneficiary in connection with the ___(reason for Letter of Credit, e.g. Completion of Outside Works) obligations as set out within the terms of the Site Plan Agreement dated ___(date)___, File No. ___ (File No.)___, between the Applicant and the Beneficiary regarding ___ (Plan/Lot No.)___.

The amount of this Standby Letter of Credit may only be reduced by drawings endorsed hereon and/or by notice in writing given to us by the Beneficiary.

This Standby Letter of Credit will continue until ___(date of expiry)___, and will expire on that date and the Beneficiary may call for payment of the full amount outstanding under this Letter of Credit at any time up to the close of business on that date. It is a condition of this Letter of Credit that it shall be deemed to be automatically extended for one (1) year from the present or any future expiration date hereof, unless thirty (30) days prior to any such date, we shall notify the Beneficiary in writing by registered mail that we elect not to consider this Letter of Credit renewed for any such additional period. Upon receipt by the Beneficiary of such notice, the Beneficiary may draw hereunder by means of written demand.

Partial and multiple drawings are permitted. We hereby agree that drawings under this Letter of Credit will be duly honoured upon presentation submitted within the terms and conditions indicated herein.



SITE PLAN APPLICATION GUIDE

Unless otherwise specified, this Letter of Credit is subject to the Uniform Customs and Practice for Documentary Credits of the International Chamber of Commerce current at the time of issuance of this Letter of Credit.

(The Bank)

(Authorized Signature)

(Authorized Signature)

SITE PLAN APPLICATION GUIDE

SITE PLAN APPLICATION SIGN POSTING GUIDE

Notice Sign(s) shall be produced, erected and maintained in accordance with the following procedures:

- i. Planning and Development Services will provide the Applicant with the wording for the Notice Sign and it is the Applicant's responsibility to ensure that the Notice Sign is erected by the date stipulated by Planning and Development Services.
- ii. One Notice Sign shall be erected on each street frontage approximately at the mid-point along the frontage and within 6.0 metres (20 feet) from the lot line and should be clearly visible from the street. The specific location should be discussed with Planning and Development Services, Development Planning staff;
- iii. The Notice Sign(s) shall be constructed of cronoplast, plywood or better and a minimum of .6 metre by 1 metre in size. It shall be properly supported and secured to the ground. The Notice Sign(s) face shall be at eye level (approximately five feet above the ground);
- iv. The Notice Sign(s) shall have black lettering on a white background and be clearly visible from the street. The lettering shall be of a plain upper case (*Helvetica Medium or similar typeface*);
- v. All Notice Signs shall be approved by the Town in advance of it being posted. The sign is to be installed on the property within 7 days of filing the Site Plan Application. Two (2) pictures must be taken with the first showing the picture close-up and a second picture taken from the street. These pictures, accompanied by notification of the date the signs were posted, must then be sent to Planning and Development Services department, Development Planning Division;
- vi. The Notice Sign(s) shall be removed within seven days after one of the following events has taken place:
 - The Site Plan Application is approved or refused by Council or withdrawn;
 - The Site Plan Application is approved or refused by the Ontario Municipal Board;
- vii. Failure to erect and maintain the prescribed Notice Sign(s) in good order could delay in the processing of the Site Plan Application.

Should you have any questions regarding Notice Signs, please contact Planning and Development Services department at (905) 727-3123 Ext. 4226.



Below is a **SAMPLE** of the Notice Sign wording.

**NOTICE
SITE PLAN APPLICATION**

A SITE PLAN APPLICATION HAS BEEN SUBMITTED ON THIS PROPERTY,
AND IS UNDER REVIEW BY THE TOWN OF AURORA.

THE APPLICANT PROPOSES TO DEVELOP THE LANDS FOR
_____.

THE PLANS CAN BE REVIEWED AT THE TOWN HALL, PLANNING AND
DEVELOPMENT SERVICES (REFER TO FILE NUMBER SP- ____ - ____)
WEEKDAYS BETWEEN 8:30 A.M. AND 4:30 P.M.

FOR FURTHER INFORMATION PLEASE CONTACT THE DEVELOPMENT
PLANNING DIVISION AT (905) 727-3123 EXT. 4226.