

Site Plan Standards



Development permits for new commercial buildings

Applications must contain all items identified in the checklist.
Submission of incomplete drawings will delay application processing.

General Requirements

- Metres or feet/inches are accepted. Please use units consistently.
- Diagrams must be to scale and dimensioned. Minimum scale 1:500.

Drawing Requirements Checklist:

General site information:

- Zoning & north arrow
- Legal description (Lot, Block, Plan Number)
- Municipal address, including suite number
- Site area
- Identification of all streets and lanes abutting the subject site
- Outline of all existing and proposed buildings and/or structures on the site
- Property lines and property dimensions shown and labelled

Site dimensions:

- Setbacks from proposed buildings and/or structures dimensioned to all property lines
- Setbacks between buildings within the site
- Separation space (dimensioned) between building windows as per Section 48
- Site dimensions of individual lots/condominium units
- Site coverage (including site coverage for individual lots)

Site details:

- Dwelling density analysis
- Loading space requirements
- Easements, utility rights-of-way shown and labelled
- Geodetic grade elevation of main floor (for individual buildings)
- Amenity area/private outdoor amenity area as per Section 46 and 47
- Walkway width
- Surface treatment for all areas; including parking and walkways
- Above ground utilities (transformers etc.)
- Fencing, privacy screening, and retaining walls (location of all existing and proposed)
- Garbage collection facilities (screening details showing location, dimensions and materials)

Parking details:

- Parking layout (with dimensions including vehicle aisles) including designated accessible stalls and adjacent loading and curb ramps
- Parking spaces (depth, width, angle and number of spaces)
- Parking analysis as per Section 54
- Bicycle parking spaces as per Section 54.3 Schedule 2
- Curb cuts/site access (dimensioned from property line)
- Firefighting access routes, hydrants
- Location of proposed wheel stops

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Additional requirements specific to child care facilities:

- Outdoor play space and dimensions
- Fence location, height, material
- Safety features (self-latching gate, bollards)
- Location and number of pick-up/drop-off parking spaces

Checklist identifies the minimum information required for application review.
Additional information may be requested.

Items commonly missing from site plans include:

Easements and utility right of ways

- Shown and labelled
- May be provided on a separate survey plan if needed

Garbage collection

- Location and screening

Parking stalls and layout

- Provide required parking islands and total area (sq. m)
- Dimension of standard stall and accessible parking stall
- Drive aisle width
- Surface treatment (hard-surfacing material)
- Location of proposed wheel stops

Bicycle parking

- Bicycle parking must be shown and provided in accordance with Section 54.3 Schedule 2

All vehicular site access

- Location and dimensions
- Indication of any new proposed accesses and removed accesses
- If vehicular oriented uses are proposed (Section 72) drive aisles and queuing spaces must be shown