

Schedule "A"
to By-Law No. 99-3881

**SITE PLAN APPROVAL
GUIDELINES**

TOWN OF INGERSOLL

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**TOWN OF INGERSOLL
SITE PLAN APPROVAL GUIDELINES**

**Section I
SITE PLAN APPROVAL PROCESS**

Section I

SITE PLAN APPROVAL PROCESS

Town of Ingersoll

1. The site plan approval process is outlined in the flowchart included in these guidelines. The Town of Ingersoll requires that the applicant pre-consult with Town staff and the Oxford County Public Health and Planning Department prior to the submission of a formal application. The applicant is encouraged to discuss the proposal and obtain advice on the appropriate Official Plan designation and Zoning By-law provisions. This information may assist the applicant in confirming the location of buildings and structures prior to preparation of grading and servicing drawings. The applicant may then file a formal application in accordance with the procedure outlined below.
2. The site plan approval process is initiated by formal application for site plan approval made to the Town of Ingersoll. It is anticipated this process will take approximately 30 days from submission to final approval by the Town Development Co-Ordinating Committee. Application forms are available at either the Town Administration offices or the Oxford County Public Health and Planning Department office in Woodstock.
3. Upon receipt of an application for site plan approval, it will be reviewed by the Town Clerk/ Deputy Administrator's Office for completeness, compliance with the Ingersoll Zoning By-law, the Oxford County Official Plan, previous approvals and necessity for a public meeting.

If application is complete, an acknowledgement letter will be sent to the applicant outlining the date of the meeting with the Ingersoll Development Co-Ordinating Committee to consider the proposal. The Ingersoll Development Co-Ordinating Committee is the approval authority for site plans in the Town of Ingersoll and its composition is outlined in Schedule "B". The applicant will be informed if the application requires revision or if additional information is required.

4. The application and plans will be circulated by the Town Clerk / Deputy Administrator's Office to a number of public agencies as listed below for written comments. These agencies will be informed of the meeting time and date of the Development Co-Ordinating Committee. The applicant may wish to set up meetings with representatives of these agencies prior to the meeting of the Development Co-Ordinating Committee to review the plans and make modifications if necessary.

Town Clerk / Deputy Administrator
Town Engineering Services Co-ordinator
Town Chief Building Official
Erie Thames Power Operations Manager
Police Services
Fire Service
Director of Public Works – Oxford County Public Works Department
Town Planner
Upper Thames River Conservation Authority (if required)
Other agencies may be circulated depending on the location and scope of the application.

5. Once comments have been received from the agencies, copies of these comments will be provided to the applicant by the Town Clerk / Deputy Administrator's Office.
6. At its meeting, the Town Development Co-Ordinating Committee will review the proposal with the applicant. The Committee may approve, reject and/or modify the application and accompanying plans.
7. Once site plan approval has been granted, a site plan agreement will be prepared by the Town Clerk / Deputy Administrator. The site plan must be modified to contain all provisions as approved by Committee. The modified plan will be attached as a Schedule "A" to the site plan agreement. The Town Clerk / Deputy Administrator will forward a copy of the agreement to the applicant for signature. The applicant is required to register the signed agreement at the Oxford County Land Registry Office.
8. The applicant must then provide a copy of the registered site plan agreement to the Town Clerk / Deputy Administrator's office together with required security deposit.
9. The Town Clerk / Deputy Administrator will notify the Town Chief Building Official once the site plan agreement has been registered and the required security deposit has been received. Once the Chief Building Official has received this confirmation, a building permit may be applied for to the Town Building Department.

10. The applicant's security deposit will be released by the Town once the Town Chief Building Official has indicated to the Town Clerk / Deputy Administrator that all inspections of the property to ensure compliance with the terms of the site plan agreement have been completed. The applicant will be required to provide any engineer's, surveyor's or other professional reports to confirm the completion of works (ie. final grading, storm water management facilities, etc.) on the subject property.

11. If the application is not approved by the Development Co-Ordinating Committee within 30 days after it has been received or the applicant is not satisfied with any of the requirements made by the Development Co-Ordinating Committee, including any terms of the required agreement, the applicant may appeal the decision of the Committee to Town Council by written notice to the Town Clerk / Deputy Administrator, together with the additional application fee outlined in Schedule "B". Town Council will then afford the applicant an opportunity to be heard as soon as practicable. If the applicant is not satisfied with the decision of Town Council, the applicant may then appeal the decision to the Ontario Municipal Board (OMB).

**TOWN OF INGERSOLL
SITE PLAN APPROVAL GUIDELINES**

**Section II
APPLICATION REQUIREMENTS**

TOWN OF INGERSOLL SITE PLAN APPROVAL GUIDELINES

Section II APPLICATION REQUIREMENTS

1.0 *Explanatory Note*

This application is required for:

- (1) the construction, erection or placing of one or more buildings or structures on the land; or
- (2) an interior or exterior alteration to a building or structure on a property that has the effect of increasing the usability of the property;
- (3) an addition or alteration to a building or structure on a property that has the effect of increasing the size of the building or structure by more than 20% of the gross floor area;
- (4) the making or construction of, or addition to, a commercial parking lot resulting in five or more parking spaces;
- (5) an amendment to an existing site plan, elevation plan, landscape plan, and/or servicing plan or an amendment to an existing site plan agreement with the Town of Ingersoll,

on property which has been designated as a site plan control area as set out under section 41 of the Planning Act by the Ingersoll Site Plan Control by-law which has been approved by the Council of the Town of Ingersoll. It should be noted that all submissions must meet the requirements of the Town of Ingersoll Zoning By-Law and the County of Oxford Official Plan. This **application** must be filed **in duplicate** at the following location:

Town of Ingersoll
Municipal Offices
130 Oxford Street, 2nd Floor
Ingersoll, Ontario N5C 2V5
Telephone: (519) 485-0120
Fax: (519) 485-3543

The application must be accompanied by a fee as outlined in Appendix "B" in cash or cheque made payable to the "Treasurer of the Town of Ingersoll".

The application should be completed by the property owner or his authorized agent. Where the application is being made by an agent, the written authorization of the owner must accompany the application. If the application is being made under an agreement of purchase and sale, a copy of the agreement must be attached and will remain confidential.

1.0 Explanatory Note – (cont'd)

The application must be accompanied by ten (10) folded copies (folded to 8.5" x 11" or 8.5" x 14") and five (5) full sized copies of the site plan, landscaping and drainage plan, site servicing plan, elevation and cross section drawings, if required. These drawings shall be prepared by a professional engineer, an Ontario Land Surveyor, a professional architect or other professional draftsman and shall be prepared in such a manner to permit registration at the Oxford County Land Registry Office. Two copies of the plans reduced to 8.5" x 11" or 8.5" x 14" must also be included for registration purposes. The plans must meet the following requirements:

2.0 Site Plan Requirements

The site plan requirements are as follows:

- a) all site plans and floor plans must be drawn to scale at a maximum of 1:200 and minimum of 1:300. Property dimensions and area, as well as building location(s) are to be accurately shown on the site plan.
- b) location map at a scale of 1:200 – outline of the development site with sufficient amount of surrounding area to indicate its general location, with major adjacent features, such as parks, indicated.
- c) title, location (plan and lot number), Property Identification Number ("PIN") and date;
- d) north point and scale;
- e) centre line and curb line of adjacent streets, sidewalks and existing street line; required dedication for street widening purposes and future road widening in accordance with adopted Town Council and/or County Council Standards;
- f) if the site is adjacent to a river or large watercourse, the site plan drawing should show the location of the surface water at normal flows and the floodplain boundary, if it has been established by the Upper Thames River Conservation Authority (UTRCA);
- g) clear indication of subject property (dimensions and area calculations) and property details (ie. gross floor area of buildings, percent of landscaped open space, number of units, etc.);
- h) approximate location and height of buildings on adjacent sites;
- i) adjacent property owned or controlled by the applicant;
- j) locations, height and dimensions (front yard, side yards, rear yard) of all buildings and other structures proposed on the site;
- k) location and height of external lighting fixtures;
- l) garbage and recyclable storage (including location and enclosure structure);
- m) loading and on-site vehicular circulation areas, indicated widths and proposed direction of traffic flows as well as proposed ramps or access driveways;

2.0 Site Plan Requirements – (cont'd)

- n) proposed parking areas, or structures, number of spaces, including spaces for the handicapped, dimensions of parking spaces, aisles and driveways, location of pedestrian and vehicular building entrances, and area to be devoted to each proposed use;
- o) proposed drive-thru location showing dimensions, queue spaces, order boards and drive-thru window(s).
- p) proposed snow storage areas;
- q) landscaped areas;
- r) existing and proposed grades;
- s) location and height of free-standing signs; and;
- t) location of walkways and bicycle ways.

3.0 Landscape Plan Requirements

The base mapping for the landscape plan should be the finalized site plan. The landscape plans should be in blackline only, and should include:

- a) location by symbol of all existing (to be preserved) and proposed trees and shrubs (the symbol should reflect the branch spread or canopy of existing trees and shrubs, and the proposed trees and shrubs at maturity);
- b) a list of all species, including common name, botanical name, quantity, size and condition at planting;
- c) planting specifications including sodding;
- d) cross-sections to show detailed tree and potted shrub planting methods may also be required;

4.0 Site Servicing Plan Requirements

The site servicing plan should include:

4.1 Sanitary Sewer Systems

- a) drainage piping – location, from building to private drain connections, size and grade;
- b) private drain connections – existing and new, location, size and grade;
- c) control manholes to be located at the street line on private property;
- d) all manholes to show invert and finish grade elevations;
- e) Ministry of Environment requirements – “private sewers” are to be designed generally in accordance with “Guidelines for the Design of Sanitary Sewage Works, Systems, Storm Sewers (interior), Water Distribution Systems and Water Storage Facilities”.

4.2 Storm Drainage Systems

- a) catch basins – locations, proposed elevations for grates and inverts;
- b) drainage piping location and all manhole inverts and final grade elevations from building to private drain connections;
- c) private drain connections – existing and new, location, size and grade;
- d) drainage swales (landscaped areas) – elevations along swale, cross sections % grade (slope);
- e) overland flow – show flow arrows to permit ready identification of overland flow direction, show existing and proposed elevations along property lines, and key points on site and abutting properties;
- f) flows from adjacent properties – in the event that adjacent private properties drain onto the site being developed, the storm drainage system is to be designed to prevent storm water from backing up and creating a flooding or ponding condition on the adjacent property;
- g) weeping tiles – identification how flows will be handled should weeping tiles be installed;
- h) dry well systems and retention systems – the site servicing plan is to display such relevant detail contained in the consulting engineer's design as will be necessary to ensure that all design features are implemented by the contractor;
- i) sediment and erosion control measures

4.3 Water System

- a) water piping and mains, valves, shutoffs and blowoffs
- b) existing and proposed fire hydrants in the vicinity which will service the development.

4.4 Hydro System

- a) transformer and vault location;
- b) primary, secondary and service wire and/or cable location
- c) service entrance and meter location.

5.0 Building Elevation and Cross-Section Drawings Requirements

For residential buildings containing more than four units and all commercial, industrial and institutional buildings; building elevation and cross section drawings must be submitted as follows:

- a) the plan submitted to be in blackline – it is preferred that this drawing be included on the site plan drawing;
- b) scale to be shown;
- c) elevation of all facades of the building;

- d) the elevation should show all windows, doors, other openings, and any mechanical equipment of the roof, including the dimensions of these features;

5.0 *Building Elevation and Cross-Section Drawing Requirements – (cont'd)*

- e) a longitudinal cross-section view through the building to the street line should be shown; and;
- f) the elevation of any sign structure should be shown.

**TOWN OF INGERSOLL
SITE PLAN APPROVAL GUIDELINES**

**Section III
SITE PLAN APPROVAL OBJECTIVES AND GUIDELINES**

TOWN OF INGERSOLL SITE PLAN APPROVAL GUIDELINES

Section III SITE PLAN APPROVAL OBJECTIVES AND GUIDELINES

1.0 GENERAL OBJECTIVES AND GUIDELINES

1.1 Location of Buildings and Facilities

The objective of site plan control for building and facility location is to demonstrate the extent to which the massing and conceptual design of new developments is designed to:

- a) provide a comfortable and pleasing environment for the intended uses in terms of building orientation, form and siting;
- b) be consistent with or complimentary to existing buildings that are to be retained;
- c) be consistent with or complimentary to existing streetscapes;
- d) minimize conflicts with adjacent land uses.

1.2 General Guidelines for Building Orientation

- a) Buildings should where possible reinforce the prevailing street pattern by aligning with the established buildings line or street edge. Buildings may be set back from or placed at an angle to the existing street edge if they are of community importance
- b) Where possible, public views into, through and out of a development site should be maintained and approved. Community identify can be achieved by ensuring views to community features such as churches, heritage buildings, bodies of water, valleys, open space and bridges are maintained
- c) New development next to parks, open space and streets should be designed to blend with the open area

1.3 General Guidelines for Form

- a) The scale and character of new development should reflect the existing neighbourhood pattern and/or adjacent heritage buildings. The following features on neighbouring development should be reflected in the new development:
 - i) building height
 - ii) ground level treatments

1.0 GENERAL OBJECTIVES AND GUIDELINES – (cont'd)

1.3 General Guidelines for Form – (cont'd)

- iii) ground level views
- iv) roof treatments
- v) frontage widths
- vi) continuity of street face
- vii) facades
- viii) scale of doors, window and other openings
- ix) canopies
- x) lighting
- xi) landscaping

The developer should also be encouraged to consider the following:

- i) compatibility of materials, textures and colours
 - ii) unique architectural details, cornices, railings, lintels, arches, ironworks, chimneys, etc.
- b) New buildings, in particular high profile buildings, should recognize possible adverse effect of wind at ground level by avoiding large flat surfaces facing prevailing westerly winds, avoiding building massing which causes the funnelling of prevailing winds, and by designing building faces of lower floors to protect areas used for pedestrian circulation.
- c) The form created by the building should produce a sense of physical security by controlling ingress and egress as well as providing visual surveillance of all public or common areas.

1.4 Guidelines for Handicapped Persons or Senior Citizens

Developers are encouraged and depending on the type of buildings, may be required under the Ontario Building Code, to incorporate design features that will accommodate senior citizens and handicapped persons. Reference should be made to the Ontario Building Code for those buildings which are required by law to provide facilities for handicapped persons. These facilities should be made safe and convenient by minimizing grade changes and providing suitable curb cuts, ramps and railways.

2.0 RESIDENTIAL OBJECTIVES AND GUIDELINES

2.1 General Guidelines for Residential Building Orientation

- a) Consideration should be given to locating residential buildings close to the north lot line to increase solar access to open spaces on the site. However the proposed building(s) should not excessively shade adjacent private or public property.

2.0 RESIDENTIAL OBJECTIVES AND GUIDELINES – (cont'd)

2.1 General Guidelines for Residential Building Orientation – (cont'd)

- b) The long axis of apartment buildings should be oriented north and south or northeast and southwest where feasible, to ensure that most of the dwelling units will receive sunlight during some part of the day.
- c) The long axis of residential buildings with opening on opposite sides should be oriented east and west to the greatest possible extent
- d) Residential buildings exceeding 4 storeys should be sited with one of the longest walls parallel to and not more than 6 m (20 feet) from a driveway which can accommodate fire equipment.
- e) Common areas in particular children's play areas should be located centrally so as to provide for visual surveillance.

2.2 Guidelines for Multi-family Residential Setbacks and Separation Spaces

Separation spaces generally refers to the space between buildings on the same site. Setback generally refers to the space between a building and the street line or property line. Separation is also required for fire protection under the Ontario Building Code. Separation between buildings and setbacks from property lines will address:

- a) **Daylight/Sunlight** – Space should be provided around dwellings to ensure the provision of daylight. It is also desirable to provide for direct sunlight to habitable areas of each dwelling unit, if possible, throughout the year. New housing should be located so as not to unduly deprive existing dwellings and private outdoor spaces in the surrounding areas of adequate sunlight or daylight.
- b) **Ventilation** – The space around the unit should be sufficient to permit natural ventilation of the dwelling.
- c) **Quiet** – Physical separation and/or screening should be provided between the dwelling unit and adjacent users and activities to permit the occupant to enjoy rest and privacy without undue interference from external noise.
- d) **Visual Privacy** – Windows and entrances of a dwelling unit should be separated and/or screened from adjacent buildings and activities so as to permit residents to make full use of their interior living spaces. Visual privacy within a dwelling unit is affected by the frequency, duration, and proximity of potential intrusions outside the unit. These will determine the type of separation or screening required.
- e) **Application of Setback and Separation Space** – The minimum setback or separation space in front of any window or opening should be applied along the full length and height of the exterior wall. Separation spaces should be free of buildings, roadways, communal parking areas and any communal amenity areas intended for active use, and should generally fall within the boundaries of the development.

2.0 RESIDENTIAL OBJECTIVES AND GUIDELINES – (cont'd)

2.3 Guidelines for Private Outdoor Amenity Areas for Residential Development

Private Outdoor Amenity Areas are intended to provide private outdoor areas directly related to the dwelling unit which can effectively extend the living area of the unit. These areas are to be used for recreation or aesthetic purposes within the boundaries of a lot and may include landscaped open areas, patios, balconies, communal lounges, swimming pools, recreation facilities and any other areas which may be used for recreational or aesthetic purposes, but shall not include any driveway or parking area. Private outdoor amenity areas should address:

- a) **Type of Occupancy** – The amenity space should reflect the anticipated type of households which will occupy the dwelling units.
- b) **Accessibility** – For ease of maintenance, an on-grade private outdoor space should be accessible from the front of the unit without requiring access through a living or dining room. A private outdoor space above grade should be easily accessible from a principle habitable room such as a living room.
- c) **Separation and Screening** – Separation between a private outdoor space and adjacent use should be sufficient. This can be accomplished by distance separation or screening. Where screening is used to provide separation between abutting on grade privacy areas, this screening should be at least 1.5 m (5 feet) high.
- d) **Parking Separation** – Common parking lots should not be closer than 3 m (9.8 feet) to a private outdoor space and should be oriented so that headlights and fumes are not directed towards the private outdoor space by using a parallel parking arrangement or by screening with planting or fencing.

2.4 Guidelines for Children's Play Area in Residential Development

All Multi-family residential development shall have an area set aside within the site for the exclusive use by children as a play area. This play area shall reflect:

- a) **Size** – A children's outdoor play area shall be sized as follows:

One of Two Bedroom Unit	1 m ² per unit
Three Bedroom Unit	1.5 m ² per unit

In no case shall the play area be less than 50 sq. meters

**2.4 Guidelines for Children's Play Area in Residential Development -
(cont'd)**

- b) **Location** – The area shall be located away from parking areas and driveways and garbage bins and shall not be located closer than 5 m (16.4 feet) to any door or window of a dwelling unit. If located adjacent to a property line, the area shall be fenced with a six foot privacy fence.
- c) **Surface** – The areas shall be level and be landscaped with grass and perimeter trees.

**2.5 Guidelines for Parking and Loading Facilities and Internal Driveways
(See Sections 5.19 of the Town of Ingersoll Zoning By-Law)**

All surfaces used for parking or vehicular circulation shall be paved with asphalt or other equivalent hard surface approved by the Town Engineering Services Co-ordinator. Consideration may be given to alternative surface materials such as cobblestone, etc., that allow precipitation to percolate into the soil, for any parking spaces provided over the minimum number required. All parking stalls are to be lined to delineate the size of stalls.

2.6 Guidelines for Residential Development in Proximity to Railway Lines and Other Sources of Noise

New residential development which is proposed to locate in proximity to railway lines or other major sources of noise will be required to meet the Ministry of Environment and Energy (MOEE) Noise Guidelines for residential development to ensure an acceptable acoustical environment is provided for future occupants.

Applicants may be required to provide in conjunction with site plans, an acoustical engineering study outlining on site noise measurements, methods of evaluation, noise sources and abatement measures needed to meet MOEE standards. The applicant may also be responsible for any costs associated with having the study reviewed by an independent acoustical engineer on behalf of the Town of Ingersoll.

Where noise abatement measures are required, site plans and/or landscaping plans shall incorporate the necessary remedial measures which can include:

- a) Noise attenuation fence
- b) Building features such as extra insulation or air conditioning
- c) Orientation of buildings such that blank walls face the noise source

3.0 COMMERCIAL OBJECTIVES AND GUIDELINES

3.1 General Guidelines for Commercial Development

- a) Site new developments to ensure that adjacent properties have visual privacy and sunlight as well as protection from the new development's lighting, noise, odour and vibration.
- b) Unsightly elements such as loading areas, snow storage, transformers, meters, garbage enclosures and roof-top mechanical equipment should be screened from public view.
- c) Avoid large flat surfaces, incorporate angles, differing setbacks, peaked rooflines, canopies, and coloured trim into the building design to provide interesting, attracting façade.
- d) Provide safe convenient access for handicapped persons to all major building entrances by means of minimal grade changes, curb cuts, ramps and railings.
- e) Provide screening and buffering between existing residential uses and new developments.

3.2 Guidelines for Commercial Development in the Downtown

Within the Downtown, locate buildings at the minimum setback line from the street and to a width equal to the maximum frontage of the property so as to:

- a) provide frequent and convenient pedestrian connections between buildings and the public sidewalk.
- b) provide an interesting and attractive edge to the public sidewalk
- c) provide weather protection for the pedestrian. Avoid conditions that increase wind and snow piling in pedestrian areas and provide protection for pedestrians from inclement weather with shelters, canopies and windbreaks at building entrances and along storefront facades.
- d) minimize the public view of off-street parking areas and servicing facilities.
- e) define a public street space that is comfortable to the pedestrian in its proportions and scale.

4.0 PARKING, DRIVEWAY AND LOADING OBJECTIVES AND GUIDELINES

4.1 Guidelines for Parking Areas

To ensure adequate parking areas are provided that have orderly circulation and an attractive community appearance:

- a) parking rows should be delineated by poured concrete curbs or planters at each end to prevent uncontrolled internal traffic movements and generally to confine traffic to designated parking aisles or driveways.

**4.0 PARKING, DRIVEWAY AND LOADING OBJECTIVES AND GUIDELINES –
(cont'd)**

4.1 Guidelines for Parking Areas – (cont'd)

- b) parking areas should be indelibly marked to designate all parking spaces.
- c) parking area shall be designed as to not require vehicles to reverse from the property onto a public street.
- d) access to and from parking aisles should be minimized along main internal driveways.
- e) no more than 15 parking spaces should be permitted in a row without an interrupting minimum 3 metre width planting area.
- f) provide adequate and convenient parking for all types of motorists such as employees, visitors and the public and clearly identify the types of parking areas.
- g) public parking should not conflict with shipping, loading, garbage removal and utility areas.
- h) parking areas should avoid excessive grades.
- i) the surface of parking areas shall be paved with asphalt or other equivalent hard surface approved by the Town Engineering Services Co-ordinator. Consideration may be given to alternative surface materials that allow precipitation to percolate into the soil for any parking spaces provided over the minimum number required.
- j) in order that parking is not the dominant visual element in the streetscape, screen larger parking areas with buildings, landscaping or low walls, while still maintaining some visibility to provide public safety by means of public surveillance.
- k) provide properly identified handicapped parking spaces in close proximity to building entrances.

4.2 Guidelines for Parking Structures

Consideration may be given to the use of parking structures in higher intensity developments. Parking structures can consist of underground parking, sunken open air parking lots with usable roof decks or sundecks over individual parking spaces. They should be architecturally treated and landscaped. They shall provide a stopping space, at least 6 metres in length with a slope of no more than 5%, at the end of ramps to permit motorists to observe traffic and pedestrians before safely entering the street.

**4.0 PARKING, DRIVEWAY AND LOADING OBJECTIVES AND GUIDELINES –
(cont'd)**

4.3 Guidelines for Internal Driveways

To ensure adequate internal driveways:

- a) main internal driveways which are heavily travelled should be delineated by raised curbs to avoid interference to moving traffic created by parking manoeuvring.
- b) the horizontal alignment of all driveways should be geometrically sound, but lengthy straight sections should be minimized to discourage high speeds.
- c) speed bumps may be used to discourage high speeds.
- d) the design of driveways and parking aisles intersections should ensure adequate visibility of intersecting traffic movements.
- e) in large commercial or industrial developments, main internal driveways should not be located abutting building entrances in order to minimize pedestrian and vehicle conflicts.
- f) driving lanes that allow two-way circulation are encouraged and should be easily identifiable.
- g) driving lanes should widen at drop-off areas near buildings
- h) one-way lanes shall have clearly marked directional signs.
- i) turning areas shall be provided at the end of dead-end driveways.

4.4 Guidelines for Off-Street Loading Facilities

- a) **Access** – Sufficient space should be provided on a property to permit delivery vehicles to make all manoeuvres “off-street” and none of these vehicles will be permitted to reverse onto or from an arterial street onto the property. Roads providing access to building fronts and fire routes are to be designed to support emergency vehicles.
- b) **Location** – Access to loading facilities may be separate access or by an internal driveway serving a parking area. Loading spaces shall abut the building to be served.
- c) **Paving** – All loading spaces, manoeuvring areas and driveways should be hard surfaced with suitable materials to the satisfaction of the Town Engineering Services Co-ordinator (ie. concrete, asphalt, inter-locking brick, etc.)
- d) **Joint Loading Facilities** – In shopping centres or other similar integrated development, the use of joint loading facilities to serve all or several individual businesses will be encouraged.

**4.0 PARKING, DRIVEWAY AND LOADING OBJECTIVES AND GUIDELINES –
(cont'd)**

4.5 Guidelines for Fire Service Access

Access to buildings for fire fighting shall be shown on the site plan as required by the Ontario Building Code.

5.0 ACCESS AND ROAD WIDENING OBJECTIVES AND GUIDELINES

5.1 Guidelines for Access

To ensure the orderly and safe movement of traffic in and out of private properties with minimum interference with vehicular and pedestrian traffic using the public road system:

- a) the number of access driveways should be minimized.
- b) each development will be analysed in terms of site characteristics, including street frontage, land area, traffic generation and parking capacity to determine the desirable number and location of access driveways.
- c) individual residential driveways onto arterial streets should be avoided.
- d) Access for development on a corner lot should be as far from the intersection of the two streets as possible.
- e) where required, the site plan shall make provisions for the joint use of common driveways between abutting properties. The agreement with the applicant should make provision for these types of driveways.

5.2 Guidelines for Road Widening and Site Triangles

Site plans shall show the lands to be dedicated for road widenings and site triangles. These lands shall be free of all buildings, structures and signs and shall be used for landscaping only.

6.0 PEDESTRIAN FACILITY OBJECTIVES AND GUIDELINES

6.1 Guidelines for Pedestrian Facilities

To ensure the provision of safe and convenient pedestrian circulation including facilities for the physically challenged, senior citizens and children:

- a) Sidewalks and pedestrian walkways shall be located to join buildings access points to other areas of the site including parking areas, recreational areas and public sidewalks. They should be located in accordance with user needs. Where no public sidewalk exists, the installation of same across the frontage of the site will normally be a requirement of development in accordance with the standards of the Town of Ingersoll.
- b) Link public building entrances to sidewalks and parking areas by means of a safe, convenient and well lit walkway system.
- c) Identify walkways that cross vehicular lanes with changes in paving materials, signs or built elements such as canopies or arches.
- d) Provide continuous pedestrian walkways between entrances of units in buildings with multiple tenancies.
- e) Increase walkway width where pedestrian activity is increased such as at street corners, building entrances, storefronts, or where elements cause obstruction (ie. door swings, overhangs, etc.)
- f) Protect pedestrian areas from vehicular intrusion with landscaping, curbs or bollards.
- g) Minimize grade changes between the public sidewalk and pedestrian areas adjacent to buildings.
- h) Pedestrian facilities shall be designed to enable senior citizens and the physically challenged to travel unassisted from the public sidewalk to at least one main building entrance and one main parking area by incorporating sidewalk ramps of a proper gradient and surfacing material instead of steps. Compliance with the Ontario Building Code will be required.

7.0 LIGHTING OBJECTIVES AND GUIDELINES

Lighting shall be installed to provide sufficient illumination of the site for:

- a) pedestrian security and safety;
- b) functional vehicular movement;
- c) enhancement of external building design and landscaped open space.

The type, location, height, intensity and direction of lighting shall ensure that glare is not cast onto adjacent residential properties adversely affecting living

7.0 LIGHTING OBJECTIVES AND GUIDELINES – (cont'd)

environment, or onto adjacent public streets which would pose a vehicular safety hazard. Moreover, illumination patterns and levels must be considered to ensure that the site is not illuminated more than necessary.

8.0 LANDSCAPING AND BUFFERING OBJECTIVES AND GUIDELINES

Landscaping shall be provided to improve the aesthetics and function of the site by:

- a) screening unsightly areas and providing privacy.
- b) adding visual interest to open space.
- c) softening the dominant building at a pedestrian scale.
- d) providing definition of public walkways and private amenity areas.
- e) controlling access to adjoining properties.
- f) providing protection from excessive wind and sun.
- g) reducing storm water runoff on the site and stabilizing slopes.

8.1 Definitions of Landscaping

- a) "Landscaping" is comprised of deciduous and coniferous trees, shrubs, organic and herbaceous ground cover, berms, water courses, retaining walls, fences, furniture, and other materials or objects that may be used to enhance the function and/or aesthetics of the landscaped area
- b) "Landscaped Open Space" – means the open unobstructed space at grade on a lot, which is suitable for the growth and maintenance of grass, flowers, bushes, trees and other landscaping and includes any surfaced walk, patio or similar area but does not include any driveway or ramp, whether surfaced or not, any curb, parking area or any open space beneath or within any building or structure.

The two basic types of landscaping are "Screening" and "Ornamental Planting". The function of each type overlap. Screening can also be Ornamental and vice versa.

8.2 Screening

Screening can include items such as plants, hedges, walls, fences, and berms, and herbaceous or organic ground cover. Screening should be located primarily between conflicting uses and around the perimeter of the site as well as in other areas to:

- a) visually screen less pleasing elements or areas on-site such as parking areas and service entrances as well as utility installations provided the operation and maintenance of these installations are not compromised.

8.2 Screening – (cont'd)

- b) assist in reduction of noise between abutting properties which may adversely affect abutting land uses.
- c) assist in reduction of noise from collector or arterial roads.
- d) protect and thereby facilitate the function of certain use areas of the site, such as creating windbreaks or shelter for tennis courts, sunlight for outdoor swimming pools, and creating privacy areas in residential developments.

8.3 Ornamental Planting

Ornamental planting can include items such as plants, hedges, walls, fences, and berms, and herbaceous or organic ground cover. Ornamental planting should be located to:

- a) compliment the architecture of the building(s)
- b) compliment and assist in the protection of existing trees, land forms, and watercourses.
- c) define certain spaces by enclosing or dividing areas such as passive and active recreation areas, pedestrian circulation, and entrances onto the site.

8.4 Preservation of Existing Landscape Elements

Consideration should be given to the preservation, retention and improvement of existing landscape elements such as major trees and water courses. Where trees are to be preserved, the contractor should consult with the Town Engineering Services Department.

8.5 Plant Selection

The selection of landscaping and plant material shall be based on the following criteria:

- a) Year Round and Seasonal Interest
 - i) colour of leaves, flowers, bark, stems, berries and cones
 - ii) height of planting through to maturity
 - iii) form and shape, particularly tree species
 - iv) foliage density in terms of penetration of sunlight through the tree
 - v) hardiness and suitability to the local environment
 - vi) availability

8.5 Plant Selection – (cont'd)

- b) Maintenance – fertilizing, pruning and watering
- c) Function – wind protection, seasonal shading and vandal resistance
- d) Physical Conditions
 - i) prevailing wind conditions
 - ii) probability of frost
 - iii) atmospheric pollution
 - iv) natural availability of water from ground water, storm run-off and precipitation
 - v) proximity of buildings in terms of shadow and obstruction of sunlight
 - vi) proximity of roads and vehicular access ensuring sight lines are not obstructed
 - vii) proximity of roads ensuring salt spray and snow storage areas do not damage plantings
 - viii) proximity of municipal services and utilities ensuring root systems do not obstruct sewer and water lines, and underground hydro lines, and branches do obstruct overhead hydro lines.

9.0 WASTE STORAGE FACILITIES OBJECTIVES AND GUIDELINES

Site Plan Control should ensure that adequate waste storage facilities and enclosures are provided to permit:

- a) the storage of garbage between collections thereby avoiding health, safety, and litter problems;
- b) for the efficient and safe collection of garbage by collection vehicles;
- c) for the storage and collection of recyclable materials;
- d) protection from animals;
- e) adequate separation between conflicting uses including residential uses.

9.1 Design Features of Waste Storage Facilities and Enclosures

- a) **Location** – at an inconspicuous location at the building service entrance or rear yard
- b) **Accessibility** - Waste storage facilities shall be easily accessible to the waste collection vehicle
- c) **Collection Platform Material** - concrete pad or other structurally adequate impervious material
- d) **Enclosure Wall Material** - low maintenance durable material such as brick or ornamental block or other approved material
- e) **Enclosure Wall Height** – 2 m (6 feet) minimum
- f) **Clearance Opening of Gates** - 1.2 m (4 feet) minimum
- g) **Row housing** – an individual area within or immediately associated with each unit is required for waste storage. Common exterior storage facilities

- are not recommended and will only be permitted where the applicant demonstrates that individual storage facilities are not feasible.
- h) **Apartments** – waste is to be centrally stored in specifically designed garbage rooms within the building. Larger apartments are encouraged to install a garbage compaction unit.

10.0 GRADING AND DISPOSAL OF STORM, SURFACE AND WASTE WATER

Proper grading and disposal of storm, surface and waste waters should be constructed in order to optimize:

- a) safe, convenient and functional access for pedestrians and vehicles to all areas of the site;
- b) preservation of the natural features of the site where feasible;
- c) the preservation of storm water from entering sanitary sewer system by any means;
- d) proper site drainage such that storm water is contained within the site and directed to an internal storm drainage system, thereby preventing drainage onto adjacent properties.

10.1 Storm Water Retention Systems

- a) **Flows** – The flows from a development site are to be restricted to those flows which were allowed for the site in the design of the storm sewer.
- b) **Retention Systems** – If, in the opinion of the Town Engineering Services Co-ordinator, a storm water retention system is required as a method of temporary on-site storage of storm water, then the developer will be required to have a professional engineer who is competent in storm water management practices, submit to and have approved by the Town Engineering Services Co-ordinator the design of a storm water retention system. The approved method is to be displayed on the site plan submitted for site plan approval.
- c) **Certification by Engineer** - Upon completion of construction, the developer will be required to have the professional engineer certify that the retention system was constructed in accordance with the approved design.
- d) **Dry Well System** – If no storm sewer is available or the storm sewer cannot be extended, the Town may consider the use of a dry well system provided that the applicant provides a report from a qualified geotechnical engineer that confirms that the soils are suitable for a dry well system and that an appropriate separation can be maintained from all buildings. The Engineering Services Co-ordinator may also require the installation of a drain extending from the dry well to the streetline for a future connection to a storm sewer.

10.2 Waste Water Systems

Sampling manholes may be required to permit monitoring by the Town and the County of Oxford. These manholes shall be displayed specifically on the site plan and shall be located on the private drain connection(s) within the development site at the street line.

11.0 TREE PROTECTION STANDARDS

Tree preservation and protection will be encouraged through careful site planning including the appropriate location of buildings, facilities and servicing. In general, when trees are to be saved in a construction area, the following recommendations have to be followed to ensure the longevity of those trees:

- a) Where possible, no excavation should be carried out within the "drip line" of trees to be saved. Root loss must be minimal. (drip line = outer extent of branches)
- b) No heavy equipment should be driven over the tree lawn area, to alleviate soil compaction around the tree roots
- c) No soil or construction materials should be piled over the tree lawn areas or around the trunks
- d) A snow fence or other barrier could be erected around the tree to at least the "drip line" of the tree. The small, fibrous roots which feed the tree are in most cases located primarily at the extremities of the root system and, therefore must be protected.
- e) A tree preservation report may be required to be prepared by a qualified consultant such as an urban forester, arborist, or landscape architect. This report should include detailed tree inventories, assessments, discussion of alternatives and multiple recommendations.

If comments or questions regarding trees to be saved should arise, the services of the Town Engineering Services Department will be available at 485-0120 at any time before or during construction.

12.0 COMMUNITY MAILBOXES

Community mailboxes should be located:

- a) in areas which are satisfactory to Canada Post and the Town of Ingersoll;
- b) in areas which reduce the potential for conflict with surrounding properties, such as on an exterior side yard;
- c) in areas that provide a suitable location for the temporary parking of automobiles;
- d) on a portion of the municipal road allowance which has been widened slightly to recognize the location of the mailbox;
- e) in visible and well lit areas which provide a sense of security

13.0 EASEMENTS

An easement provides the right to use private land for a specific purpose which is in the public interest. A title search prior to developing plans will identify existing easements and their specific use, size and location. Municipal service easements are required for watermains, sanitary and storm sewers, and drains that traverse the site. Utility easements are required for telephone, hydro, gas and cable services. In order that municipal and utility installations traversing the site can be properly installed and maintained by the appropriate authority:

- a) the site plan shall show both existing easements and any easements to be conveyed
- b) the easements shall be free of all buildings and structures
- c) the treatment of the easement, including the placing of fill, vehicular access and landscaping, shall be with the approval of the Town, County of Oxford or utility company to which the easement is conveyed.

14.0 PUBLIC MEETING

To assist in encouraging the integration of new development with adjacent land uses, the Development Co-Ordinating Committee may request Town Council to hold a public meeting at the site plan approval stage. Public meetings should be encouraged in situations where the location, massing and conceptual design of new development may significantly affect the character of the surrounding area. The applicant should be notified of any requirement for a public meeting as close to the beginning of the application process as possible.

15.0 SECURITY DEPOSIT

In accordance with the Town of Ingersoll Site Plan Control By-law, an applicant may be required to provide the Town with a deposit of cash, certified cheque or irrevocable letter of credit, or any combination thereof, to ensure satisfactory provision and maintenance of the building, structures, facilities and work approved under the site plan approval process. The security shall be administered in accordance with the following provisions:

- a) The security shall be provided prior to the issuance of a building permit by the Town Chief Building Official.
- b) The amount of the security shall be based on 50% of the estimated cost of the site works (ie. asphalt, curbing, landscaping, servicing, etc.) of the proposed development or \$1,000.00, whichever is greater. The amount of the security shall be listed in the agreement with the applicant.

15.0 SECURITY DEPOSIT – (cont'd)

- c) The release of the security may be done in phases as each phase (servicing buildings and structures, landscaping, etc.) is completed. The method by which the release is phased shall be outlined in the agreement with the applicant.
- d) The release of the security shall be upon completion of work to the satisfaction of the Town Chief Building Official, the Town Engineering Services Co-Ordinator and the Town Clerk / Deputy Administrator.

Schedule “B”

The Town of Ingersoll Development Co-Ordinating Committee shall consist of the people holding the following positions:

- Mayor
- Town Councillor
- Town Clerk / Deputy Administrator
- Town Engineering Services Coordinator
- Town Chief Building Official
- Erie Thames Power Operations Manager
- Town Planner
- Chief Administrative Officer
- Economic Development Officer
- Superintendent of Public Works
- County of Oxford – Water and Wastewater Services Manager

The application fee for Site Plan Approval in the Town of Ingersoll is **\$265.00 payable to the “Treasurer of the Town of Ingersoll”**.

The application fee for appeal of the Development Co-Ordinating Committee decision to Town Council is \$125.00 payable to the “Treasurer of the Town of Ingersoll”.

SCHEDULE "C"

**TOWN OF INGERSOLL
SAMPLE SITE PLAN CONTROL AGREEMENT**

THIS AGREEMENT made this day of

BETWEEN:

hereinafter called "the Owner"

OF THE FIRST PART

-and-

THE CORPORATION OF THE TOWN OF INGERSOLL
Hereinafter called "the Town"

OF THE SECOND PART

WHEREAS the Owner is the owner in fee simple of the lands described herein which lands are called "the said lands" or "the development" and are as described in Schedule "A" attached;

AND WHEREAS the said lands have been designated by the Council of the Town as being within a site plan control area as provided for by Section 41 of the Planning Act, R.S.O. 1990 Chapter p. 13, as amended;

AND WHEREAS the Owner wishes to develop the said lands in accordance with the Site Plans listed in Schedule "B" attached, which plan(s) has been filed with the Town and are called "the said plans", and the Owner has applied to the Council of the Town for approval of the said plans to permit the undertaking of the development;

WITNESSETH that, in consideration for the approval of the said plans and as a condition of such approval, the parties hereto covenant and agree one with the other as follows:

- (1) The Owner shall develop the said lands as soon as possible in accordance with the said plans.

- (2) The Owner shall not be entitled to a building permit to carry out the development until this agreement has been registered on title to the said lands and a registered copy of same has been provided to the Town.
- (3) In the event that a building permit for the development is not issued within one year from the date of approval of the said plans by the Council of the Town, then the Town will require that the conditions of approval be reviewed and re-approved by the Town.
- (4) The Owner shall, immediately following the signing of this agreement and prior to being entitled to the said building permit, grant to the Town without compensation any highway widening, easement, right-of-way or other right shown by the said plans to be conveyed to the Town or other municipal authority.
- (5) Following completion of the development, the Owner shall maintain, to the satisfaction of the Town at the sole expense of the Owner, all of the facilities or works described on the said plans.
- (6) This agreement shall forthwith be registered on title to the said lands as provided for by Section 41(10) of The Planning Act, R.S.O. 1990, Chapter p. 13, as amended.
- (7) The Owner shall be solely responsible for the expenses associated with the preparation of this agreement and compliance with all of the provisions hereof.
- (8) The Owner acknowledges that this agreement is entered into under the provisions of Section 41(7) (b) and (c) of The Planning Act, R.S.O. 1990 Chapter p.13, as amended and that any expenses of the Town arising out of the enforcement of this agreement may be recovered as taxes under Section 427 of the Municipal Act, 2001 S.O. 2001. C. 25 as amended.
- (9) The security deposit shall be administered in accordance with the following provisions:
 - a) The security shall be provided prior to the issuance of a building permit by the Town Chief Building Official.
 - b) The amount of the security shall be based on 50% of the estimated cost of the site works (ie – asphalt, curbing, landscaping, servicing, etc.) of the proposed development or \$1,000.00 whichever is greater. The amount of the security shall be listed in the agreement with the applicant.
 - c) The release of the security may be done in phases as each phase (servicing, buildings and structures, landscaping, etc.) is completed. The method by which the release is phased in shall be outlined in the agreement with the applicant.
 - d) The release of the security shall be upon completion of work to the satisfaction of the Town Chief Building Official, the Town Engineering Services Co-Ordinator and the Town Clerk / Deputy Administrator.
- (10) In addition to the proceeding covenants, the Owners, at their expense, hereby agree to the special conditions as outlines in Schedule "C" to this agreement.

(11) This agreement shall enure to and be binding on the successors, assigns and legal representatives of the Owner.

IN WITNESS WHEREOF the respective parties have executed this agreement.

Witness

Owner

THE CORPORATION OF THE TOWN OF INGERSOLL

Mayor

Clerk / Deputy Administrator

SCHEDULE "A"

To Site Plan Control Agreement

PROPERTY DESCRIPTION

SCHEDULE "B"

To Site Plan Control Agreement

SITE CONTROL PLAN

SCHEDULE "C"

To Site Plan Control Agreement

SPECIAL CONDITIONS