

DATE

# APPLICATION FOR SITE PLAN APPROVAL



The Site Plan Application Form is to be completed by the Owner or authorized Agent proposing a Site Plan development application. All information on this form together with all supporting documentation and the Application Fee is required. Incomplete applications will be returned and all Application Fees are subject to the City of Waterloo Fees By-law.

In order to avoid processing delays, please ensure that:

- You fully address the comments and submission requirements identified at the pre-consultation meeting. Provide cover letter to the City identifying the submission requirements for complete application with the Site Plan Application submission.
- You refer to the City's Urban Design Manual (UDM) for the City's design expectations for site development, including design guidelines, performance standards and submission requirements. The UDM is available for purchase and is available on the City's website at: [www.waterloo.ca/udm](http://www.waterloo.ca/udm).
- Engineering submissions are submitted as per the City's Site Plan process requirements and address the Development Manual requirements.
- The Application is submitted as a complete, consolidated Application.
- All the information provided on the submitted drawings is adequate, complete and fully coordinated. Incomplete applications will not be accepted for processing. Incomplete Applications will be returned to the Applicant.
- The Applicant satisfies all agency comments and clearances as required prior to Site Plan approval.
- All measurements are in metric and to standard scale. All submitted plans are folded to letter size with title block showing. Unfolded plans will not be processed. Digital files are required as per the Site Plan Submission Requirements.

The Site Plan Review Committee Meetings are identified on the Site Plan Schedule posted on the City's website at [www.waterloo.ca/siteplan](http://www.waterloo.ca/siteplan) and available at the front counter.

**Municipal Street Address (list all):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*for office use:*

Application Submission Date: \_\_\_\_\_

File No. \_\_\_\_\_

Complete Application:  Yes  No  Resubmit

Initials:

Application Type (as per pre-consultation):

- Major – 3 week review period
- Standard – 7 day review period
- Modification – 5 day review period
- Resubmission – 5 day review

Meeting Date: \_\_\_\_\_

**PART A. Ownership and Project Contact Information (print) – to be completed by Owner/Applicant**

Contacts (Please check if applicable)	Name (company and name)	Mailing Address with postal code	Phone	Email
Registered Owner				
Applicant (Authorized Agent)				
Architect/ building designer <input type="checkbox"/> OA				
Civil Engineer <input type="checkbox"/> P. Eng				
Lighting Consultant				
Planner <input type="checkbox"/> RPP				
Landscape Architect <input type="checkbox"/> OALA				
Arborist (if required) <input type="checkbox"/> Professional Designation				
Other(s)				

<b>PART B: COMPLETE APPLICATION SUBMISSION (to be completed by Owner/Applicant)</b>
Note: submission requirements identified at Pre-consultation Meeting.
Pre-consultation Meeting Date (add date):
Application Type: <input type="checkbox"/> Standard <input type="checkbox"/> Major <input type="checkbox"/> Modification <input type="checkbox"/> Resubmission

<b>PART B.1. Mandatory Site Plan Submission Requirements Recommended for Approval</b>	
Mandatory Site Plan Submission	Number of Plans
Cover letter	1 copy with Application
Existing conditions plan	<input type="checkbox"/> 7 copies <input type="checkbox"/> 8 copies <input type="checkbox"/> 9 copies
Site Plan drawing with complete site data chart and preliminary building code matrix	<input type="checkbox"/> 7 copies <input type="checkbox"/> 8 copies <input type="checkbox"/> 9 copies
Landscape Plan with details	<input type="checkbox"/> 4 copies <input type="checkbox"/> 5 copies <input type="checkbox"/> 6 copies
Streetscape Plan with details	<input type="checkbox"/> 4 copies <input type="checkbox"/> 5 copies <input type="checkbox"/> 6 copies
Building Elevations with colours, materials, architectural features identified.	<input type="checkbox"/> 4 copies <input type="checkbox"/> 5 copies <input type="checkbox"/> 6 copies
Functional Engineering Submission	<input type="checkbox"/> 4 copies <input type="checkbox"/> 5 copies <input type="checkbox"/> 6 copies
Registered Reference Plan (if any)	<input type="checkbox"/> 2 copies
Copy of title Search (if any)	<input type="checkbox"/> 2 copies
Consultation with Waterloo North Hydro to confirm hydro service needs: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Notes: In addition to hard copy submissions, the City of Waterloo shall require a digital submission of Site Plan drawing, building elevations, shadow studies, wind studies with application submission. Digital submissions are to be emailed to: <a href="mailto:siteplan@waterloo.ca">siteplan@waterloo.ca</a> as per the Site Plan Submission Requirements.	

<b>PART B.2. Additional Site Plan Submission Requirements Recommended for Approval</b>		
Context Plan	<input type="checkbox"/> Yes	Refer to Part 4.13.SPS.1.F) in UDM
Design Study (massing study)	<input type="checkbox"/> Yes	
Street Elevation Drawing	<input type="checkbox"/> Yes	Refer to Part 4.13.SPS.1.E) in UDM
Cross Section Drawings	<input type="checkbox"/> Yes	Refer to Part 4.13.SPS.1.G) in UDM
Fire Access Plan	<input type="checkbox"/> Yes	Refer to Part 4.13.SPS.1.D) in UDM
Wind Study with Recommendations	<input type="checkbox"/> Yes	Acceptable human comfort during year round conditions
Shadow Study with Recommendations	<input type="checkbox"/> Yes	Refer to Part 4.13.SPS.2.K) in UDM
Landscape Details Plan	<input type="checkbox"/> Yes	Refer to Part 4.13.SPS.1.H) in UDM
Vegetation Management Report	<input type="checkbox"/> Yes	Refer to Part 4.13.SPS.1.H) in UDM and Checklist
Arborist Report	<input type="checkbox"/> Yes	
Public Art Contribution	<input type="checkbox"/> Yes	Refer to Part 2.4.2 in UDM
Outdoor Lighting (photo metrics) Plan	<input type="checkbox"/> Yes	Refer to Parts 2.1.9 and 4.13.SPS.2.J) in UDM
Master Plan Guidelines (Design Study)	<input type="checkbox"/> Yes	
Master Site Plan	<input type="checkbox"/> Yes	Refer to Part 4.11 in UDM
Master Easement Plan	<input type="checkbox"/> Yes	Refer to Part 4.11 in UDM
Master Landscape Plan	<input type="checkbox"/> Yes	Refer to Part 4.11 in UDM
Master Fire Access Plan	<input type="checkbox"/> Yes	Refer to Part 4.11 and SPS.1.D) in UDM
Other:	<input type="checkbox"/> Yes	

<b>PART B.3. Site Plan Digital Submission Requirements</b>		
Note: The City of Waterloo requires a complete site plan application submission prior to scheduling a Site Plan Review Committee Meeting. In addition to the consolidated submission, the City also requires a digital submission to facilitate circulation review comments emailed to <a href="mailto:siteplan@waterloo.ca">siteplan@waterloo.ca</a> . Digital submission requirements include the following:		
Site Plan Drawing		Pdf. Format. Maximum 1 mb in size.
Master Site Plan Drawing (if required)		Pdf. Format. Maximum 1 mb in size.
Building elevation drawings		Pdf. Format. Maximum 1 mb in size.
Fire Access Plan		Refer to Part 4.13.SPS.1.D) in UDM
Wind Study with Recommendations		Pdf. Format. Maximum 5mb size.
Shadow Study with Recommendations		Pdf. Format. Maximum 5mb size.
Noise Study		Pdf. Format. Maximum 5mb size.

The maximum email submission size cannot exceed 8mb in size. If larger, email as separate submissions. All files shall be named to include:

- Street address (eg. XX King Street North)
- Submission type (eg. site plan)
- Date (add date)
- Example: XX King Street North\_Site Plan\_M/D/Y

**Complete Application Notes:**

1. Submission details for a Site Plan application are identified at the pre-consultation meeting. It is the Applicant's responsibility to submit all plans identified at this meeting as a consolidated package with cover letter. Incomplete submissions will not be circulated and will be returned to the Applicant subject to Fees By-law.
2. It is the Owner's and Applicant's responsibility to ensure that all plans are fully coordinated. The Owner will be subject to additional fees for uncoordinated plans collected prior to Building Permit issuance subject to Fees By-law.
3. Applicants are required to submit a Functional Engineering submission for Site Plan review and approval. A separate Complete Engineering Submission is required following Site Plan Recommended for Approval and prior to building permit issuance. A building permit shall not be issued until the complete engineering submission has been accepted by the City of Waterloo. All site grading and clearing subject to City's Grading Control By-law.
4. Refer to City UDM for submission checklists, performance standards and design guidelines. All development shall be reviewed and approved subject to the City's UDM and General Manager. The UDM is available for purchase and available at: [www.waterloo.ca/udm](http://www.waterloo.ca/udm).
5. Street Addresses are to be obtained from the Building Division.

PART C. Property Information (to be completed by Owner/Applicant)	
Official Plan Designation: Refer to <a href="http://www.waterloo.ca/officialplan">http://www.waterloo.ca/officialplan</a>	Special Policies (OPA/SPA):
Zoning By-law Number:	Zoning Category: refer to <a href="http://www.waterloo.ca/zoningbylaw">www.waterloo.ca/zoningbylaw</a>
Special Zoning Provisions: refer to <a href="http://www.waterloo.ca/zoningbylaw">www.waterloo.ca/zoningbylaw</a>	
Has the property been or subject to an official plan amendment or zone change application? If so, identify the file number and explain:  Application(s): _____  <input type="checkbox"/> Yes <input type="checkbox"/> No The Site Plan application addresses the Planning Report Recommendations for Site Plan Directions. Note: Any Site Plan subject to an Official Plan or Zone Change approval shall be subject to a major circulation review.	
Is the property located within the Grand River Conservation Authority Regulated Area?  <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the property located on a Regional Road, Rapid Transit Route, transit route or Transit Station Area?  <input type="checkbox"/> Yes <input type="checkbox"/> No If so, identify: <input type="checkbox"/> Regional Road; <input type="checkbox"/> Rapid Transit Route; <input type="checkbox"/> Transit Route; <input type="checkbox"/> Transit Station Area  If so, the property will be subject to Regional Access Permit, separate engineering review and other requirements identified by the Regional Municipality of Waterloo.	
Are tree protection measures required for site development?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there existing trees or hedgerows on the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you met with an arborist or forester? If yes, what date:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any buildings, structures or features on the subject land or adjacent lands designated under the Ontario Heritage Act or on the Heritage Inventory Register? If yes, explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any existing easements or restrictive registered covenants affecting the subject land? If yes, explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the property located in Gateway Corridor or Intersection? (refer to UDM)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the property located in a designated Node or Corridor? (refer to Official Plan)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the property subject to Public Art policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the existing use of property:	
What is the <b>gross</b> lot area?	
Is the property subject to a road widening (City or Regional)?  <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, this land will need to be conveyed prior to Site Plan approval and reflected in site data chart. Confirm with road authority.	
What is the <b>net</b> lot area:	
Note: <b>Density</b> is established on the net lot area, not gross lot area. Identify road widening conveyance on Plans and Data Chart.	

PART D: Proposed Development (to be completed by Owner/Applicant)			
Does the development include the demolition of existing buildings?  <input type="checkbox"/> Yes <input type="checkbox"/> No	No. of residential buildings to be demolished?	Total gross floor area (gfa) of demolition (all uses, sm)	
	No of current lots:	Is the demolition subject to Council approval? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has an Application been submitted for a Committee of Adjustment:  <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state the file number and explain:  Note: It is expected that Applicants receive comments from the Site Plan Review Committee prior to any Committee of Adjustment meeting for Minor Variance to ensure that the site has received a comprehensive review.			
Proposed development <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Residential <input type="checkbox"/> Mixed Use <input type="checkbox"/> Other			
No. of Buildings	Number of Storeys	Building Height (m)	Building Area (total gfa)
Building Area by use (multiple buildings or mixed use building):		Building Coverage (building area / net lot area):	
Landscape coverage (landscaped open space area / net lot area):	No. Units (residential)	No. Bedrooms (residential):	Density (units per ha, net lot area or Floor Space Area as per zoning by-law):
No. Parking Spaces Provided (identify by use):		No. Parking Spaces Required (identify parking requirements by use):	
Barrier Free Parking Target: Barrier Free Parking Spaces Provided:  Barrier Free Target (5% of total parking required in UDM)		Bike Parking Target: Bike Parking Provided:  Bike Parking Target (10% of total parking required in UDM)	
The site has access to full municipal services:  <input type="checkbox"/> Yes <input type="checkbox"/> No		What type of hydro service is required for the proposed development? How is this being accommodated on the site?  <input type="checkbox"/> Pole mounted transformer <input type="checkbox"/> Pad mounted transformer <input type="checkbox"/> Transformer room <input type="checkbox"/> Other:	

## Part E: The Site Plan Approval Process

Important process notes:

- Staff looked at appropriate District Plan.
- All site development must conform to the City's Official Plan and comply with City of Waterloo zoning regulations, site-specific zoning (where applicable), sign by-law regulations and performance standards as set out in the UDM and Development Manual. In some cases, Site Plan Recommended for Approval may be coordinated with other City approvals, such as Minor Variance Applications and Demolition Permit Applications located within the Demolition Control Area. A Recommended for Approval decision will be required prior to meeting with the Committee of Adjustment and for demolition permit applications located within the Demolition Control Area.
- All Site Plan development shall be subject to the City's UDM which includes design guidelines, Site Plan review guidelines and Site Plan standards. The UDM is available at [www.waterloo.ca/udm](http://www.waterloo.ca/udm) and available for purchase from Development Services.
- All engineering submissions are subject to City's Development Manual.
- Any site grading is subject to the City of Waterloo Site Alteration By-law and Application Form. Consult City of Waterloo Engineering and Construction division prior to any site grading, including tree removals.
- The Site Plan Review Committee provides a Recommended for Approval which indicates that the Site Plan submission can proceed forward for technical refinement and General Manager Review for Site Plan approval.
- If the Site Plan Review Committee delivers a Site Plan Resubmission decision, the Owner/Applicant shall be required to submit a cover "resubmission letter" indicting how all recommendations have been addressed based on the Site Plan technical comments provided after the SPRC meeting. Technical comments are provided within a week of the Site Plan Review Committee meeting typically a few days after the meeting.
- The Owner/Applicant is responsible to receive clearances from commenting and approval agencies, often required prior to Site Plan Approval.
- Site Plan Approval is delegated to the General Manager of Development Services. All aspects of site development shall be complete, including functional engineering review and acceptance, all agency clearances (including Regional Municipality of Waterloo clearances), all road widening conveyances, all easements executed, lots consolidated, prior to General Manager Review.
- The City requires the provision of securities pursuant to the conditions of approval for Site Plan Agreements by way of Letter(s) of Credit or Security deposit(s) which may be required for site works. Where securities are collected, a Certificate issued by the qualified consultant will be required prior to the City releasing the security deposit(s) or Letter(s) of Credit.
- Site Plan Agreements are to be registered on title following Site Plan Approval. All mortgages must be postponed to the Site Plan Agreement by registering a Postponement Agreement.
- A Complete Engineering submission shall be required following Site Plan Recommended for Approval and must be accepted prior to building permit issuance. Applicants will be required to register a postponement with the Site Plan Agreement.
- The Owner/Applicant can submit for building permit review following Site Plan Approval (General Manager Approval). Building drawings are to be coordinated with approved Site Plan elevations.
  - Applicants will be required to enter into a Site Plan Agreement to be registered on title. Site Plan Agreements are prepared by the City's Solicitor and are signed by the General Manager.
  - A Site Plan Agreement shall be registered following Complete Engineering acceptance and prior to building permit issuance.
  - A digital copy of the approved plans, drawings and studies are required immediately following Site Plan (approval to be forwarded to the Site Plan Coordinator). Drawings are to be emailed to: [siteplan@waterloo.ca](mailto:siteplan@waterloo.ca) as per the Site Plan Submission Requirements.
  - Building signage is to be shown on building elevations for building design review. In all cases, building signage is subject to the City's Sign By-law.
  - Consult the City of Waterloo Fee By-law for all fees. Applicants are responsible for City legal fees, performance securities and may be subject to parkland dedication. Some fees are required prior to building permit issuance.

<b>PART F. Complete Engineering Submission Following Site Plan Recommended for Approval</b>	
<b>Instructions:</b> Use this list to ensure that your Complete Engineering Submission is complete to allow review of the plans by City Staff as per Development Manual Section 4.0. If a particular requirement is not applicable, include a brief explanation in the remarks column. Submit this form with your submission to Ms. Wendy Collett, Engineering Technologist, Engineering and Construction Division, Development Services. More than one drawing may be necessary if the project consists of multiple phases. Specific Plan requirements will be discussed at the Pre-Consultation meeting. All requirements, identified on this list will be reviewed and need to be accepted by City of Waterloo, Engineering & Construction, prior to issuance of the building permit.	
Requirement Description	
	Cover letter with Project name and overview including Consultant's and Owners name and contact info.
	Provide note that all plans are coordinated & consistent in layout, scale, reference points, major infrastructure etc. complete with a Declaration of Consistency on all plans.
	Engineers Cost Estimate for all underground servicing and surface works (5% of which will be applicable as non-refundable Engineering Review Fee, or a minimum of \$1,600.63). As per Council approved Schedule of fees.
	Applicant responsible to provide clearances from other applicable agencies and verify no conflicts with other services (Region, MTO, MOE, GRCA etc.)
	All plans & reports dated, stamped, sealed and signed by a Licensed Professional Engineer
Required Plans & Reports (as per Section 4.0 of Development Manual)	
	Existing Conditions Plan
	Grading & Filling Plan complete with erosion & sediment control measures
	Site Servicing Plan (including Water Metering Plan)
	Servicing Notes and Details
	Stormwater Management (Quality and Quantity control); sites that warrant underground structures for water quality will require a City easement to be registered on title
	Capacity analysis for sanitary and storm and water distribution analysis
	Plumbing/ mechanical drawing
	Construction Staging Plan (see checklist for requirements)
	Phase II ESA Reports (if Record of Site Condition is required);
	Salt Management plan;
	Geotechnical Report
	Shoring and Tie back Plan with potential for Encroachment Agreement
	Dewatering Plan
	License Agreement
Administrative Requirements	
	Site Alteration Permit Application with applicable fees & Securities
	Verification of Road Work Permit through Public Works
	Engineering Servicing Agreement (if applicable)
	Verification of Regional clearance for access, construction, widening, daylight triangle etc.
	Contact Landscape Technician to complete an inspection of all required tree saving measures
	Use of private contractors for servicing or surface works within City right-of-way is subject to City's approval and other requirements i.e. insurance, WSIB clearances, health & safety, indemnification prior to issuance of the building permit
	Letter of Certification from the consultant that all erosion & sediment controls are installed and have been inspected. City inspection to follow, prior to issuance of the building permit.
Engineering Fees and Securities	
	Applicable fees & securities (Letter of Credit) for Site Alteration Permit, if >1ha site or proceeding prior to Engineering acceptance or issuance of building permit.
	Applicable Fees & securities for right-of-way works and private side works (servicing, new or repaired curb or sidewalk, boulevard, curb cuts etc.)
Engineering Release of Securities	
	Release of Guarantee Deposit or Letter of Credit upon Engineering Consultant's certification of grading, servicing & stormwater management complete with 2 hard copies of an as-built drawing & in digital -AUTOCAD v.2008, UTM coordinates system NAD83 Zone 17. Release available no sooner that one year after construction completion and with verification from City inspectors.
	Release Site Performance Deposit or Site Alteration Letter of Credit upon request for final site inspection.
Note - Any proposed use of City boulevard requires an application to Development Services. Traffic control plans and any proposed use the roadway to stage construction requires approval from the City's PWS Dept. - Attention Joe Ribic at 465-0193	



## Declarations:

I hereby apply for Site Plan Approval and declare that the statements made on this application and the information contained in the accompanying plans is true. Failure to complete any part of this Application may result in its being returned to the Applicant. Incomplete applications will also be returned to the Applicant subject to a process administration fee.

I hereby declare that I have reviewed drawings to ensure that the drawing submissions have been fully coordinated and are consistent between the various project consultants for review and approval and confirm that there are no conflicts between the submitted Site Plan drawings, landscape drawings and engineering drawings. I understand that if the drawings are not complete or uncoordinated, that I will be subject to an additional administration review fee and potential SPRC resubmission;

I hereby declare to submit a resubmission cover letter with any required resubmission outlining how the Site Plan Review Committee comments have been addressed;

I authorize and consent to representatives from the City of Waterloo and the persons and public bodies conferred with under the *Planning Act* entering upon the subject lands of this application for the purpose of conduction of any site inspections as may be necessary to assist in the evaluation of the application or to complete any outstanding site works as per the approved plans and Agreements;

I hereby declare that I agree to receive Site Plan Recommended For Approval prior to any Committee of Adjustment meeting involving Minor Variance or Demolition Control Permit Application submission and acknowledge and that any pre-consultation meeting may be deferred pending the Site Plan Review Committee decision;

I hereby agree to provide a postponement agreement from the lender(s) to rank on title after the Site Plan Agreement. The postponement agreement(s) will be registered after the Site Plan Agreement; and prior to building permit issuance.

I understand that Site Plan Approval is required before any building permit can be issued subject to the satisfaction of the General Manager of Development Services and recognize that the Approval of this Site Plan Application does not relieve the Owner from the requirements of the Ontario Building Code or any other relevant regulatory control that may affect the use and development of the subject property (e.g. Conservation Authority Regulatory Controls, Zoning By-law Regulations, Sign By-law etc.); and further,

I also authorize the City to disclose the contents of this Application to other persons.

Option 1: Corporation

I, \_\_\_\_\_,  
Name of Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Corporation

do solemnly swear (or declare) that I  
have authority to bind the corporation.

Option 2: Non Corporation

I, \_\_\_\_\_,  
Name

\_\_\_\_\_ of  
Owner or Authorized Representative

\_\_\_\_\_  
Business Name

do solemnly swear (or declare) that I  
have authority to make this declaration.

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Registered Owner's Signature

\_\_\_\_\_  
Date