

## 2.0 INITIAL REVIEW OF ALL PROPOSALS

### **2.1 Consultation with City Planner**

In order to determine what planning process a development proposal would be required to follow, it is deemed appropriate that the proponent have an initial consultation with the City Planner.

The proponent should explain to the City Planner the general nature of the proposed development. As well, the proponent should give some details about the proposal including the location, future structures and servicing needs, and phasing or timing.

The City Planner must be satisfied that he or she has been given sufficient information to advise on the types of applications that the proponent must make.

In addition, where the development proposal involves the dividing of a parcel of land, the City Planner will be requested to provide an opinion as to the appropriate method (i.e. plan of subdivision or consent).

### **2.2 Further Action Authorized**

When the necessary planning approvals have been determined, the City Planner will accept the application(s) from the proponent, and to begin the review procedure. This will involve circulation to the Chief Administrative Officer and Chief Building Official, etc.

Council shall not give "approval in principle" or pass a "resolution of acceptance" in response to a proposal at this preliminary stage. Council will require that an application be subject to the review procedures further described herein, in order to make a proper assessment of the proposal.

### **2.3 Consultation with Hydro and Gas Companies**

Consultation shall take place with Ottawa River Power Corporation and the Gas Company at the beginning of the planning process for any new or existing development.

These companies may require certain servicing needs the developer should be aware of in the early planning stages.

The City of Pembroke shall determine the location of gas and for hydro services that cross any City lands.

## 6.0 SITE PLAN CONTROL

### **6.1 Prerequisites**

Before any site plan control authority given by the Planning Act can be used, the following must be in place and is in place for the City of Pembroke:

- (a) Official Plan with a description of the proposed site plan control area.
- (b) Site plan control by-law.

### **6.2 Purpose**

Generally, the main purpose for using site plan control is to achieve some control on the design, layout and/or features of a specific proposed development. This control goes beyond the matters regulated under a zoning by-law. This control cannot be used to prevent a use that is permitted by the zoning by-law. However a building permit cannot be issued until plans and drawings are approved by the City.

### **6.3 Determine Whether Proposed Use Subject to Site Plan Control**

The Chief Administrative Officer and/or City Planner should review a development proposal to determine if Site Plan Control applies. This would be done by reviewing the policies in the Official Plan and the provisions of the Site Plan Control By-law.

Site Plan Control often parallels the zoning amendment process. However, situations do arise where a proposed change in land use does not require a zone change but would still require a new or revised site plan and/or agreement.

### **6.4 Advise Proponent**

The City Planner advises the person proposing the development that it is subject to site plan control. The proponent can be given a copy of the Municipality's Site Plan Control By-law in order to describe the details to be addressed. The appropriate fees are collected at this time.

### **6.5 Site Plan Submitted and Examined**

The City Planner examines the Site plan that is submitted to determine whether it is complete. A site plan that meets the minimum needs for the processing of a zoning amendment would require more details for use under Site Plan Control.

### **6.6 Request and Review by Professional Staff**

The plan will be reviewed by all department heads, members of Council and members of the Planning Advisory Committee. The Site Plan Review Checklist (Appendix F) and the Sidewalk Policy (Appendix G) will be followed at this time.

**6.7 Response from Professional Staff**

Within approximately 14 working days, the City Planner will submit all written comments to the Chief Administrative Officer. A summary report will be drafted.

**6.8 Comments Reviewed**

A review of the site plan and the comments is undertaken. It is determined whether to approve the plan, approve the plan with conditions or require modifications to the site plan.

**6.9 Council Determines Conditions**

Based on the comments received, it will be determined what conditions it will apply to the approval of the plans and drawings. Section 41(7) of the Planning Act R.S.O., 1990 sets out the items that can be covered by the conditions.

**6.10 Site Plan Agreement**

A draft Site Plan Agreement is prepared by the City Planner.

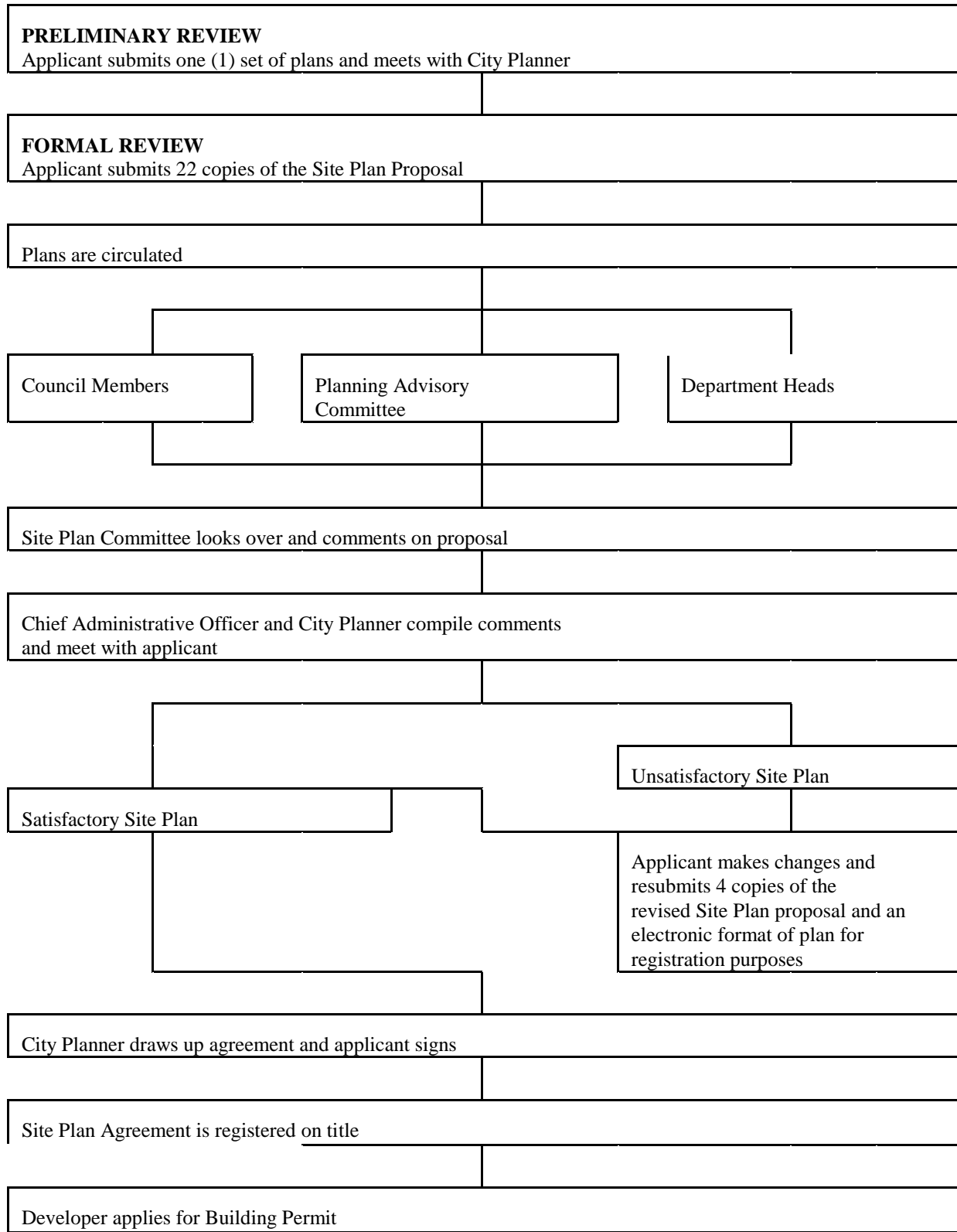
**6.11 Security Deposit**

The City will require an estimate from a qualified contractor for the paving, curbing, landscaping, exterior lighting, etc. A 50% deposit is required and a cheque is to be postdated to the date when all conditions are to be fulfilled.

**6.12 Registration of Agreement**

The final Site Plan Agreement will be registered at the Land Registry Office.

SITE PLAN CONTROL FLOW CHART



APPENDIX F

SITE PLAN REVIEW CHECKLIST

1. Zoning Conformity

Conformity with zoning and other by-law requirements including:

- (a) Setbacks - zone & special..... [ ]
- (b) Building Coverage ..... [ ]
- (c) Parking - numbers, dimensions, screening, setbacks ..... [ ]
- (d) Accessory Buildings - permitted or not ..... [ ]
- (e) Fences ..... [ ]
- (f) Permitted Use - check definitions..... [ ]
- (g) Proposed Servicing ie. water, hydro, sewer (sanitary & storm)..... [ ]
- (h) Cost recovery for previously installed City servicing (sewer, water, etc.) ..... [ ]
- (i) Ensure all buildings accessible to disabled..... [ ]

2. Parking & Circulation

- (a) Access/Egress
  - Access to subject property ..... [ ]
  - Width (min. 10 ft. max. 30 ft.)..... [ ]
  - Turning radius and grade of access ..... [ ]
  - Depressed curb at access..... [ ]
  - Minimize turning movements on arterial roads..... [ ]
- (b) Layout
  - Location of parking spaces..... [ ]
  - Number of parking spaces..... [ ]
  - Parking for disabled persons - delineate & sign ..... [ ]
  - Vehicle stacking lane (car wash, parcel pick-up, etc) ..... [ ]
  - Fire lane - delineate & sign ..... [ ]
  - Loading space(s) (location & dimensions)..... [ ]
  - Circulation lane & parking space dimensions ..... [ ]
  - Provide signage for dead-end aisles ..... [ ]
  - Signage for control of on-site traffic ..... [ ]
  - Location & dimensions of driveways & culverts ..... [ ]
  - Paved parking spaces ..... [ ]
  - Lighted parking areas..... [ ]
- (c) Curbing
  - Curbs beside building sidewalk must have ramps at frequent intervals (wheelchairs, bicycles, etc)..... [ ]
  - Parking areas and driveways to be bounded by curbs ..... [ ]

- (d) Sidewalks
  - Width ( min. 5 ft.) ..... [ ]
  - Materials (paver stone, concrete, asphalt) ..... [ ]
  - Sidewalks required beside building & in some cases, leading onto site in conjunction with main entrance and/or bus stops..... [ ]
  - Ramps built leading onto sidewalks..... [ ]
  - Parking area for bicycles ..... [ ]
  
- 3. Landscaping
  - (a) General Site Landscaping
    - Analyze site and protect existing vegetation to be retained..... [ ]
    - Review landscaping plan for:
      - Species ..... [ ]
      - Height/Caliper..... [ ]
      - Environmental Hazards (salt spray) ..... [ ]
      - Location (not in R.O.W.; overhead wires) ..... [ ]
      - Continuity with adjoining sites ..... [ ]
  
  - (b) Screening Techniques
    - Walls, berms, hedges, fences (standard fence detail) ..... [ ]
    - Screening of garbage containers ..... [ ]
    - Screening of roof top mechanical equipment..... [ ]
    - Screening & location of outside storage, if permitted ..... [ ]
    - Landscaped planting strips - utilize perimeter of site for planting strips to screen lot from view ..... [ ]
    - Landscaping designed in a way to discourage intruders ..... [ ]
  
- 4. Miscellaneous
  - (a) Bar scale on site plan before reduction..... [ ]
  - (b) Garbage storage - location & screening..... [ ]
  - (c) Street furniture (benches, light standards, planter boxes)..... [ ]
  - (d) Signage (location & size of ground sign) ..... [ ]
  - (e) Lighting..... [ ]
    - Sufficient security lighting..... [ ]
    - Sufficient lighting in landscaped areas and walkways ..... [ ]
  - (f) Mechanical food deodorizer (restaurants) ..... [ ]
  - (g) Fire hydrants ..... [ ]
  - (h) Snow storage & removal ..... [ ]
  - (i) Grade control & drainage plan ..... [ ]
  - (j) Road widening & easements ..... [ ]
  - (k) Noise reduction techniques (barriers)..... [ ]
  - (l) Street name & numbering of private road(s) (multiple residential block developments)[ ]
  - (m) External building materials/elevation drawing ..... [ ]
  - (n) Children's play area - if required (apartments) ..... [ ]
    - Area to be easily surveyed by parents or other tenants..... [ ]
    - Fenced..... [ ]

## APPENDIX G

### SIDEWALK POLICY

All new developments shall be obligated to construct a sidewalk if one does not exist along the total length of the property. Proposed buildings containing up to two dwelling units shall be exempt from this provision.

If a sidewalk exists, all new developments shall be required to determine if the sidewalk is in acceptable condition according to guidelines established by the Pembroke Public Works and Engineering Departments. If the existing sidewalk does not meet the City's guidelines then it is not deemed acceptable. The developer will then be responsible for the sidewalk being reconstructed to meet the standards of the Pembroke Public Works and Engineering Departments. Proposed buildings containing up to two dwelling units shall be exempt from this provision.

Existing developments may be required to construct a sidewalk or if a sidewalk exists have it meet acceptable standards, if the building is being converted from a residential building to a commercial, institutional or industrial use. If an existing residential building is being converted to contain more than two dwelling units, the sidewalk policy shall also be applicable in this case.

Cash-in-lieu of sidewalks may be permitted at the option of City Council.

All Zoning By-law amendment, Official Plan amendment, Minor Variance and Site Plan Agreement applications shall be reviewed in accordance with this policy.

## APPENDIX H

### GREEN POLICY STATEMENT

One of the primary goals of the City of Pembroke is to maintain and provide a lush, natural setting in which residents can work and play. The City of Pembroke is striving to ensure that a higher consideration is placed on the "natural" environment.

A significant portion of landscaping requirements will now be placed on the preservation of existing site features such as landforms, water courses and vegetation. New developments shall not change the balance of the ecological system. The City of Pembroke will strive to ensure that as much of the natural environment as possible is preserved.

The preservation of existing trees is particularly valuable as this reduces the harshness of appearance that is typical of newly developed sites. Generally, where trees have not been saved it takes 5 to 10 years before new trees provide any significant visual effect. Existing vegetation provides increased value to a site and to its environs in addition to providing benefits such as visual screening, shading and wind break functions.

Therefore, preservation of existing vegetation is valued by the City because of the role it plays in providing the high level of environmental quality. The City of Pembroke will require any Site Plan or Subdivision Agreement submissions to pay particular attention to the preservation of existing vegetation within the City.