

# Site Plan

Updated Dec. 2024

## Terms of Reference

### 1. Description

At the discretion of the City, a Site Plan may require one or more components as advised at pre-application consultation, depending on the complexity of development.

#### Component 1: Site Plan

A Site Plan is a visual drawing that illustrates the proposed development of a site in two dimensions and includes sufficient information and detail to be reviewed together with other, more detailed, drawings. The Site Plan is based off a Plan of Survey and is to be used as the base for other drawing submissions, including the Grading and Drainage Plan, Landscape Plan, and Tree Conservation Report, with detail removed as appropriate. The Site Plan will be integrated with but separate from the Urban Design Brief and other required studies.

#### Component 2: Concept Plan

A Concept Plan is an extension of the Site Plan which may indicate a larger scale of development and be inclusive of phasing, proposed block layout and integration with surrounding community. The Concept Plan may be prepared in cooperation with adjacent landowners to show how the physical form of the proposed development fits within the existing and planned context and conforms to the policies of the Official Plan and implementation tools including City of Ottawa Guidelines. Cooperation with adjacent landowners may be prudent, for example, when there is a shared tree or infrastructure. The Concept Plan will be integrated with, but separate from, the Urban Design Brief and other required studies and will include less detail than a site plan.

#### Component 3: Facility Fit Plan

The Facility Fit Plan may be identified through pre-consultation, to ensure the size and configuration of the park block is acceptable. The Facility Fit Plan demonstrates that the proposed park amenities, including buffers and setbacks, can be satisfactorily achieved within the size, shape and grading of the park block being proposed. It identifies any existing vegetation and special features within the park which may be preserved. The Facility Fit Plan demonstrates how the proposal meets



the requirements under the Parkland Dedication By-law and how the proposal meets the policies in Subsection 4.4 of the Official Plan.

## 2. When Required

### Component 1: Site Plan

A Site Plan is always required for a complete site plan control application.

### Component 2: Concept Plan

The Concept Plan may be required, for applications which meet any of the following criteria:

- Sites within a policy area such as secondary plan, area-specific policy, or community design plan, where a layout of the public realm, building massing, heights, densities, or massing of the proposal provides changes to the planned context set out by policies of the applicable plan
- Sites proposing multiple land uses
- Sites with multiple landowners
- Large sites
- Sites comprising one or more of the following:
  - two or more buildings;
  - on-site park dedication; and/or
  - a new public or private street(s).
- Sites with proposed changes to connectivity, such as active transportation networks, vehicular circulation, or access to transit
- Sites where the development potential on adjacent properties may be impacted by or could be integrated into the proposed site
- Sites that require phased construction

### Component 3: Facility Fit Plan

- A Facility Fit Plan is required for development applications for Site Plan Control, Plans of Subdivision, and Plans of Condominium where land conveyance has been identified by a Park Planner
- A Facility Fit Plan may be required to support applications for Zoning By-law amendments and Official Plan amendments if it is deemed necessary by staff at pre-consultation



### 3. Contents

#### Component 1: Site Plan

**Site Plans must clearly show (in metric) the following, as applicable:**

- Title, location, and date of project
- Name and address of:
  - Developer/owner and applicant
  - Architect(s), designer(s), engineer(s), and surveyor(s)
- Legend (including bar scale and written ratio scale, and any graphic symbols used on the plan)
- North arrow (oriented to top of page)
- Area of site, and bearings and lengths of all property lines
- Location, size and type of all existing and proposed buildings and structures on the subject land
- Clear delineation of limits of the site development, the location of buildings, site features and landscape elements on adjacent land, within a 5-meter limit of the site development, and the public right of ways
- Location of all natural and artificial features within 5 meters of limit of site development (for example, railways, watercourses, drainage ditches, banks of rivers or streams, wetlands, trees, wooded areas, wells, and septic tanks)
- Areas labelled by function, type, or use (landscape areas, parking areas, access points, etc.)
- Property Identification Number(s) (PINs) or legal description of property
- A statement of where the property boundary information was derived from
- Location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines
- The location, width, and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road, or a right of way
- Existing features to be retained, removed or relocated
- Gross floor area of all buildings, including type of dwelling units and breakdown of other uses by floor area
- Pedestrian walking areas and surface treatment/materials



- Dimensions of all proposed buildings, roads, radii of turns, overhead clearances, parking areas with defined parking spaces, electric vehicle charging, steps, terraces, fences, walks, aisles, and private approaches (driveways)
- Dimensions required for zoning compliance and AODA requirements
- Location of existing/proposed fire hydrants, proposed fire route and fire route sign locations
- Snow storage
- Waste management and recycling enclosure location, design details, and dimensions
- Bicycle parking location, design details, and dimensions
- The location and nature of any easement affecting the subject land.
- Phasing

## **Component 2: Concept Plan**

**Concept Plans, must clearly show (in metric) the following, as applicable:**

- The boundaries and dimensions of the subject land
- The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, trees, wooded areas, wells, and septic tanks) that are located on the subject land and on land that is adjacent to it
- The proposed uses of the subject land
- The current uses of land that is adjacent to the subject land
- The location and name of any roads within or abutting the subject land, indicating whether the road is an unopened road allowance, a public travelled road, a private road, or a right of way
- The location and width of sidewalks, bicycle pathways or other transportation facilities
- The location of existing and proposed parks, schools, transit, and community services
- The location of existing and proposed open spaces including privately owned public spaces (POPs), school yards and other accessible open spaces
- If access to the subject land will be by water only, the location of the parking and docking facilities to be used
- The location and nature of any easement affecting the subject land



- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines
- Building massing including heights and setbacks
- Existing and proposed lotting patterns on the subject lands and within adjacent blocks
- The footprint of existing and (where available) proposed building types on adjacent lands
- The layout of development parcels including setbacks and building entrances
- Proposed service areas including ramps, loading areas and waste storage areas
- Phasing of development

### **Component 3: Facility Fit Plan**

**Facility Fit Plans, must clearly show (in metric) the following, as applicable:**

- Those items required on a Site Plan but for the park block
- Key Plan showing the location of the park block within the development site
- Overlaid over an aerial photo if requested
- Critical dimensions of all park amenities including buffers and setbacks
- Grading across the park block and within the context of development area
- Any existing vegetation and special features within the park which may be preserved

## **4. Roles and Responsibilities / Qualifications**

A Site Plan should be prepared by a Licensed Professional Engineer (P.Eng.) or Licensed Architect or Landscape Architect (Full Member) or reviewed by a full Member of the Canadian Institute of Planners and/or Registered Professional Planner (MCIP/RPP).

The Facility Fit Plan must be prepared, signed, and stamped by a full member of the Ontario Association of Landscape Architects.



## 5. Submission Requirements

- Electronic copies of all required studies and plans must be supplied in Adobe .PDF format and are to be unlocked and flattened.
- Supporting Georeferenced Digital CAD/BIM/GIS files (in accordance with existing City submission standards) for draft and/or final plans may be requested.

## 6. Resources

- [Park Development Manual - Second Edition 2017 | City of Ottawa](#)

