

Site Plan

Terms of Reference

1. Description

At the discretion of the City, a Site Plan may have one, two or three components, depending on complexity.

Component 1: Site Plan

A Site Plan is a visual drawing that illustrates the proposed development of a site in two dimensions and includes a significant amount of information and detail to be reviewed together with other, more detailed, drawings. The Site Plan is based off of a Plan of Survey and is to be used as the base for other drawing submissions, including the Grading and Drainage Plan and Landscape Plan, 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 in an effort 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. 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 is required 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 the 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 site plan control application.

Component 2: Concept Plan

The Concept Plan may be required, but not limited, 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
- Sites proposing multiple land uses
- Sites with multiple landowners
- Large sites
- Sites with 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

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:

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)

Clear delineation of limit of site development and existing features within 5 metres of limit

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

Location of buildings, site features and landscape elements on adjacent land, within 5 metres of limit of site development, and in the public right of ways

Location of all natural and artificial features within 5 metres of limit of site development (for example, railways, watercourses, drainage ditches, banks of rivers or streams, wetlands, trees, wooded areas, wells and septic tanks) Existing topography

The location, width and name of any roads within or abutting the subject land Areas labelled by function, type or use (landscape areas, parking areas, access points, etc.)

Pedestrian walking areas

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

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





Location of existing/proposed fire hydrants, proposed fire route and fire route sign locations

Snow storage

Waste management and recycling enclosure location and design details

Bicycle parking location and design details

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 required components:

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, and
- In the applicant's opinion, may affect the application

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, community services and retail streets

The location of existing and proposed open spaces including privately owner public spaces, 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 stepbacks

Existing and proposed lotting patterns on the subject lands and within adjacent blocks

The footprint of existing and 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:

Those items required on a Site Plan but for the park block

Key Plan showing the location of the park black 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 full Member of the Canadian Institute of Planners (MCIP) or Licensed Professional Engineer (P.Eng.) or Licensed Architect or Landscape Architect (Full Member).

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



