

**The Corporation of the
Township of Selwyn**

By-law Number 2022-080

**Being a By-law to Designate a Site Plan Control Area for the
Corporation of the Township of Selwyn**

Whereas Section 41(2) of the *Planning Act, RSO 1990, Ch. P.13*, as amended, provides that where an area is shown in the Township's Official Plan as a Site Plan Control Area, Council may, by By-law, designate such area as a Site Plan Control Area; and

Whereas Section 4.0.1 of the Planning Act RSO 1990, Ch. P. 13, as amended, a Council that passes a by-law under subsection (2) shall appoint an officer, employee or agent of the municipality as an authorized person for the purposes of subsection (4); and

Whereas Section 7.17.1 of the County of Peterborough Official Plan designates all lands in the Township as a Site Plan Control Area; and

Whereas the Township may require the approval of certain plans and drawings as a condition of Development in the Township, and may require that an owner enter into a Site Plan Agreement with the Township, in accordance with Section 41 of the *Planning Act*;

Now Therefore the Council of the Corporation of the Township of Selwyn enacts as follows:

1. Site Plan Control Area

All land within the corporate limits of the Corporation of the Township of Selwyn (The "Township") is hereby designated as a Site Plan Control Area.

2. Classes of Development Excluded

Subject to Section 3, the following classes of Development may be undertaken without the approval of plans and drawings otherwise required under Sections 41(4) or 41(5) of the *Planning Act, RSO 1990, Ch. P. 13*, as amended:

- (a) Any residential Development containing two (2) dwelling units or less (including buildings and structures accessory to such residential Development) with the exception of:
- i. Residential Development by registered plan of subdivision or condominium situated adjacent to or in close proximity to shoreline and/or environmentally sensitive areas;
 - ii. Permanent residential dwellings proposed on existing undeveloped lots of record which front on a constructed roadway which is not maintained as part of the municipal road system;
 - iii. Home Industry as defined in the Township of Selwyn Zoning By-law 2009-021, as amended;
 - iv. Lands where site plan control is imposed as a condition of a zoning By-law amendment by Council or as a condition of approval by the Committee of Adjustment;
 - v. Lands where site plan control is imposed as a condition of an application by the County of Peterborough Land Division Committee;
 - vi. The lands as identified on Schedule "A" of this By-law.
- (b) Any agricultural and farm related buildings or structures that are utilized in active farm operations.

(c) Any Development, buildings or structures erected by the Corporation of the Township of Selwyn.

3. Further Exceptions

Minor modifications to existing Development currently subject to a registered Site Plan Control Agreement with the Township that do not have the effect of substantially increasing the size or usability of any building or structure, or alter grading or drainage shall be exempt from Site Plan Control at the discretion of the Manager of Building and Planning, or designate.

4. Site Plan Agreements

No Development is permitted within the Township unless the owner enters into a Site Plan Agreement, except where exempted from Site Plan Control by Section 2 or 3 of this By-law.

Any Agreement or Amendment to an existing Site Plan Agreement made in accordance with the provisions of this By-law shall be registered against the lands affected by the Agreement or Amendment, and the cost of such registration shall be borne by the owner or person undertaking the Development.

5. Classes of Site Plan Applications

(a) Major Site Plan Application

A major site plan application involves the proposed Development of any new building other than an accessory or temporary building, including building additions which:

- i. For a non-residential building have
 - A gross Floor Area greater than 500 square metres; or
 - A gross Floor Area greater than that of the existing building to which it is being added.
- ii. Comprise residential Development with five or more dwelling units.

(b) Minor Site Plan Application

A minor site plan application involves the proposed Development of any new building or building addition that is smaller than the requirements for a major site plan application, or any temporary building.

A minor site plan application includes any change to a site not involving the erection of a new building or building addition.

6. Delegation of Site Plan Approval

The Council of the Corporation of the Township of Selwyn under Section 41 of the Planning, RSO 1990, Ch. P.13, shall appoint an officer, employee or agent of the municipality as an authorized person:

- (a) The Manager of Building and Planning, or designate, is hereby appointed as the authorized person.

7. Authorization

Upon approval of an application the Manager of Building and Planning, or designate, is hereby authorized to sign any site plan agreement and any documents which may be required to implement the conditions of approval.

8. Previous Site Plan Agreements

All site plans and agreements entered into pursuant to the provisions of By-law 2010-035, By-law 2021-054 and By-law 2022-050 or any zoning By-law amendment or Committee of Adjustment decision continue in full force and effect.

9. Completion at Owners' Expense

Where an owner is required to complete Development in accordance with a Site Plan Agreement and is in default of the Agreement, the Township is hereby authorized to complete the requirements of the Agreement at the expense of the owner and the expense so incurred may be recovered from securities posted for the works, or, where such securities are insufficient to cover the works, in like manner as municipal taxes.

10. Rights of Entry

- (a) Unless prohibited by law, the Owner signing each Site Plan Agreement shall be requested to agree to a provision whereby the Manager of Building and Planning, the Chief Building Official or other person to whom the Manager of Building and Planning delegates the responsibility, may enter on land subject to the agreement to inspect same for compliance with the Agreement. Nothing in this provision authorizes the entry of any building.
- (b) The right of entry described in Section 10 (a) above is in addition to any statutory rights or entry the Township may otherwise specifically have.

11. Site Plan Requirements/Complete Application

All site plans shall be completed in accordance with the requirements detailed in Schedules "B" and "C" attached hereto.

The Township's site plan control guidelines, identified in Schedule "D", provide additional guidance with respect to process as well as design standards for which the applicant must have regard.

Until the municipality receives the required application form, fees, deposits and peer reviewed reports and drawings as identified in the 'Record of Pre-consultation' in support of an application under section 41 of the Planning Act:

- i) the municipality shall refuse to accept or further consider the application; and
- ii) the time period referred to in subsection 41(12) of the Planning Act does not begin.

12. Pre-Consultation

As provided in Section 41(3.1) of the Planning Act, and By-law 2022-082 applicants are required to consult with Township staff before submitting plans and drawings for approval.

13. Definitions

For the purposes of this By-law:

Commercial Parking Lot - means an open area, including any related aisles, parking spaces, ingress and egress lanes, other than a public street

or public lane or parking structure, used for the temporary parking of five or more motor vehicles and available for the public and/or private use, whether or not for compensation or as an accommodation for tenants, employees, clients or customers, other than parking areas which are accessory to a permitted use on the same lot. A Commercial Parking lot shall have its principal access to a public street or public laneway and shall constitute the main use of the lot.

Development – means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out and establishment of a Commercial Parking lot or of sites for the location of three or more trailers as defined in the Municipal Act, or of sites for the location of three or more mobile homes as defined in the Planning Act or of sites for the construction, erection or location of three or more land lease community homes as defined in the Planning Act.

Flood Plain – means the area, usually low lands, adjoining a navigable waterway which has been, or may be covered by flood water.

Floor Area, Gross – means total Floor Area of all storeys exclusive of any part of the building or structure below finished grade which is used for heating equipment, the storage or parking of motor vehicles, breezeways, porches, verandahs, decks, locker storage and laundry facilities, children’s play areas and other accessory uses, or used as living quarters by the caretaker, watchman or other supervisor of the building or structure; and enclosed malls when used as a common area between stores.

Record of Pre-consultation – means the document prescribed by the Township’s Pre-Consultation By-law 2022-082, as amended.

14. Schedules “A”, “B”, “C” and “D” attached hereto are hereby made part of this By-law.
15. By-law 2022-050 of the Township of Selwyn and all amendments thereto, are hereby repealed.
16. Refund of fees
 - i. If the municipality approves a site plan application within 60 days, the municipality shall not refund the fee.
 - ii. If the municipality has not approved a site plan application within 60 days, the municipality shall refund 50 per cent of the fee.
 - iii. If the municipality has not approved a site plan application within 90 days, the municipality shall refund 75 per cent of the fee.
 - iv. If the municipality has not approved a site plan application within 120 days, the municipality shall refund all of the fee.

This By-law shall come into force and take effect on the day it is finally passed.

Read a first, second and third time and finally passed this 13th day of December, 2022.

Sherry Senis, Mayor

Corporate Seal

Angela Chittick, Clerk

Schedule “A” To By-law 2022-080

Specific Properties Subject to Site Plan Control as Provided in Section 2.a (vi)

1. McCloskey Subdivision Concession 17 Part Lot 25 (File No. 15T 06-003)
2. Steranko Subdivision, Concession 17 Part Lot 26 (File No. 15CD-09002)
3. Hughes Subdivision, Concession 17 Pt Lot 25

Schedule “B” to By-law 2022-080

Site Plan Drawing Requirements

In addition to the requirements of Section 41(4), the following shall be included as part of the site plan drawing(s):

- (1) For site plan drawings for two or less dwelling units (as defined in Section 2 a):
 - All drawings shall be prepared by a certified professional in the relevant field;
 - Location of and type of ground treatment for parking areas, driveways and entranceways;
 - Location of watercourses and extent of floodplain including flood elevations where applicable;
 - Existing and proposed drainage patterns, including any storm water management facilities;
 - Location of existing trees and forested areas, including shrubs (or groupings of shrubs);
 - Location, extent and type of proposed plantings and landscaping;
 - Location and extent of the Shoreline Vegetation Buffer, including a label/requirement stating “all vegetation between the dwelling and the high water mark shall remain in its natural state, except as qualified herein”;
 - Location, including setbacks, of area for septic system and well, where applicable;
 - Construction mitigation measures to be employed on the site;
 - Road widening (where required);
 - Location and height of exterior lighting, including orientation. All lighting must be Dark Sky Compliant.
- (2) For Shoreline Vegetation Buffer Site Plan Drawing Requirements
 - All drawings shall be prepared by a certified professional in the relevant field;
 - Location, size, species and condition of existing trees and shrubs, and whether they are to be preserved or removed;
 - Location, size and species of proposed trees, shrubs and groundcovers;
 - Proposed landscape areas and general treatment of those areas, including walkways, open grassed areas, etc.;
 - Plant list stating common name, height, caliper and quantity of proposed planting;
 - Typical planting detail;
 - Specification of all proposed retaining walls;
 - Detail of any proposed tree protection measures;
 - The minimum plant sizes (at installation) – Deciduous Trees 50 mm (2 inches) Caliper; coniferous trees 1.8 metres (6 feet) in height.
- (3) For Site Plan drawings for all other uses:
 - All requirements as noted in item (1) above,
 - Location of existing and proposed rights-of-way or easements;
 - Existing and proposed elevation where there will be a significant alteration to the existing grade (as determined by the Township);
 - Storm Water Management Plan showing post-development flows not exceeding pre-development flows;
 - Proposed snow storage areas;
 - Garbage storage location and type;
 - Elevation drawings of proposed buildings showing height, building openings, massing and conceptual design;
 - Location of and detailed drawing for any signage on and off buildings;
 - Barrier free path of travel and other accessibility criteria.

Schedule “C” to By-law 2022-080

Site Plan Submission Requirements

Unless otherwise stipulated by the Township staff at the time of consultation prior to submission of the application for site plan approval, the following submission requirements shall be followed:

- All plans and signatures shall be in black ink and drawn in metric scale;
- Title, legal description, address and name of owner and, where applicable, applicant/occupant on a legend to the drawing(s);
- A north arrow and scale on drawings (at a scale of 1:500 or larger);
- The Site Plan shall be similar to a Surveyors Real Property Report (as prepared by an Ontario Land Surveyor) which identifies the requirements as specified in Schedule “C” herein as determined by the Township;
- Application form, application fee, deposits and reports and/or drawings including peer review clearances as listed in the Record of Pre-Consultation.

Applications for site plan approval shall include:

- the dated signature of all owners and shall be witnessed;
- A copy of the transfer of deed of land (first page of deed) or accurate registerable legal description of the property;
- An indication on how the plan complies with the requirements of this By-law and any site plan guidelines in effect in the Township.

Prior to executing a site plan agreement, the Township shall be in receipt of:

- Agreements signed by the owner, applicant/occupant (if different from the owner) and mortgagee;
- Securities in the form of a letter of credit from a chartered bank or a certified cheque to cover the cost of all items of a public interest, including, any works on public lands; and for any landscaping works or vegetation buffer works on private lands.

Schedule “D” to By-law 2022-080

See Following Pages for “A Guide to Submitting Site Plan Applications”

Introduction

Site plan control is a form of development control provided to municipalities by Ontario's Planning Act. No one can undertake any development which is subject to site plan control unless the Township has reviewed and approved certain plans. Site plan applications require an agreement registered on title. This agreement contractually binds the owner to develop and maintain a site in accordance with the approved plans and the terms of the agreement.

Building permits are not generally issued until site plan control requirements are addressed. However, Township's Building Services will accept applications prior to the final approval and registration of the site plan subject to the applicant entering into an agreement with the municipality which outlines that the applicant is aware of the risks of submitting the building permit application prior to final approval.

The Site Plan Control process allows Township staff to review and approve the following:

- Building siting and site design;
- Building massing;
- The relationship of the proposal to surrounding land uses;
- Driveways, curbing and traffic direction signs;
- Loading and parking facilities;
- Emergency vehicle routes;
- All pedestrian accesses, such as walkways and ramps, and their proposed surfacing;
- Landscaping for the site and for the protection of adjoining lands;
- Refuse and other waste material storage and collection areas;
- Grading and servicing;
- Exterior design of buildings, including character, scale, and appearance; and, if applicable,
- Sustainable design elements within the adjoining

right-of-way such as trees, landscaping, paving, street furniture, ramps, accessibility, waste and recycling containers and bicycle parking facilities.

Further, Site Plan Control ensures that Township, County and other agency standards and requirements are met.

This document is intended to provide guidelines for the public, property owners, and builders, to assist in the preparation, submission, review and approval of new developments in the Township of Selwyn.

Section 41 of The Planning Act, R.S.O. 1990 (as amended), provides the legislative basis for the use of Site Plan Control.

In accordance with Section 41 of The Planning Act, R.S.O. 1990 (as amended) the Council of the Township of Selwyn has declared its entire land area to be subject to Site Plan Control. Those seeking to develop property within the Township may be required to submit Site Plans, Building Elevations, Grading and/or Landscaping Plans as specified herein, to be approved by the delegated approval authority.

These guidelines have been created/designed in order to aid the applicant with the Site Plan process by providing an overview of the process itself and by outlining the required elements of a Site Plan as specified in the Planning Act.

Further, the Township recognizes that it is comprised of distinctly rural and urban components; and therefore, guidelines have been designed to ensure that both the rural and urban components of the Township have been adequately addressed.

***see maps for defined Urban Areas*

The Site Plan Process

Site Plan Control is utilized in order to ensure:

- Safe, orderly and functional development;
- Safety and efficiency of vehicular and pedestrian traffic;
- Land use compatibility between new and existing developments;
- The provision of functional attractive site amenities and facilities to achieve urban, rural and waterfront development design objectives;
- Retention and protection of valuable and sensitive natural features within development sites;
- The provision and appropriate placement of required infrastructure and services within development sites;
- The provision of easements or grading and site alterations needed to provide public utilities and site drainage; and
- The construction and maintenance of the development as approved by the Township.

To support an application for Site Plan Approval, drawings are prepared and submitted illustrating the spatial (physical) arrangement of property elements, such as buildings, driveways, parking areas, pedestrian sidewalks, landscaping, natural features, fences, lighting, signs, drainage patterns, wells, septic systems or municipal services, etc. Other supporting information, such as stormwater management and traffic impact studies may be required.

Further, Township Council, to complement the Township's Community Improvement Plan, have endorsed Village and Hamlet Core Design Guidelines. The purpose of the Design Guidelines is to articulate the Township's expectation for development review and are intended to facilitate high quality of design within the Township. They are intended to be flexible and most appropriately apply to development of commercial and mixed use buildings. Please refer to the Guidelines, and incorporate the guidelines where appropriate.

Pre-consultation

Applicants are required to request a pre-consultation meeting with Township Planning staff, prior to the submission of the application, in order to gain a preliminary planning review and direction.

Detailed information of the proposed development, lot characteristics, surrounding land uses and natural features are required at the pre-consultation stage. A failure to participate in pre-consultation will result in processing delays, as Planning staff will not be able to accept the application.

Staff is available to explain the process, indicate the feasibility of the proposed development and may be able to point out any special considerations for the property. Staff may also recommend the applicant consult with other Township staff, the County of Peterborough, the Otonabee Conservation Authority, Curve Lake First Nations and/or any other Ministries and Agencies which may further assist applicant. Appendix A provides a list of relevant agencies and contacts.

Effective, January 1st, 2016, applicants may be required to provide Notice of Request to Consult to both the Curve Lake First Nation's Land Resource Consultation Workers and the Curve Lake First Nation's Chief. For information on applications that may require First Nations consultation, visit the Township website.

Depending on the complexity of the application and the supporting technical reports and/or plans, the Township may require that an independent peer review of the reports and/or plans be undertaken at the expense of the applicant. This peer review is required to be completed prior to the submission of an application. A peer review clearance letter from the peer reviewer(s) is required to be submitted as part of a complete application concluding that there are no outstanding issues to be addressed prior to the approval of the application.

***Note:** A “Peer Review” is where the professional work submitted, as part of the site plan application, is evaluated by others in the same field.

Submit a Preliminary Site Plan Layout Plan and Meet with Staff

The submission of a preliminary site plan should be done early in the design process, before any substantial investment of time and expense for the completion of detailed landscape and site engineering plans. An early staff review of the preliminary site plan will minimize the time and expense of revisions. This step is often combined with the pre-consultation.

Submit the Required Site Plan Information

The applicant finalizes the site plan (including any revisions/suggestions made by the Township during the pre-consultation) and completes the list of requirements set out in this Site Plan Guide.

This will include building elevations, landscape design, drainage, servicing, and engineering design plans.

Applications are reviewed for compliance with the applicable regulations of the Township Comprehensive Zoning By-law and circulated to the necessary Township Departments and outside agencies. The outcome of the circulation may result in a list of requirements to complete prior to the approval of the Site Plan. These requirements are specific to each property.

Processing Times

Following a submitted complete application which includes peer review clearances of required reports and/or plans, the 60-day approval time frame stated in the Planning Act applies.

If an application is modified by the applicant after

submitting a complete application, a new application will be required including a new pre-consultation.

Finalize the Approval

All applications are submitted to the Manager of Building and Planning for review and approval.

Approval will generally be conditional upon the applicant providing a performance security to the Township in the form of a letter of credit in order to ensure completion of the site development in accordance with approved plans.

Site Plan Drawing Standards

Conditions to Site Plan Approval

Section 41(4) of the Planning Act identifies site plan drawing requirements, which include:

- Plans showing the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided;
- Plans illustrating the elevations and cross-section views for each building to be erected;
- The relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access;
- The provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;
- Matters relating to exterior design including but not limited to the character, scale, appearance and design features of buildings;
- Design elements on any adjoining highways, including but not limited to trees, shrubs, hedges, plantings or ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities; and

- Facilities are to have regard for accessibility for persons with disabilities.

Further, Section 41(7) of the Planning Act identifies a number of items which are to be completed to the satisfaction of and at no expense to the Township. These items will be identified and addressed in Section 3.2.3 of these Guidelines.

Further, the Township of Selwyn`s Zoning By-law addresses the minimum and maximum building size permitted on residential, agricultural, commercial and industrial zoned properties. To view the Zoning By-law, visit the Township website.

Plans and Drawings

All plans and drawings where applicable must be in metric units only, preferably at a minimum scale of 1:300, and provide the following information.

**Note: these drawing elements may be combined on one drawing as opposed to several plans, depending on the complexity of the subject property and proposed development.*

Applicants may use their own resources to create site plans and drawings, as long as they meet all of the requirements listed below. These site plans and drawings must then be certified by a professional.

General Submission Requirements

- Completed application form
- Application processing fees. Please refer to the schedule of fees on the Township website or contact the Planning Dept. for assistance regarding the applicable fees. Please note, Conservation Authority fees also apply.

***Note: A deposit may required to be used for any additional review work that may be necessary. Any unused funds from the deposit will be returned upon completion of the process.*

- For major applications, an irrevocable Letter of Credit is required ranging from \$10,000 to \$50,000 depending on the scope of the project.
- For minor applications, an irrevocable Letter of Credit is required ranging from \$5,000 to \$10,000.
- Required peer reviewed reports and drawings as identified during pre-consultation.
- A digital copy (.pdf) of all drawing sheets and reports.

All plans must include the following:

- Key plan, illustrating the location of the subject property, relative to the street layout within the surrounding area;
- Ownership name, project name, municipal address, legal description, date of submission and revision box;
- North arrow and scale;
- Complete boundary details, illustrating future streets, property and division lines;
- Area of property, proposed or planned division of property; and
- Matrix indicating zone requirements and actual site statistics.

Existing Conditions Plan

- Exact location and description of existing buildings or structures on abutting properties;
- Abutting roads including the location and width of any utility poles, fire hydrants, and sidewalks, where applicable;
- All existing driveway entrances to the subject property as well as existing access and driveway entrances of the adjacent properties, including those of the properties on the opposite side of the road to the subject site;
- Type and extent of easements or right-of-way's, both on and adjacent to the property;
- All existing utility services are to be shown;
- Existing trees, watercourses and rock outcroppings, swales ditches, etc. with exact locations;

- Existing grades over entire property by:
 - Contour lines at minimum one metre intervals, and contours of a reasonable portion of adjacent properties, or
 - The equivalent in spot elevations; and
 - The elevations of the crown of adjacent roads and public sidewalks.

Site Plan Drawings

Access Facilities

It is the intent of the Township to ensure that the access to the proposed development is located so that the safety and convenience of vehicular and pedestrian traffic to and from the property is assured and that the safety and traffic flow on public roads is not unnecessarily impeded. This will be accomplished through the following:

- a) The location and construction of any access to a road required approval from the agency which has jurisdiction over the road abutting the property (i.e. Ministry of Transportation, County of Peterborough, and Township of Selwyn).
- b) Only one access from each street abutting the property will generally be permitted. Exceptions may be granted for automobile service stations and major developments with substantial road frontage, or is otherwise agreed to by the Township of Selwyn.
- c) The gradient of an access driveway shall not exceed 10%.
- d) The access driveways shall be constructed so that no surface water is discharged onto the travelled portion of the road.
- e) Where the expected traffic generated by a new development requires additional turning and storage lands abutting the new development or traffic direction signs, the Township may require that these be constructed at the applicants'/owners' expense.

- f) The access driveway located within the road right-of-way shall be paved.
- g) Where the road adjacent to the property is constructed with curbs and gutters or sidewalks, the access driveway located within the road right-of-way shall be constructed with pour-in-place concrete curb. The cost of altering the existing sidewalk is to be borne by the applicant/owner.

Off Street Vehicular Loading and Parking Facilities

Where possible, it is the intent of the Township that off street parking and loading facilities be provided, which ensures convenience to users; together with orderly and safe vehicular and pedestrian movement. The parking area shall be designed in such a manner that emergency access routes for all emergency vehicles are provided.

The following shall be taken into consideration:

- a) Parking, loading and access areas:
 - **Rural Development** - parking, loading and access areas as required may use alternative surface solutions if the alternative can be shown objectives and satisfy agency and regulatory requirements.
 - **Urban Development (Bridgenorth, Ennismore Hamlet, Lakefield and Young's Pt)** - parking, loading and access areas as required in the applicable Comprehensive Zoning By-law shall be provided with a suitable foundation and surface (i.e. interlocking brick, asphalt, or concrete).
- b) An adequate roadway/route shall be provided and maintained to provide access for firefighting equipment. This roadway/route shall be designed and constructed in accordance with the Ontario Building Code – and shall be illustrated on the site plan.

- c) All parking, loading and access areas shall be properly drained, and the surface water collected on the site and, if possible, brought to an outlet approved by the agency having jurisdiction over drainage.
- d) The dimensions of individual parking spaces shall be as required by the applicable Comprehensive Zoning By-law. Parking areas shall be designed to provide safe and convenient access to each parking space. Parking spaces are to be clearly marked.
- e) Gradients and cross-slopes for parking areas are as follows:
- Maximum gradient – 6%
 - Maximum cross-slope – 6%
 - When the grade is less than 1.5%, the minimum cross-slope shall not be less than 1.5%
- f) Parking areas for residential development should not be located so as to impair the view from living room windows and should not be less than 3 metres (10 ft.) from a window for a habitable room at or below grade, and not less than 1.8 m (6 ft.) from a wall containing a window to a habitable room where the sill is 1.8 m (6 ft.) or more above grade.
- g) Where a parking area is adjacent to a blank wall or a wall having windows to a non-habitable room only, provision shall be made for suitable curbs or stops to prevent damage to the wall.
- h) Parking areas adjacent to major walkways require permanent curbs to prevent parked vehicles from overhanging the walkway.
- i) Permanent effective vehicle barriers may be required for parking or loading areas to prevent encroachment on walkways, privacy areas, adjacent properties, public roads, etc. by parked or moving vehicles.
- j) Curb Cuts to Accommodate Disabled Persons.
- k) Where raised walkways are placed alongside a vehicular route, a break in the curb surface in the form of a curb cut shall be constructed to help disable persons negotiate such changes in the surface level:
- The entire surface of the curb cut shall have a textual change to act as detectable change.
 - Curb cuts shall have a maximum slope of 1:12 on the main ramp with flared sides
 - having a suggested slope of 1:10 but not to exceed 1:8.
 - There shall be a minimum width of 1 m (39 in.) between flared sides of the curb cut.
 - Where there is a drop at the edge of the curb cut, the drop shall be no greater than 13 mm (0.5 in.) and not less than 6 mm (0.25 in.).
- l) Daylighting triangles shall be maintained to prevent the parking of vehicles (even temporary in nature) in these locations in order to allow for clear site lines at intersections.
- m) Any loading facilities shall be constructed to sufficient capacity to support the heaviest anticipated service vehicle.
- n) All loading facilities shall be designed so that vehicles can enter and leave the property in a forward motion.
- o) Driveway and aisle width shall be in accordance with the requirements of the applicable Comprehensive Zoning By-law.
- p) Short term parking areas, such as those for fast food outlets, gas stations, and banks, shall be designed as to not obstruct exit/access driveways or to interfere with daylighting triangles.

Barrier Free Parking Requirements

Parking spaces and passenger loading zones for disabled persons shall be provided as outlined in the applicable zoning by-law.

Parking spaces shall be located adjacent to the accessible entrance to a building so that disabled persons do not need to pass behind parked cars.

Parking spaces shall have a firm level surface with a slope not exceeding 1%.

The passenger loading zone shall provide a safe exit from vehicles away from road or sidewalk traffic and shall be visible from the entrance. The distance between a building entrance and the drop-off zone shall not exceed 30 m (100 ft.); and shall be firm and level at a 1% grade.

Parking spaces and passenger loading zones for disabled persons shall be prominently identified by property signage – designated by the symbol of International Accessibility mounted both vertically on a sign as well as marked on the surface of the parking spaces in fluorescent blue.

Walkways and Other Means of Pedestrian Access

It is the intent of the Township to provide safe and convenient walkways serving points of access to and from all site facilities. This will be accomplished through the following:

- a) Walkway or combined walk and driveways shall be provided from the entrances of a residential building to a parking area and adjacent public street and recreational facilities.
- b) Walkways should be designed with a minimum of conflict between pedestrian and vehicular traffic and be co-ordinated with the grading plan to prevent the passage of large flows of water on or across the walkways.
- c) Minimum width of on-site walkways should be:
 - i) Main Walkways – 1.5 m
 - ii) Secondary Walkways – 1.0 m
- d) Major walkways for commercial or residential developments shall be constructed with a hard surface (including brick or brushed concrete) other than asphalt.

Facilities for Lighting

It is the intent of the Township to provide adequate on-site lighting for the safety of vehicular and pedestrian traffic without interfering with the enjoyment of adjacent properties or with the traffic on adjacent roads and to foster a greater sense of security for the public. This will be accomplished through the following:

- a) The applicant/owner shall provide adequate on-site lighting for the safety of vehicular and pedestrian traffic in public areas such as parking areas, walkways, building entrances and access points.
- b) Light standards, flood lighting and lighted signs must be located and directed so as to not interfere with the traffic on the adjacent roadways.
- c) Flood lights and lighted signs may not be directed to windows of habitable rooms on adjacent properties.
- d) Special emphasis should be given to avoid glare on adjacent residential properties.
- e) Light standards for pedestrian and parking areas should be designed to avoid excessive glare on adjacent roads and properties, to address the scale of the site and to respect natural night lighting.
- f) Lighting shall be energy efficient and dark sky compliant (refer to Appendix C for examples)

Vaults, Central Storage and Collection Areas

It is the intent of the Township to provide for waste storage facilities adequate to accommodate the potential on-site needs in a suitable location without creating public health hazard or nuisance to adjacent properties. This shall be accomplished through the following:

- a) Outside waste disposal enclosures should conform to the same setbacks as those required

for accessory buildings as outlined in the applicable Comprehensive Zoning By-law.

- b) Water disposal enclosures shall be properly screened and located outside main public view.
- c) The waste disposal storage area must be conveniently located with proper access.
- d) Any outside disposal facility must:
 - **Rural Development** - be constructed to provide an adequate visual shield of the garbage container and be properly maintained at all times.
 - **Urban Development (Bridgenorth, Ennismore Hamlet, Lakefield & Young's Pt)**
 - Be enclosed by a 2.0 m (6.6 ft.) high fence (i.e. wood or masonry wall) which shall be higher than the garbage container;
 - Contained on a concrete pad;
 - Ensure protection and freedom from vermin and rodent infestation;
 - Blend with landscaped areas and be surrounded by evergreen shrubs at least 1.2 m (4 ft.) in height when planted;
 - Contain areas for clearly labelled storage of recyclable materials;
 - Provide grease traps, if necessary; and
 - Be properly maintained at all times.

Grading and Stormwater Management

It is the intent of the Township to prevent grading or changes in elevation or contours of the land which could result in the obstruction of natural or artificial drainage courses, discharge of surface water on adjacent lands or public highways or a detrimental visual or physical impact on adjacent properties which could result in the destruction of unique natural features of the site. This shall be accomplished through the following:

- a) Where the proposed grading or change in elevation will change the natural drainage

pattern, the applicant/owner must provide clear evidence that these changes will not result in the blockage of natural drainage, ponding of water on adjacent properties or the discharge of surface water on adjacent properties or roadways.

- b) All surface water collected on the site must be discharged into an outlet approved by the agency having jurisdiction.
- c) The rate of storm sewer discharge should not exceed the rate under existing predevelopment conditions.
- d) The drainage of the adjacent properties must not be affected during site preparation nor after construction is complete.
- e) The natural drainage patterns of existing ditches, channels, streams and creeks shall not be changed if changes would affect not only the site but also adjacent properties. In addition, the combined effect of the proposed development and other approved development in the vicinity should not exceed the capacity of these existing drainage courses.
- f) Storm water runoff from impervious areas such as parking lots and driveways shall be handled within the site and should not flow onto areas such as public roads or sidewalks.
- g) The design of storm water drainage and storm water storage facilities may include: roof top storage, underground storage tanks, surface detention basins, trench drains, planted swale areas, bermed areas, or where acceptable soil and ground water conditions exist, recharge basins, dry wells, porous pavement, or any other innovative techniques, or combination of the above as approved by the Township of Selwyn and/or Otonabee Region Conservation Authority.

Landscaping

The Township strives to ensure the protection of the site's unique natural features, to improve functionality and beauty of proposed developments,

to enhance the image of the Township. In addition to improving and enhancing the Township's image, landscaping should be considered in terms of its proposed use.

Applicable to Rural Development and Urban Development:

- a) Aesthetic - To enhance main roads and highways and to buffer or screen conflicting uses including parking areas, service areas and waste disposal areas.
- b) Engineering/Environmental - To control glare, reflection, noise, wind, erosion, drainage, shading and snow drifting, to re-vegetate areas and to protect environmentally sensitive areas.
- c) Pavement or Parking - shall be avoided in areas designated for landscaping.
- d) The applicant/owner shall identify unique natural features of the site on the plans. These unique natural features, such as trees, creeks, or scenic views, are to be protected during site preparation and building construction. Abutting parkland, greenbelt and landscaped areas of other properties should also be protected.
- e) Special landscape designs are encouraged to enhance property entrances, and access boulevards.

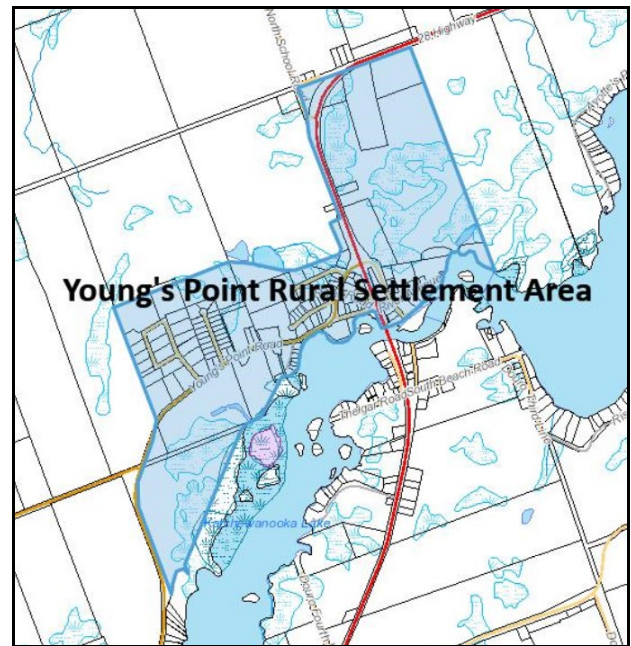
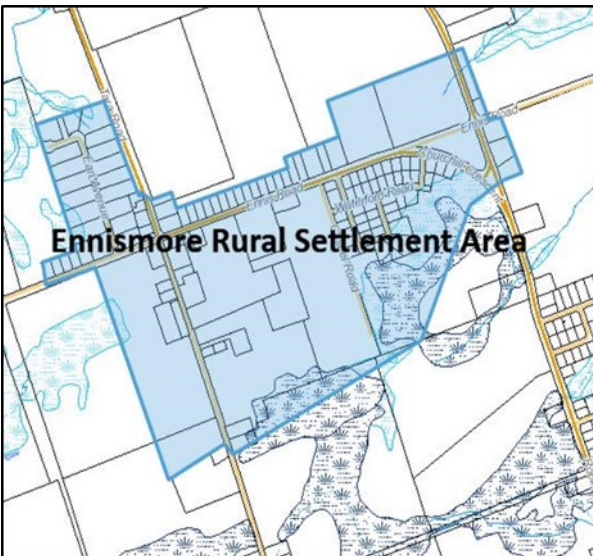
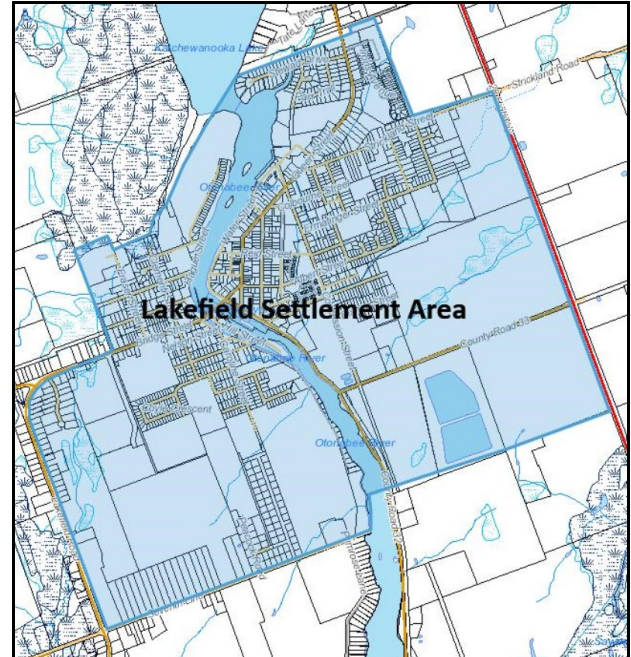
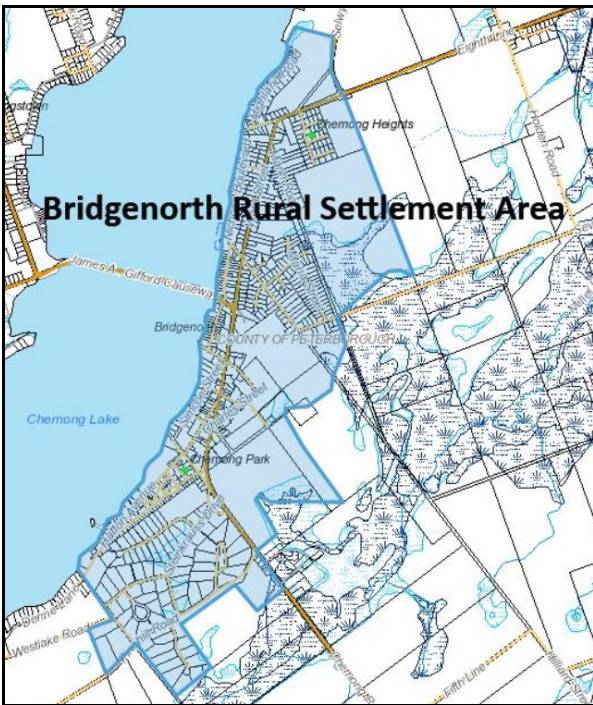
Applicable to Urban Development ONLY

- a) Architectural - To enhance public areas and entrances to buildings and sites, to diminish the impact of blank walls, and to create private and semi-private spaces, with landscape characteristics of the area.
- b) All of the property not used for pedestrian or vehicular circulation, parking/loading, designated snow storage areas or buildings shall be landscaped. Snow should not be stored so as to adversely affect landscaped areas.

- c) At least 40-60% of all trees and shrubs should be of the coniferous type to provide year-round landscaping. There should be a combination of flowering types, with varying types of ground cover, and low shrubs.
- d) Special landscape designs such as cedar hedges are required along blank walls to offer visual relief and complement building designs.
- e) The landscape design must consider the existing streetscape character and landscape of the surrounding properties.
- f) Development should ensure that site design provides protection of valuable open spaces, landscape elements, recreational areas, historic landmarks, scenic views to natural areas, waterfront or manmade landmarks, and of any other architectural or natural attributes of the site and its surrounding area.
- g) All trees and shrubs shall meet the specifications for nursery stock as set out by the Canadian Nursery Trades Association and shall be planted according to accepted nursery trade practices.

When possible, all plant material shall be native Ontario material. Trees are to be nursery grown stock with trunks, limbs, and basic shape typical of its species. Trees shall have straight trunks, be well branched and be balanced with a strong central leader. Trees shall be maintained so as to be free from insects, disease, and all physical injury.

Official Plan Designated Hamlet and Urban Areas



This pamphlet has no legal status and cannot be used as an official interpretation of the various bylaws, codes and regulations currently in effect. The Township of Selwyn accepts no responsibility to persons relying solely on this information.

Pamphlets are updated periodically. Contact the Building & Planning Department at 705.292.9507 to determine if you have the most recent edition or to **book an appointment.**