



# TOWN OF GRIMSBY

## SITE PLAN APPLICATION

Revised January 2022

### A) **GENERAL NOTES TO THE APPLICANT**

#### 1. **Complete Application**

All applications must be complete. This includes the application form completed, and signed by the owner or authorized agent; complete drawings as outlined in this application package, and required fees paid. Any incomplete application will be returned.

#### 2. **Application Process**

Upon receipt of a complete application, the following procedure is followed:

- i) The application is circulated to Town departments (Planning, Public Works, Building and Fire) and affected agencies (Region of Niagara, MTO, NPCA and Grimsby Power) as appropriate.
- ii) Review comments are relayed to the applicant. Comments typically request site plan changes to meet town requirements, clarification, additional information, etc. A meeting between Town, agency staff and applicant may be required.
- iii) Once the applicant has addressed all comments appropriately, Town Planning staff will bring a Report with recommendations to the Committee of The Whole for consideration. The Committee's recommendation is then forwarded to Council for approval.
- iv) Upon approval of the site plans, Town staff prepares a site plan agreement. This agreement is signed by the owner who agrees to perform development in accordance with the approved plan. With the signed agreement, the owner must provide a letter of credit in an amount specified in the agreement. The applicant also pays the Development Servicing Engineering Review and Administration Fee.
- v) Once the owner has signed the agreement, the Mayor and Town Clerk sign the agreement, which is registered on title and a building permit will then be available.

#### 3. **Abandoned Applications**

Where an application has been inactive for one year or more, the Town will deem the application abandoned. An applicant may submit a request for an extension of one year, which may be granted at the discretion of the Town.

## **B) APPLICATION REQUIREMENTS CHECKLIST**

1. Application form
2. Site Plan Application Drawings (6 copies)
3. Application Fee
4. Building Code Matrix (required where building proposed)
5. Grimsby Power Inc. Electrical Planning Requirements Form (see attached)
6. Copy of property deed or legal description
7. Other possible requirements (contact Planning Dept.)
  - Archaeological Assessment
  - Heritage Impact Assessment
  - Environmental Impact Study
  - Tree Preservation Plan
  - Geotechnical & Slope Stability Report
  - Floodplain Study
  - Environmental Assessment
  - Noise and Vibration Study
  - Stormwater Management Plan
  - Traffic/Parking Impact Assessment

## **C) APPLICATION FEES**

### **1. Fee Rates**

Application fees for Site Plan Approval must be submitted with the complete application. Cheques shall be made out to the "Corporation for the Town of Grimsby". Application types are as follow:

**TYPE 1:** Applies to all site plans not defined as Type 2 or Type 3.

**TYPE 2:** Site plans that include the following:  
(a) Site changes only, without new buildings  
(b) Minor additions to existing buildings (up to 464.5 square metres or 50% of the existing floor area).  
(c) Modifications to existing site plans within the designated industrial area for additions up to 1,395.5 square metres.  
(d) Street townhouse developments where internal servicing is not required.

**TYPE 3:** Site plans that encompass minor applications where an applicant is requesting the waiver of site plan agreement requirements and where no planning, engineering or environmental studies are required and no agency circulation is required.

Pre consultation – (first pre-consultation is discounted from full fee)

Click the link below for applicable fee rates

<https://www.grimsby.ca/en/resourcesGeneral/Documents/PlanningDepartment/Fees-2022/2022-Planning.pdf>

**2. Engineering Review and Administration Fees:**

In addition to the application fees noted above, Engineering Review and Administration fees are payable prior to signing of the site plan agreement calculated as a percentage based upon the Town's estimated cost of construction of all services (internal and external) as shown in the development agreement's Financial Schedule. Charges are outlined under, Engineering: Site Plan / Subdivision / Condominium/Severance (development agreement), using the following link

<https://www.grimsby.ca/en/resourcesGeneral/Documents/PlanningDepartment/Fees-2022/2022-Planning.pdf>

**3. Cost Estimate of Site Works**

An estimate of the cost of site works will be done by the Town. Upon final approval of the site plans, the applicant will be required to submit an estimated schedule of quantities of all materials approved for the development with the exception of any materials associated with the construction of any buildings.

**4. Letter of Credit**

Upon approval of the site plans, Town staff prepare a site plan agreement. This agreement is signed by the owner who agrees to perform development in accordance with the approved plan. With the signed agreement, the owner must provide a letter of credit in an amount specified in the agreement, to a value of 20% of Primary Services and 50% of Secondary Services (for site plan applications associated with condominium applications, a value of 20% of Primary Services and 100% of Secondary Services is applied).

Upon the substantial completion of primary works outlined in the agreement, the municipality will entertain written requests for a reduction in the Letter of Credit. The municipality will establish a final date which will serve as a commencement date for a twelve (12) month to thirty-six (36) month guarantee period. During this period, the municipality will retain 10% of the cost estimate of site works. Should any deficiencies in the site or service works be discovered at the time of the final inspection date, the municipality will retain an additional percentage of the Letter of Credit to cover the deficiencies.

**5. NPCA Fee:**

Where the Niagara Peninsula Conservation Authority (NPCA) review is required, please contact the Niagara Peninsula Conservation Authority for the applicable fee. The determination of whether an application is minor or major is made by the NPCA. This is required where:

- Lands are identified as “Hazard Area” in the Official Plan,
- There is a watercourse on the property, or within 15 metres of the property;
- Lands are within 30 metres of the Lake Ontario Shoreline, or
- There is a Niagara Escarpment slope on the property.

**6. REGION OF NIAGARA:**

Applications which entail a Regional response if the subject property is located on a Regional road or there are Regional infrastructure/facilities located nearby or the application has a Regional or Provincial issue as determined by the local municipal planner. Please contact the Region of Niagara for the applicable fee.

Additional fees apply for Stormwater, Urban Design, Hydrogeology, EIS and/or Private Sewage Systems Reviews, as required (Refer to Additional Fee Section, Development Applications, Forms and Fees of Region of Niagara website [https://www.niagararegion.ca/business/fpr/forms\\_fees.aspx](https://www.niagararegion.ca/business/fpr/forms_fees.aspx) )



# TOWN OF GRIMSBY

## APPLICATION FOR A SITE PLAN AGREEMENT

160 Livingston Avenue,  
Grimsby, ON L3M 0J5

**A. OWNERSHIP INFORMATION**

OWNER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE NO. \_\_\_\_\_ FAX # \_\_\_\_\_  
EMAIL \_\_\_\_\_

**B. AGENT INFORMATION** (Note: all correspondence will be directed to agent noted on application).

AGENT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE NO. \_\_\_\_\_ FAX# \_\_\_\_\_  
EMAIL \_\_\_\_\_

**C. MORTGAGEE INFORMATION**

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE NO. \_\_\_\_\_ FAX # \_\_\_\_\_

**D. LOCATION OF PROPERTY**

MUNICIPAL ADDRESS \_\_\_\_\_  
LOT/CONCESSION NUMBER \_\_\_\_\_  
REGISTERED PLAN NUMBER \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Application Submitted		Building Code Matrix	
Complete Application		Copy of Deed	
Complete Plans x (6)		Grimsby Power Submission	
Application Fee \$			

**E. DIMENSIONS OF LAND AFFECTED** (IN METRIC)

FRONTAGE \_\_\_\_\_ AVERAGE WIDTH \_\_\_\_\_ AVERAGE DEPTH \_\_\_\_\_  
AREA: HECTARES \_\_\_\_\_ SQUARE METRES \_\_\_\_\_

**LAND USE**

EXISTING USES

PROPOSED USE

ADJACENT LAND USES

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**F. PROPOSED DEVELOPMENT**

**1. RESIDENTIAL INFORMATION (IF APPLICABLE)**

- A) NUMBER OF UNITS \_\_\_\_\_
- B) NUMBER OF STORES \_\_\_\_\_
- C) GROUND FLOOR AREA \_\_\_\_\_
- D) TYPE & NUMBER OF UNITS:  
BACHELOR \_\_\_\_\_ 1 BEDROOM \_\_\_\_\_  
2 BEDROOM \_\_\_\_\_ 3 BEDROOM \_\_\_\_\_
- E) NUMBER OF PARKING SPACES:  
UNDERGROUND \_\_\_\_\_ SURFACE \_\_\_\_\_  
*(REFER TO SECTIONS 9.4 & 7.19 OF ZONING BY-LAW NO.71-74 AS AMENDED)*

**2. COMMERCIAL & INDUSTRIAL INFORMATION (IF APPLICABLE)**

- A) DIMENSIONS \_\_\_\_\_
- B) TOTAL FLOOR AREA \_\_\_\_\_
- C) NUMBER OF PARKING SPACES \_\_\_\_\_  
*(REFER TO SECTION 7.19 OF ZONING BY-LAW NO.71-74, AS AMENDED)*

**3. OFFICIAL PLAN**

- A) DESIGNATION \_\_\_\_\_
- B) PROPOSAL IN COMPLIANCE YES \_\_\_\_\_ NO \_\_\_\_\_
- C) AMENDMENT REQUIRED YES \_\_\_\_\_ NO \_\_\_\_\_
- D) AMENDMENT APPLIED FOR YES \_\_\_\_\_ NO \_\_\_\_\_

**4. ZONING**

- A) EXISTING ZONING \_\_\_\_\_
- B) PROPOSAL IN COMPLIANCE YES \_\_\_\_\_ NO \_\_\_\_\_
- C) AMENDMENT REQUIRED YES \_\_\_\_\_ NO \_\_\_\_\_
- D) AMENDMENT APPLIED FOR YES \_\_\_\_\_ NO \_\_\_\_\_

**5. GENERAL**

- A) MUNICIPAL WATER: YES \_\_\_\_\_ NO \_\_\_\_\_
- SERVICES SANITARY SEWERS: YES \_\_\_\_\_ NO \_\_\_\_\_
- STORM SEWERS: YES \_\_\_\_\_ NO \_\_\_\_\_
- HYDRO: YES \_\_\_\_\_ NO \_\_\_\_\_





# **SITE PLAN APPLICATION DRAWINGS**

SIX COPIES OF EACH PLAN TO BE SUBMITTED WITH THE APPLICATION.

## **A. EXISTING CONDITIONS**

### **1. Legal Description:**

Lot, block and registered plan numbers of the property and those adjacent thereto in detail sufficient for registration purposes.

### **2. Dimensions:**

Length of each boundary, also showing future streets; property and division lines; area of property, in both square metres and hectares proposed or planned division of property; exact location and description of existing buildings and structures on abutting properties.

### **3. Rights-of-Way:**

All streets with both sides and centre line shown; street widening with curb lines (existing and proposed); .3 metre reserves; type and extent of all easements, etc., both on and adjacent to the property with their dimensions.

### **4. Utilities:**

Such as overhead power and telephone lines, all fire hydrants, water mains, storm and sanitary sewers, either on or adjacent to the property.

### **5. Natural Features:**

Such as preservable trees, springs, watercourses, and rock outcroppings with their exact locations.

### **6. Grades:**

Over the entire property by a) contour lines at 1.5 metres intervals on steep sides – less on relatively flat sites and the contours of a reasonable portion of the adjacent properties, or b) the equivalent in spot elevations; also the location of the crown of adjacent roads and public sidewalks – all shown in geodetic levels.

### **7. Scale:**

To be 1:250 to 1:500

## **B. PROPOSED DEVELOPMENT**

### **1. Buildings:**

Locating dimensions and overall dimensions; identification by type of each building and number of floors.

### **2. Parking Areas:**

Designated as to garages, carports or open parking; with capacity (breakdown and totals) and dimensions of access-ways and all parking spaces, truck loading bays, etc.

### **3. Driveways & Ramps:**

With dimensions, indicating grades of ramps, vehicular circulation and one-way traffic and curbs (double line). Show curve radii of curbs at all street access and driveway intersections.

### **4. Other Features:**

With dimensions, main as well as accessory buildings; garden and retaining walls; protective railings; walks; areas for recreation, plat lots, landscaped areas;

service and delivery access; extent of underground garage and location of ramps, stairwells, garbage depots; location of electrical transformers and electrical room, etc.

**5. Finished Ground Grades:**

First floor elevations of all buildings; proposed finished ground grades shown in geodetic levels – sufficient to show steepness, drainage and direction of all slopes and extent of deviation from original (natural) grades.

**6. Engineering Servicing Plans:**

Servicing plans (plan and profile) for Public Works Department review may include (but not limited to):

- storm water management
- water distribution system
- sanitary sewers
- lighting

For further details contact Public Works Department.

**7. Site Statistics: (in chart form)**

Showing areas – the following expressed both in square metres and as a percentage of the total lot area:

- a) main building(s)
- b) accessory building(s), if any
- c) parking (paved)
- d) other paved areas (drives, bays, loading areas, etc.)
- e) landscaped areas (remainder)

**8. Multiple Housing & Commercial Projects:**

a) Multiple Dwellings Statistics (in chart form)

1. Net area of lot (in square metres and hectares excluding public roads and road widening to be dedicated to the Town.
2. The lot area (in square metres) per suite.
3. Number of suites: bachelor, 1 bedroom, 2 bedroom, 3 bedroom, etc., and a list by floor total.

b) Commercial Projects Statistics (in chart form)

1. Net area of the lot (in square metres and hectares) excluding public lands, public roads and road widening.
2. Ground floor area – measured from the outside walls of building(s) for land coverage.
3. Gross Floor Space – measured from the outside walls – of all floors of building(s) designed for commercial purposes, less:

unexcavated or 'void'	sq.m.
exterior walls	sq.m.
furnace	sq.m.
laundry rooms	sq.m.
interior motor vehicle parking area	sq.m.
washrooms	sq.m.
stairwells	sq.m.
elevator shafts	sq.m.
waste disposal areas	sq.m.
permanent storage areas (specify list and add upon on floor plans)	sq.m.
areas for mechanical equipment	sq.m.
REMAINDER – total business	sq.m.

4. Commercial Floor Space of all Buildings of the Project

Less:	1. Business floor	sq.m.
	2. Professional office area	sq.m.

9. **Key Map: (6 copies to be submitted)**

To be north-oriented and at a scale not smaller than 1:5000 showing development as related to surrounding street system and existing land uses (*schools, churches, parks, shopping centres and other community facilities*). May be included with plot plan (*i.e. drawn on same sheet*).

10. **Architectural Drawings:**

1. Elevations (6 copies to be submitted)

Of all sides, of all main and accessory buildings, showing all roof structures (pent-houses, chimneys, vents, etc.) in full and their measurements indicated. They should be good quality finished presentation drawings uncluttered with dimensional or structural references, with north point indicated. The scale should not be smaller than 1:100.

2. Exterior Materials and Colour Schedule (6 copies to be submitted)

The types of materials and their colours should be specified and preferably separate from the elevation drawings.

3. Floor Plans (6 sets to be submitted)

For all buildings, main and accessory, of entire basement, ground floor, second floor, typical upper floor and one cross section.

North-point to be indicated on all sheets.

4. Signs (6 identical copies to be submitted)

Drawings of all identification signs in their intended locations, fascia, ground or roof, showing dimensions.

11. **Landscape Plans: (6 copies to be submitted)**

1. Main Features of the Plot Plan

All buildings, parking areas and driveways, together with physical features of the site for the purpose of establishing the location and relationship of planting and related construction (ramps, underground garages, stairwells, easements, walks, sitting out areas, garden walls, etc.)

2. Distribution of Plantings

Location and identification of all plant materials (using symbols), outline of planting beds, existing trees to be preserved, transplanted or removed.

3. Plant Materials List (in explanation of the symbols used)

Giving size, quality or other pertinent description common to the trade. Standardized botanical plant names preferred.

4. Recreational Facilities

Such as play areas, equipped play lots, tennis courts, swimming pools, etc.

5. Other Items

These should include any patios; earth mounds; walks; steps; benches; all pave areas; location and type of light standards; garbage collection

stations; fences; free-standing screen or garden walls; retaining walls; ornamental pools; guardrails; free-standing sculpture and other exterior constructions.

**NOTE:**

It is strongly recommended that for larger projects and especially those in which extensive landscaping or regarding is contemplated, that a professionally qualified landscape architect be engaged (and preferably at an early stage of the design process) who also will be responsible for the supervision of the landscaping job.

**12. ACCESSIBILITY REQUIREMENTS**

The Corporation of the Town of Grimsby is committed to creating an accessible community and meeting its obligations under the Accessibility for Ontarians with Disabilities Act (AODA, 2005). To that end, site plan applications will be reviewed to determine if basic accessibility criteria is being met.

The accessibility review does not apply to the following:

- Houses – including semi-detached houses, duplexes, triplexes, townhouses, row houses, and boarding or rooming houses with fewer than 8 boarders or roomers.
- Buildings of Group F, Division 1 major occupancy, and;
- Buildings which are not intended to be occupied on a daily or full time basis, including automatic telephone exchanges, pump houses and substations.

In order to assess an application for compliance, details relating to the following should be submitted with your application or included with the site plan:

- a) **Access to Parking Areas** – including location of accessible parking spaces and parallel parking spaces (as applicable), parking space access aisles, posted parking space signage and curb cuts/ramps at adjacent walkways (as applicable).
- b) **Exterior Passenger Loading Zones** (as applicable) – including access aisles, curb cuts/ramps and clearance height.
- c) **Exterior Walks** – including width of pathways/walkways, location and slope of ramps (as applicable), and curb cuts/ramps as applicable.
- d) **Curb Cuts/Ramps** – including location, gradient, width, length and detectable warning surface (i.e. grooves).
- e) **Ramps** – slope, width, landing at top and bottom.
- f) **Entrances** – including number of accessible entrances, width of doorways, existence of automatic door opener.

Questions about Accessibility Requirements should be forwarded to the Building Department at 905-309-2020.