

Accessibility Guidelines: Site Plan Checklist

The following checklist is to be completed by the site designer in support of an application for site plan approval.

This checklist is designed to assist designers in ensuring that all applicable accessibility requirements under the Integrated Accessibility Standards Regulation (O. Reg 191/11 under the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11) and the Town of Orangeville enhanced standards (marked with “*”) are met.

Each listed item should be reviewed and confirmed to be addressed in the corresponding plans and drawings. Where items do not apply or are not met, comments should be provided in each section explaining the deviation or non-applicability. This checklist and relevant plans and drawings will be circulated to Access Orangeville for review. Please ensure that plans and drawings provide sufficient accessibility dimensions, slopes, clearances, and labeled details to allow staff and committee members to verify compliance.

This checklist was designed in consultation with, and endorsed by, Access Orangeville, the Town’s Accessibility Committee.

Project Information	
Project Name/Reference:	_____
Municipal Address:	_____
Type of Application:	<input type="checkbox"/> Multiple Residential <input type="checkbox"/> New Development <input type="checkbox"/> Commercial <input type="checkbox"/> Renovation <input type="checkbox"/> Industrial <input type="checkbox"/> Addition <input type="checkbox"/> Institutional <input type="checkbox"/> Mixed Use
To be completed by staff	
File Number:	_____
Complete Submission date:	_____
Access Orangeville review:	_____

1.1 Clear Widths

Does the exterior path of travel meet all clear width requirements below?

--	Requirements	Yes / No / N/A
Clear Width	1,500 mm (minimum) Exception: Width may be reduced only at curb ramp connections and not below 1,200 mm	
Overhead Clearance	2,100 mm (minimum)	
Entrance Clear Opening	850 mm (minimum)	
Surface Openings	≤ 20 mm, oriented perpendicular to travel	
Surface Condition	Firm, stable, slip resistant	
Obstructions	Path free of obstacles, protruding objects, overhead hazards	
Comments:		

1.2 Slopes

Do running and cross slopes at the exterior path of travel meet the limits below?

Slope Types	Requirements	Yes / No / N/A
Running Slope – General	≤ 1:20 (5%)	
Running Slope – Sidewalks	Sidewalk slope not steeper than adjacent roadway	
Cross Slope – Hard Surfaces	≤ 1:20 (5%)	
Cross Slope – Other Surfaces	≤ 1:10 (10%)	
Comments:		

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1.3 Elevation Changes

Do elevation changes at the exterior paths meet the requirements below?

Elevations	Requirements	Yes / No / N/A
6–13 mm	Provide 1:2 (50%) bevel	
14–74 mm	1:8 (12.5%) slope or curb ramp	
75–200 mm	1:10 (10%) slope or curb ramp	
>200 mm	Ramp required	
Comments:		

1.4 Ramps

Do ramps at the exterior path of travel meet the requirements below?

--	Requirements	Yes / No / N/A
Clear Width*	1,500 mm (minimum)	
Headroom clearance*	2,100 mm (minimum)	
Surface	Firm, stable, slip resistant	
Surface*	High tonal contrast	
Running Slope	≤ 1:15 (6.67%)	
Surface Openings	≤ 20 mm, perpendicular to travel	
Landings – Locations	Provided at top & bottom; at direction changes; at intervals ≤ 9 m	
Landings – Dimensions	1,670 × 1,670 mm (top/bottom/turns); inline landing ≥ 1,670 mm long & ≥ ramp width	
Landings – Cross Slope	Cross slope ≤ 1:50 (2%)	
Handrails	Provided on both sides	

Handrail Height	865–965 mm	
Handrail – Circular	Diameter 30–40 mm	
Handrail– Non-circular	Perimeter 100–155 mm, max cross-sectional dimension ≤ 57 mm	
Handrail Continuity	Continuous & graspable	
Handrail Extensions	Extend 300 mm beyond top & bottom; terminate safely	
Handrail Clearance	Clearance from wall ≥ 50 mm	
Intermediate Handrails	If ramp width > 2,200 mm, install intermediate rails; space between handrails ≤ 1,650 mm	
Guards	Where no wall, guard height ≥ 1,070 mm; no climbable elements between 140–900 mm	
Edge Protection - Curb	≥ 50 mm where no wall/guard	
Comments:		

1.5 Stairs		
Do stairs at the exterior path of travel meet the requirements below?		
--	Requirements	Yes / No / N/A
Riser Height	125–180 mm	
Tread Depth	280–355 mm	
Uniformity	Uniform risers & treads in a flight	
Closed Risers	Closed risers	
Nosings	Projection ≤ 38 mm; no abrupt underside	
Treads – Finish	Slip resistant	
Leading Edge Contrast	High tonal contrast along full width	
TWSIs – Location	At top of all flights	

TWSIs – Specs	Raised, high contrast, full width, 610 mm depth, begin 1 tread back	
Handrails	Both sides	
Handrail Height	865–965 mm	
Handrail Shape – Circular	30–40 mm diameter	
Handrail Shape – Non-circular	Perimeter 100–155 mm, max cross-sectional dimension ≤ 57 mm	
Handrail Extensions	300 mm beyond top/bottom; terminate safely	
Handrail Clearance	≥ 50 mm	
Intermediate Handrails	If stair width > 2,200 mm → intermediate rails; space between handrails ≤ 1,650 mm	
Guards - Height	Where no wall, 920 mm on stairs; 1,070 mm at landings where elevation difference > 600 mm	
Comments:		

1.6 Curb Ramp		
Do curb ramps at the exterior path of travel meet the requirements below?		
--	Requirements	Yes / No / N/A
Alignment	Aligned with direction of travel	
Clear Width*	1,500 mm (exclusive of flares)	
Running Slope – <75 mm	≤ 1:8 (12.5%)	
Running Slope – 75–200 mm	≤ 1:10 (10%)	
Cross Slope	≤ 1:50 (2%)	
Flared Sides	≤ 1:10 (10%)	

TWSIs – Bottom of Ramp	Raised, high tonal contrast, setback 150–200 mm, full width, 610 mm depth	
Comments:		

1.7 Depressed Curbs		
Do depressed curbs at the exterior path of travel meet the requirements below?		
--	Requirements	Yes / No / N/A
Clear Width*	1,500 mm (exclusive of flares)	
Alignment	Aligned with direction of travel	
Running Slope	≤ 1:20 (5%)	
TWSIs – Bottom	Raised, high contrast, setback 150–200 mm, 610 mm depth	
Comments:		

1.8 Rest Areas*		
Do rest areas at the exterior path of travel meet the Town’s standards below?		
--	Requirements	Yes / No / N/A
Spacing	Rest areas every ~30 m	
Rest Area Size	Clear area ≥ 1,800 × 1,800 mm	
Seating	Bench with adjacent clear space for side-by-side seating/transfer	
Clear Ground Space	≥ 900 × 1,500 mm beside seating	
Overhead Clearance	≥ 3,000 mm, if a shelter for weather protection is included	
Surface	Firm, stable, slip resistant	
Sightlines	Clear sightlines to path	

Visual Contrast	Contrast between rest area and main path	
Comments:		

2.1 Accessible Parking

Does the facility provide the required number and types of accessible parking spaces based on the total parking supply (or total visitor parking for multiple dwellings and townhouses on a private street)* ?

Total parking spaces	Accessible parking	Yes / No / N/A
2–12	1 Type A space	
13–100	4% of total spaces (rounded up)	
101–200	1 + 3% of total (rounded up)	
201–1,000	2 + 2% of total (rounded up)	
>1,000	11 + 1% of total (rounded up)	
Split Rule	Even totals → equal Type A/B; Odd → extra = Type B	

Comments:

2.2 Accessible Parking

Does the facility meet the following accessible parking requirements?

--	Requirements	Yes / No / N/A
Distance to Entrance*	Stalls within 30 m of main entrance(s)	
Surface Condition*	Firm, stable, slip resistant surface throughout accessible stalls and aisles	
Surface Openings*	≤ 20 mm and oriented perpendicular to direction of travel	
Type A Stall*	3.5 m × 5.5 m, with “Van Accessible” signage	

Type B Stall*	2.7 m × 5.5 m	
Aisle Width	≥ 1.5 m	
Aisle Length	Extends full length of stall	
Aisle Sharing	May be shared between two accessible stalls	
Aisle Marking	High contrast diagonal striping on hard surfaces	
Comments:		

2.3 Signage		
Does each accessible stall have signage compliant with HTA Reg. 581 and the Town's Standards?		
--	Requirements	Yes / No / N/A
Sign Size (English)	≥ 45 cm × 30 cm	
Sign Size (If bilingual)	≥ 60 cm × 30 cm	
Sign	"No Parking" P w/ slash, ISA, text "BY PERMIT ONLY" (and French for bilingual)	
Sign Height*	Between 1.5–2.5 m to center	
Pavement ISA Size*	≥ 1,525 × 1,525 mm	
Pavement ISA Contrast*	White border on blue background; high contrast	
Pavement ISA Placement*	Near entrance of the space (or centered for parallel spaces)	
Comments:		

2.4 On-Street Parallel Parking*

Do on-street parallel accessible spaces meet the Town's standards?

--	Requirements	Yes / No / N/A
Space Width	2.7 m (minimum)	
Space Length	6.7 m (minimum)	
Clearance by Obstructions	≥ 300 mm beside any wall/obstruction	
Slope	Running & cross slope ≤ 1:50 (2%)	
Surface	Firm, stable, slip resistant	
Line Markings	High contrast white line markings	
Sign Placement	Vertical sign at the front on sidewalk; pavement marking centered (or at street edge for visibility)	
Aisle Location	Rear of space or recessed into boulevard	
Aisle Size	2,000 mm preferred, 1,500 mm minimum	
Aisle Extents	Aisle extends full width or full length of space	
Aisle Marking	High contrast white diagonal markings	
Route Connection	Aisle connects directly to accessible curb ramp & continuous accessible path	
Total Length (Space + Aisle)	8,700 mm preferred / 8,200 mm minimum (combined)	
Comments:		