



Town of Orangeville
Planning Department

Site Plan Approval Procedures And Design Guidelines

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Appendix "A" Town of Orangeville Site Plan Control By-law – By-law 61-2004

1.0 Introduction

As Orangeville grows and changes, there is a need to ensure good urban design which provides for the needs of all citizens, minimizes potentially conflicting land uses, and integrates the built and natural environments in a sensitive way.

Site Plan Approval is an essential component of the development review process. As such, it is intended to:

- Implement the objectives of the Official Plan;
- Ensure conformity to the Zoning By-law and other appropriate by-laws and regulations;
- Ensure sufficient municipal services and on-site facilities; and,
- Eliminate or reduce negative impacts on adjacent land uses.

The guidelines presented in this document will provide citizens, developers and Town staff with a common objective to work towards and a level of predictability and certainty of expectation in terms of new development or redevelopment.

This site plan design manual is designed to:

- Improve the standard and efficiency of development and redevelopment in the Town through the proper design and placement of buildings and site services, layout of site facilities and integration of landscaping elements;
- Provide direction to applicants in the design of development proposals; and,
- Form the basis for the review of site plans by Town staff and/or Council.

The guidelines have a role that is different from the more precise regulations and standards found in the Zoning By-law. They are not intended to dictate specific limits, but rather provide a framework or overview for the evaluation of plans.

Although the guidelines may be quite specific, it is recognized that other design solutions may exist. As such, the guidelines provide that variations and modifications may be made provided that the general intent and purpose are maintained. Notwithstanding the flexibility of the guidelines, the applicant must still conform to all applicable by-laws, the Ontario Building Code and other relevant standards and regulations.

2.0 Approval Procedure

Site plan approval is administered by the Planning Department pursuant to Section 41 of the *Ontario Planning Act*. Site plan approval is one prerequisite to certain applications for building permit; it is recommended that applicants contact the Building Department regarding any specific requirements that are applicable to the issuance of a respective building permit. An office consolidation of the Town's site plan control by-law is attached as Appendix "A" to this guideline document.

Site plan approval applications are to be submitted directly to the Planning Department. The following steps should be followed to ensure a timely approval.

1. Contact Town Planning Department staff to obtain information regarding site-specific requirements or issues. An informal, pre-consultation meeting can be arranged with Planning staff to discuss the proposal.
2. Make a formal submission to the Planning Department, which includes the items listed in Section 4.0.
3. Plans are circulated by Planning staff to the various departments and external agencies for review and comment. Within four weeks of receiving the application, the proposal is discussed at a meeting of the Technical Review Committee.
4. The Planning Department notifies the applicant of any comments that arise from the circulations and Technical Review Committee.
5. If revised plans are required, the applicant must re-submit the plan(s) and the preceding steps are repeated to the extent necessary.
6. For all site plan applications, approval authority is delegated by Council to the Director of Planning (see site plan control by-law in Appendix "A"). Following approval of the plan(s) by the Director of Planning, a site plan agreement is prepared based on the approved plan(s) and the Town's standard site development requirements.
7. Once the agreement is finalized, it is executed by the owner, any mortgagees, the Mayor and the Clerk and securities, Development Charges, cash-in-lieu of parkland dedication, etc. (as required) are paid to the Town. All finalized site plan agreements are registered on the title of the respective property by the Town's solicitor.

Building permits will not be issued until the site plan(s) are approved and the site plan agreement is fully executed.

These guidelines identify minimal information requirements necessary in the preparation and consideration of site development proposals and proponents will not necessarily be limited to the items identified below as site-specific issues and conditions become apparent. From time to time, as deemed necessary, these guidelines may be modified by the Town.

3.0 Commenting Agencies

The applicant is encouraged to contact the appropriate agencies directly to discuss their requirements.

Specific approvals or permits may be required from the following:

- Bell Canada
- Enbridge Consumers Gas
- County of Dufferin
- Credit Valley Conservation (CVC)
- Ministry of Transportation (MTO)
- Orangeville Hydro
- Rogers Cable
- Wellington-Dufferin-Guelph Health Unit

Proof of approval or possession of a permit, as may be required from any of these agencies, may be requested by the Town prior to final site plan approval and/or the issuance of a building permit.

Comments received from the circulation of applications to such agencies will be reviewed. Town staff (and consultants where used) will review and analyze the application and, where necessary, require revisions to the site plan(s).

4.0 Submission of Application

4.1 General

The following items are required in conjunction with an application for site plan approval:

1. A completed application form with original signatures.
2. Three (3) copies of a recent property survey prepared by an Ontario Land Surveyor.
3. Twenty (20) copies of the proposed site plan(s), folded to 8 1/2" x 14" or less in size. As well, one 11" x 17" reduction of each site plan is required. **Unfolded large-scale plans will not be accepted.**
4. The application fee in accordance with the Town's current fee schedule.
5. A cheque made payable to L A Signs Inc. (1901275 Ontario Inc.) for the preparation and installation of a public notification sign(s) on the property that is subject to the site plan application.

The following plans and information must also be submitted with the application. Insufficient or missing information will only delay processing of the application.

1. site plan (layout)
2. landscape plan (as required)
3. grading plan/stormwater management plan (as required)
4. architectural elevation plan (as required)
5. site servicing/utility plan (as required)

4.2 Drawing Requirements

As an aid to interpreting the design drawings, they should be prepared to an appropriate standard. Drawings or packages of bound drawings should be all the same sheet size, clearly drawn, labeled and coordinated to include the following basic information:

1. Drawing name
2. Drawing number
3. Date of production
4. Schedule of revisions
5. Author (contact person)

6. Key plan (to indicate location of subject lands)
7. A north arrow
8. Location/legal description/address of the property
9. Scale(s) of drawings (1:250 is recommended)
10. Project name
11. Owners name and address
12. Consultant(s) firm name and address, along with signed stamp or seal as deemed appropriate
13. All measurements in metric units
14. Description of adjacent land uses/features and/or conditions within 30 metres.
15. Any Environmental Constraint Features

4.3 Information Requirements

The site plan(s) must contain the following information:

1. A legible chart showing the following:
 - a) The total lot area
 - b) Total building coverage by area and as a percentage of property area (see the definition of lot coverage, in the Zoning By-law [22-90, as amended])
 - c) The height of any/all building(s) in metres (see definition of height in the Zoning By-law)
 - d) The floor area of each storey, by proposed use
 - e) A calculation of parking and loading requirements, pursuant to the Zoning By-law
 - f) The total number of off-street vehicular loading and parking spaces shown on the site plan
 - g) For residential buildings, the number of units in each size category (by floor area and bedroom count)

2. The location and dimensions of all existing and proposed buildings and accessory facilities such as parking lots, driveways and garbage enclosures.
3. The dimensions of front, side and rear yards of the building(s) on the subject property.
4. Architectural elevations or perspective views of the building(s). This requirement does not apply to residential buildings containing less than 25 dwelling units (see *Planning Act* Section 41(4)).
5. Any and all existing or proposed easements, sight triangles, road widenings, etc.
6. Any and all existing or proposed utility poles, transformers, electrical rooms etc. on the property and on adjoining portions of any road allowance.
7. Any and all existing or proposed drainage swales, catchbasins, sewers, and watermains on the property and on adjoining portions of any road allowance.
8. Any and all existing or proposed trees, grassed areas and other landscape features on the property and on adjoining portions of any road allowance.
9. The location of any proposed ground signs as well as any defined sign band areas on the building(s).
10. The location of any proposed drive-through facility(ies).

Any questions regarding the scope of these guidelines or applications which are not covered here should be directed to the Planning Department.

5.0 General Site Planning Guidelines

5.1 Relationship to the Street

For all development in the areas covered by these guidelines, the objective is to create the appearance of well-designed buildings in an attractive, landscaped and pedestrian-friendly setting.

5.2 Parking Areas

Where possible, the exposure of parking spaces to public view should be minimized. Except in the Downtown where buildings are to abut the public sidewalk, a continuous landscaped area between the street line and the building should be provided. This landscape connection should be at least as deep as the minimum front yard setback but additional space is desirable to provide a greater visual effect.

Handicapped parking spaces must be located within 30 metres of the main entrance and allow immediate access to a walkway. The standards set out in the Zoning By-law and under the Ontario Building Code must be met.

Sufficient area, not designated as minimum required parking or loading spaces, should be allocated for the manoeuvring of trucks or larger vehicles on a site.

Sufficient area, not designated as minimum required parking or loading spaces, is to be identified for winter snow storage and/or removal. Snow storage areas must not be located in highly visible areas and large snow storage areas will be strongly discouraged.

Curbing or similar dividers should be used to separate all driveways and parking from landscaped areas, and curb cuts (at appropriate angles) should be provided at crossings for pedestrians. All main parking areas, manoeuvring aisles and access driveways should be paved.

5.3 Service Areas

There are functional requirements of every site which are visually unattractive, such as storage, loading, and garbage handling areas. In most areas it is acceptable to screen these service areas using landscaping elements, but this is not sufficient adjacent to high profile streets. In these locations, site plans should be developed to locate loading, service and garbage functions where they are not exposed to the major street. The standards set out in Zoning By-law, in terms of the location of loading and garbage areas, must be met.

Where outdoor storage areas are permitted under the Zoning By-law they should be screened by fencing.

5.4 Preservation of Existing Vegetation

The preservation of existing vegetation greatly enhances the Town by providing visual relief from the built environment, by moderating the micro-climate, and by lending the appearance of maturity to new developments before the new landscaping has achieved its full effect. Wherever possible, existing on site vegetation should be preserved and appropriately protected during construction.

For all sites, the first step is to obtain an accurate inventory of vegetation before the buildings are designed. Buildings and parking areas can then be designed so that the development potential of the site is maximized while preserving as many trees as possible.

Applicants are encouraged to bring a tree survey or an inventory of existing vegetation to a preliminary meeting with the Planning Department so that issues of building location and tree preservation can be addressed at an early stage.

Where trees are to be preserved, there should be a landscape area around each tree extending out from the trunk to the drip-line, although it is recognized that some species of trees can tolerate a smaller landscape area.

5.5 Display Areas and Outdoor Storage

While a certain amount of new product display, which is produced or distributed by an industrial establishment, is acceptable in front of the respective building, but it should not dominate the site's public appearance. Any display area should be incorporated into the landscape plan and should be set back a minimum of 6.0 metres from the front property line and should not occupy more than 20% of the landscape area in front of the building. Such display areas are not to be used as outdoor storage areas.

Outside storage areas are to be confined to the side or rear of the property and sufficiently screened from any street or residential area by landscaping or fencing, as per the requirements of the Zoning By-law.

Electrical transformers should not be visible from the street. They should be flush with, or behind the front elevation of buildings and they should be screened from view with the use of appropriate building design, siting, landscaping or fencing.

5.6 Landscape Treatment

Landscaping should be designed to enhance the presence of each building and to develop a park-like setting. Landscape concepts which develop a uniform treatment across the front property line will be discouraged because they tend to obscure the individual buildings and create a monotonous streetscape. Concepts that mass large amounts of landscaping in front of the building will also be discouraged because they tend to hide the buildings and obscure signage mounted on the building face.

The use of berms is generally discouraged. Continuous berms located too close to the street make the street appear as a channel. When located between the building and the street, berms isolate the buildings and prevent them from contributing to a comfortable street environment. Intermittent berms can be appropriate to screen paving areas where there is sufficient space to develop more natural-looking landforms.

The preferred approach is to group trees and shrubs to frame the front face of the building and to screen and soften parking areas. Consideration should be given to the angled sight lines from which most motorists will perceive the site.

5.7 Fencing

The following fencing requirements should be applied to all site plan applications:

- Between residential and commercial uses: 1.8 metres high wood privacy fencing
- Between industrial or commercial and parkland uses: 1.5 metres high black vinyl chain link fencing, or 1.8 metres high wood privacy fencing
- Between two commercial or industrial developments: none except as necessary to screen outside storage (as per the requirements of the Zoning By-law)

5.8 Sight Triangle

A sight triangle is defined as the triangular space formed by two intersecting streetlines and a line drawn from a point in one street line to a point in the other street line, each such point being a minimum of 6 metres measured along the street lines from the point of intersection.

No building or other structure should be erected, and no shrubs or foliage should be planted or maintained, within a sight triangle such that it would obstruct the view of the driver of a vehicle on a street approaching the respective intersection.

6.0 Landscaping

6.1 General

Applicants will be encouraged to use native plant species wherever possible and appropriate, and to incorporate the principles of naturalization, ecological sensitivity, hardiness and high resilience. Any trees or shrubs which die should be replaced at the cost of the applicant/owner.

Landscaping should be used as a major visual element for unifying the proposed building, the existing streetscape and the surrounding environment, and functionally for directing the onsite circulation of pedestrian and vehicular traffic.

Landscaping should be used appropriately to mitigate the visual impacts of parking, loading dock and garbage enclosure areas.

All surplus topsoil that is stripped from a particular site should be incorporated into the site landscaping. If required, the need to remove topsoil off of the site should be indicated on site plan(s). The removal of topsoil may require a separate permit from the Public Works Department pursuant to By-law 15-92.

In general, plant species should be selected for:

- Year round appearance
- Low maintenance
- Compatibility with adjacent properties
- Adaptability and hardiness

All plants should conform to the standards of the Canadian Nursery Trades Association.

Where storm water drainage ditches are to be used, they should be incorporated into the landscaping by use of appropriate grades and planted, where appropriate. All berming and finished grades should use soft, natural and maintainable slopes, that are generally no greater than 3:1.

6.2 Landscape Plan Requirements

Landscape plans are to be final design and working drawings. All landscape plans are to be drawn in metric and should be prepared by a qualified landscape architect. Landscape plans are to conform to and be consistent with the Site Plan. The proposed grading is to conform to any site grading and/or drainage plans for the project.

The landscape plan should clearly identify and document pertinent site information and design details as follows:

1. A key plan indicating the location of the site with a north arrow.
2. The following grading information
 - a) Natural features which are existing and those which the builder has designated for preservation
 - b) Existing and proposed contours
 - c) Regulatory flood, top of bank contours and bottom of bank contours of all water courses within the property
 - d) Adjacent roads and properties surrounding the subject lands are to be adequately marked with spot elevations to show the slope of the land
 - e) Elevations of proposed retaining walls within the project boundaries are to be marked with "top of wall" and "bottom of wall"
 - f) Steps should be shown indicating their number and size. Spot elevations are to be shown at the top and bottom of the steps
 - g) Drainage flow arrows to indicate direction of drainage
 - h) All catch basins and sub-drains should be clearly marked with proposed spot elevations
 - i) Building entrances and spot elevations at each entrance (door and garages) and the finished ground floor elevations of all buildings
 - j) Location and elevations of any underground structures.
3. Location of existing and proposed features including walkways, parking lots, screens, protective fencing, exterior lighting, street furniture, hydrants, curbs and any existing and/or proposed ground signs.
4. Plant material is to be clearly labeled with a key system. A plant list should accompany each landscape plan. A typical plant list should provide the following type of information:
 - botanical name
 - common name
 - caliper
 - height
 - spread
 - root
 - remarks
 - quantity
5. Details and/or specifications are to be included to clarify the drawings:
 - a) Planting details - coniferous and deciduous trees and shrubs (staking, guying, installation, pruning, etc.)

- b) Soil types and additives (fertilizers, peat moss, mulch, etc.)
 - c) Landscape structures - benches, play structures, fences, walkways, retaining walls, planters, edgers, stairs, ramps, etc.)
 - d) Surface materials (paving, sodding, etc.)
 - e) Any other landscape features requiring clarification.
6. All existing trees to be preserved or removed are to be accurately located and clearly specified as to the type, diameter and condition on the plan.
 7. Type and location of all easements, sight triangles and road widening.
 8. Any recreational amenities
 9. All existing and proposed street trees adjacent to the site.
 10. All plant materials, whether deciduous, coniferous, or shrub should satisfy the following requirements:
 - freedom from common insects, disease, excessive maintenance with respect to spraying, fertilizer, pruning and watering
 - moderate rate of growth and ultimate height
 - completely hardy for the area and related exposure in which it is to be located

Landscape plans should show adjacent roads and properties for a minimum of 10 metres surrounding the subject lands and should be adequately marked. The location and name of adjacent roads should be shown and the description of adjacent land uses should be marked on the plans.

All healthy existing plant materials should be protected where possible and appropriate. In the event that healthy plant materials exist on a site, it must be demonstrated that every reasonable effort will be made to incorporate these materials into the project.

6.3 Commercial and Institutional Development

Streetscape plantings, whether located on the boulevard or on the lot, should incorporate deciduous trees, of 75 mm calliper per 10 metre interval of street frontage. If plantings are located on the boulevard, they must be planted to the satisfaction of the Director of Public Works and the property owner will be required to maintain them.

A minimum of one deciduous or coniferous tree of 75 mm caliper per 20 metres should be provided in side and rear areas of the property.

Landscape screening and/or fencing should be provided for all exposed parking, driveways, recreational amenities, storage, service and garbage areas adjacent to other uses.

6.4 Landscaping Guidelines for Industrial Development

The following guidelines are applicable to industrial development in the Town.

In addition, to all the other guidelines applicable to such areas, on lots abutting sensitive land uses, the Town shall utilize the results of environmental impact studies submitted in accordance with the requirements of the Official Plan, to require modifications to the site and landscape plan(s) to maximize compatibility between the land uses.

1. A minimum of 15% of the total industrial site should be landscaped as “green” area, including a minimum of 6 metres of landscaping in the front yard, with the exception of driveways.
2. All property between an industrial building and a street line (exclusive of driveways, walks, parking areas and planting areas) is to be sodded and/or seeded and maintained as lawn or other form of landscaping. Parking should be located to the side or rear of the building. However, where parking is located in front of the building it will be limited in size.
3. Planting areas shall generally be required at the base of any building in the front yard. Generally, such areas should include a significant percentage of coniferous shrubs.
4. Trees and other plantings should be grouped together, rather than planted equidistant in a row.
5. If berms or slopes are to be used, respective elevations and slope ratios should be indicated. Generally the use of berms in the front or exterior side yards shall be discouraged and berms in such areas shall be intermittent and will be limited to a maximum height of 1.2 metres above average site grade.
6. The parts of the property that are reserved for future expansion and otherwise unused should be seeded or sodded and maintained as lawn or otherwise planted with an appropriate natural ground cover.
7. Landscape treatment should not interfere with sight line requirements or circulation, nor block the views of the building(s).

8. Where an industrial property abuts a sensitive land use, the required rear yard shall generally be landscaped, including a combination of landscaping, berming and fencing as deemed appropriate by the Town based on a review of the site plan(s) and/or any required environmental impact studies.

6.5 Tree Preservation Plan

The purpose of a Tree Preservation Plan is to identify the existing vegetation on a site and determine what can be preserved within the proposed site development.

The following information is generally required on a Tree Preservation Plan:

1. Location of each tree exceeding 100 mm D.B.H.
2. Location of general areas of smaller trees or shrub growth
3. Species of plant material
4. Size of plant material
5. Crown of trees
6. Condition (state of health)
7. Quality of tree with regard to species
8. Sensitivity of the tree to development/construction

Indicate whether the tree is to be retained or removed.

All existing trees allotted for preservation should be properly tagged on site in accordance with the Tree Preservation Plan and protected with snow fencing beyond their dripline prior to issuance of building permits.

**Table 1
Listing of Possible Plant Material that Satisfies the Town’s Requirements**

Deciduous Trees

Acer saccharum	Sugar Maple	5.1 cm min. Caliper
Acer rubrum (varieties)	Red Maple	5.1 cm Caliper
Tilia cordata (varieties)	Littleleaf Linden	5.1 cm - 6.4 cm Caliper
Gleditsia	Locust	5.1 cm - 6.4 cm Caliper
Fraxinus americana	White Ash, Green Ash	5.1 cm - 6.4 cm Caliper

Sorbus Americana	Mountain Ash	5.1 cm Caliper
	Hackberry	5.1 cm Caliper
Betula alba	White Birch	5.1 cm - 6.4 cm Caliper

Ornamental Deciduous Trees

Malus	Flowering Crabapple	3.8 cm - 5.4 cm Caliper
Crataegus	Flowering Hawthorne	3.8 cm - 5.4 cm Caliper

Coniferous Trees

Picea glauca	White Spruce	1.8 m - 2.2 m Height
Pinus nigra	Austrian Pine	1.5 m - 1.8 m Height
Pinus sylvestris	Scotch Pine	1.5 m - 1.8 m Height
Tsuga canadensis	Hemlock	1.2 m - 1.5 m Height
Pseudotsuga menziesii glauca	Douglas Fir	1.5 m - 1.8 m Height

Trees for Screening

Acer saccharinum	Silver Maple	5.1 cm Caliper
Pinus sylvestris	Scotch Pine	1.5 m - 1.8 m Height
Ulmus pumila	Siberian Elm	5.1 cm Caliper

Trees for Dry and Poor Soils

Gleditsia shademaster	Shademaster Locust	5.1 cm - 6.4 cm Caliper
Ulmus pumila	Siberian Elm	5.1 cm Caliper
Ailanthus altissima	Tree of Heaven	3 m - 3.7 m Height
Pinus sylvestris	Scotch Pine	1.5 m - 1.8 m Height
Pinus nigra	Austrian Pine	1.5 m - 1.8 m Height

Evergreen Shrubs

Juniperus (varieties)	Juniper	46 cm - 61 cm Spread
Pinus mugo mugo	Mugho Pine	38 cm - 46 cm Spread
Taxus (varieties)	Yew	-
Thuja (varieties)	Cedar	1.2 m - 1.5 m Height
Thuja canadensis	Hemlock	1.2 m - 1.5 m Height

Buxus microphylla (varieties)	Boxwood	-
Vinca	Periwinkle	-

Screening Along Roadways

Pinus nigra	Austrian Pine	0.6 m - 1.0 m Height
Picea abies	Norway Spruce	0.6 m - 1.0 m Height
Picea glauca	White Spruce	0.6 m - 1.0 m Height

7.0 Grading and Drainage

7.1 General

Site grading should retain and incorporate existing land form features, where possible. This can be accomplished using existing landforms to define site entrances and exits, road layouts, drainage system, and to reduce the scale and impact of large, expansive walls. Cutting and filling should be kept to a minimum.

Site grading should provide for drainage within the site and direct runoff to suitable outlets or to sub-surface utilities. A zero change in surface runoff from pre- to post-development is desired. Additional surface water flow over side and/or rear lot lines onto adjacent properties will not be permitted.

The finished grade of a site should be consistent with surrounding lot development grades and conform to the boundary grading plan and drainage plan. The finished grade should be free of rubble or construction debris.

7.2 Grading and Drainage Plan Requirements

A plan showing existing and proposed elevations may be required. On this drawing, the following information should be illustrated:

1. Existing and proposed elevations along property lines at reasonable intervals.
2. Spot elevations (minimum) and contours (where possible), at 0.5 metre intervals.
3. Existing and proposed grades.
4. Existing site features such as tops/bottoms of slopes, drainage courses, existing trees, buildings (all corners and reasonable intervals between, finished floor, all access/egress points), steps, ramps, walls, parking lots, curbs, roadways, pedestrian walkways etc.
5. Existing and proposed drainage such as direction of flow, percent slope, overland swales or detention area design, pipes and culverts, berms, etc.
6. Delineation of curbs, gutters and drainage structures.

7.3 Lot Grading

All underground utility lines or other buried objects should be located before commencing work.

The introduction of protection for all landscape elements currently existing that are to be retained is encouraged.

Fill material should be specified if surplus excavated and graded material is inadequate, unsuitable, or if special fill will be needed for specific circumstances.

Approval from Town staff for use of excavated or graded material used as fill will be needed. Excess materials and debris should be removed from the site. Fill materials should be free of all debris, including large rocks and/or stones. All rough spots and low areas should be eliminated to ensure proper drainage.

The finished grades are to be approved by the Director of Public Works prior to the release of securities posted for site plan compliance.

7.4 Grading Design Criteria

The front yards of all lots should be graded to drain towards the street, where appropriate. All boulevards are to be graded with a constant slope from the edge of curb to the limit of the road allowance.

Drainage over abutting lands will only be allowed in exceptional cases and only at the discretion of the Director of Public Works. Easements from abutting landowners may be required in such situations.

The minimum driveway grade should be 2.0% and the maximum grade permissible is 6.0%.

8.0 Architecture

8.1 General

Buildings are to be designed to compliment and contribute to a desirable community character through the careful consideration of shape, roof lines, colours and materials.

The design of buildings is to be in appropriate proportion and massing for a comfortable sense of space. The design should be in harmony and conformity with surrounding buildings and streetscape.

Building design will not be restricted to any particular style or character. Distinctive designs that contribute to the image of the area will be encouraged.

All materials should be maintenance free or low maintenance and should exhibit a durable, permanent quality appearance. Materials which allow colour to run, either due to atmospheric conditions or when used in combination with other materials should not be used.

For industrial buildings, the use of unfinished standard concrete block and prefabricated metal building materials is discouraged. An attractive design will be expected and other design features are encouraged. The use of architectural block or brick is encouraged on at least a portion of the building. If a prefabricated metal building is required, colour variations are encouraged. Offsets in massing and variations in building heights are strongly encouraged in an effort to create visual interest.

8.2 Architectural Plan Requirements

To help the Town in evaluating submissions, it is necessary to include elevation drawings of all proposed buildings to illustrate:

1. All facades
2. Fenestration and entryway treatments
3. Colours and finishes of materials to be used
4. Building heights
5. Details relating to screening of rooftop or other mechanical equipment
6. Any special features
7. Any sign band areas

9.0 Parking Policy

9.1 General

The following objectives apply to the design of parking lots:

1. All parking lots should be designed, constructed and maintained in accordance with the approved site plan(s).
2. To provide for the safe and efficient movement of motor vehicles and pedestrians on the site and at points of ingress and egress related to the site.
3. To provide for the proper drainage of parking area(s) and such that snow may be adequately and safely stored and/or removed from the site.
4. To minimize the negative impacts on the natural environment.
5. To provide for an aesthetically-acceptable parking area which blends into the general environment of the area.

Parking spaces and areas are required in accordance with the provisions of the Zoning By-law. In the Zoning By-law, parking is to be provided on the same lot as the use, except for those properties in the Central Business District where parking may be provided in another location if it is located within 120 metres of the property subject to the development and is located within the same zone.

The following guidelines are intended to be used for standard Town parking spaces:

1. Each parking space should be at least 2.7 metres by 5.5 metres and should be provided with unobstructed access to a street by a driveway, aisle or lane.
2. Manoeuvring aisles should be wide enough to permit efficient movement of traffic through the site and to allow negotiable turning movements into and out of parking spaces. The following manoeuvring aisle widths are required:

Table 2
Manoeuvring Aisle Widths

Angle of Parking Space to Manoeuvring Aisle	Width of Manoeuvring Aisle
90°	6.0 m (two way aisle)
60°	4.9 m (one way aisle)
45°	3.7 m (one way aisle)
30°	3.4 m (one way aisle)

3. In accordance with the requirements of the Zoning By-law, specially-designed and located parking spaces for the handicapped are to be provided. Reference should be made to the following:
 - A parking stall of 3.6 metres x 5.5 metres is to be provided for handicapped users; longer parking spaces are encouraged for parallel parking spaces.
 - Curb cuts are to be introduced in appropriate locations.
 - Handicapped spaces are to be located within 30 meters of the main entrance of the building to which they serve.
 - Access ramps are to be provided for handicapped users at a slope of no greater than 12:1.
 - If handicapped parking stalls are oriented in a parallel fashion, a curb cut the entire length of the parking space is required.
4. The Zoning By-law requires that handicapped spaces are to be provided for every development, calculated as a percentage of the total number of required parking stalls with a minimum of one stall per lot. If the development incorporates a facility(ies) serving the handicapped (e.g. - hospital, medical clinic, etc.), the percentage of handicapped spaces should increase to 5%.
5. Where service areas (e.g. - garbage and recycling collection, moving, deliveries, etc.) and parking areas must be combined, consideration should be given to the following criteria:
 - Long and difficult back up movements through the parking area should be avoided by providing a separate three-point turn area or turning circle for service vehicles.
 - A minimum turning radius of 10.5 metres should be provided for service vehicles.
 - Service areas should be designed so that when in use they do not block access to required parking areas.
6. The design of the parking area should maximize the ease of snow removal by providing adequate space for snow storage. Snow storage areas should be located in such a way that, when used, they do not obstruct sight lines nor occupy required parking spaces.
7. Landscaped buffer strips for parking lots should be provided adjacent to all lot lines, except at points of ingress and egress. Generally, the width of buffer strips should be 3 metres. A 3 metre width is required next to any street line and/or residential zone.

8. Parking in industrial and commercial areas should be located in the side and rear yards where possible. Large parking areas are discouraged in the front yard of the lot.
9. In industrial areas, parking areas and driveways are encouraged to be paved, particularly between the rear of the building and the front lot line. If a loose surfacing, such as gravel, is required because of the operation of the use of the property (e.g. because of heavy equipment), the surfacing is to be treated and maintained to prevent wind and water erosion.

9.2 Loading Space Requirements

Loading spaces for commercial and industrial uses should be provided in accordance with Table 3.

Table 3
Loading Space Requirements

Building Floor Area	Number of Spaces
300-2,300m ²	1
2,300-7,500m ²	2
Each floor area increment of 9,000m ² or part thereof over 7,500m ²	1 additional space

1. The minimum dimensions for a loading space are 3.5 metres wide by 9 metres long, with a vertical clearance of 4.2 metres.
2. In accordance with the Zoning By-law, loading spaces are to be located in the rear or side yards only, and on the same lot to which it serves. It should be landscaped and screened to break up the view of the area.
3. Off-street loading facilities should be arranged so they avoid interference with the movement of traffic on public streets or with internal, on-site circulation.

10.0 Commercial Development

On July 14, 2005, Council adopted the Town of Orangeville Commercial Urban Design Study that introduced guidelines for the five commercial land use designations in the Official Plan. The policies contained in the guidelines are intended to encourage a high level of urban design to assist in creating integrated and attractive commercial areas. The Study contains recommendations and objectives related to built form, streetscape, access, parking, outdoor display, and drive-through facilities (where permitted). While many of the recommendations of the Study have been introduced as new policies and regulations in the Official Plan and Zoning By-law, owners, applicants and Town staff are expected to continue to refer to the Study for guidance when preparing and processing all commercial development and redevelopment proposals.

11.0 Downtown Design Guidelines

11.1 Buildings and Spaces

It is of paramount importance that new buildings fit well in their context and complement each other, so that the total overall effect is greater than merely the sum of the parts.

The existing Nineteenth and early Twentieth Century buildings in the Downtown will provide guidance for future development in terms of acceptable building height, fenestration, setbacks, materials and use of colour. Appropriate building heights along Broadway will fall within the two to four-storey range.

Buildings along Broadway and Mill Street should have main entrances and windows oriented directly to the public sidewalk. Retail uses and other activities are preferred at ground level in order to produce an animated street scene.

In regard to building façades, it is important to consult with Heritage Orangeville to obtain its input and suggestions early in the process.

11.2 Accessibility to the Street

An important objective for the Town is the generation of pedestrian activity. Pedestrians should be able to move directly from the public sidewalk into the buildings with a minimum number of steps. The grade change should not be more than 1m above or below the elevation of the adjacent road allowance. Steps should have a maximum rise of 150 mm and a minimum tread of 300 mm. As well, visual access into buildings should be maximized at the street level.

11.3 Ground Floor Access

The ground level façades of buildings should be designed to stimulate and complement pedestrian activity. Glazing at the ground floor level should utilize non-reflective, untinted glass. The ground floor should be designed to relate to adjacent public and private open spaces. Every building and site should be barrier free and fully accessible to people in wheelchairs and people with mobility challenges, wherever possible. All ramps, stairs, and rails should conform to the Ontario Building Code and should be integrated with the building design.

11.4 Parking, Loading and Service Areas

All facilities for parking, loading, storage waste removal and service should be screened from the street, located at the rear of the buildings, and in accordance with the requirements of the Zoning By-law.

11.5 Awnings

Traditional awnings are encouraged for building entrances and windows along Broadway. They provide both climate control and visual interest to the streetscape. Awnings may be constructed of rigid or flexible material and are subject to the Ontario Building Code, the Town's Sign By-law and any other municipal by-laws as may apply. Awnings should be functional, not simply decorative, a minimum of 1 metre in depth from the building face, and have a minimum clearance above the sidewalk of 2.4 metres. "Bubble" or "waterfall" type awnings are not permitted, as per the Sign By-law.

Any encroachments of awnings over the public road allowance will require a special clause in the site plan agreement. In no case may such structures extend beyond the curb face.

11.6 Signage

All signage should be designed in accordance with the "Guidelines for Signage on Heritage Properties" and the requirements of the Sign By-law (By-law 42-2006). A sign permit from the Building and By-law Department may be required.

12.0 Garbage Storage

Garbage storage facilities shall be located in the interior side yard or rear yard, as per the requirements of the Zoning By-law, and where there is appropriate access for the truck. They should be located in an inconspicuous location and/or screened from the street by landscaping and/or fencing. If garbage is to be stored outside, a properly designed enclosure is required, which should be shown on the site/landscape plans for approval. Garbage storage facilities should be fully enclosed with walls and a gate with dimensions shown in Table 4 to allow for commercial pick-up.

**Table 4
Garbage Storage Facilities**

Bin Size (cubic metres)	Enclosure Dimensions		
	WIDTH (m)	HEIGHT (m)	LENGTH (m)
1.5	3.05	1.5	1.0
2.3	3.05	1.5	2.0
3.1	3.05	1.5	2.3
4.6	3.05	1.7	2.6
6.1	3.05	2.1	2.6

If an enclosure is not available, all garbage should be stored inside the building(s) and moved to the point of collection on collection day.

The design features of access driveways to garbage storage facilities should include a minimum width of 3.7 metres and a minimum turning radius of 12.2 metres.

Where public refuse collection is to be provided, the number, location and specifications of any required garbage storage facilities will be provided to the satisfaction of the Town's Public Works Department.

13.0 Variety Stores and Gas Bars

The following guidelines will be considered when reviewing site plans for variety stores and/or gas bars

1. Efforts will be made to reduce the effects of noise on adjacent residential uses by such methods as increasing distances from noise source to receptor, utilizing the building as a barrier between a noise source and receptor, and/or through the utilization of other noise attenuation measures such as earth works, fences, etc.
2. Efforts should be made to reduce litter both on and off the site by requiring accessible outdoor garbage and recycling containers. Where suitable, physical litter traps such as vegetative hedgerow should also be incorporated. Major garbage and recycling facilities should be screened and located away from adjacent residential uses (see Section 12.0 above for more details on garbage enclosures).
3. Efforts should be made to reduce pedestrian-vehicular conflicts on site through such measures as segregating parking areas from manoeuvring areas and by providing walkways from parking areas and other pedestrian access points to the building(s).
4. Lighting should be of an appropriate intensity, and located and directed so as to minimize impacts on adjacent residential uses. Any and all exterior lighting introduced on the building(s) or property, and any and all lighting from signage, shall be of the full cut-off variety; i.e. no light will be permitted to leave the property and spill onto neighbouring properties or roadways.
5. Efforts should be made to encourage aesthetically-pleasing sites, particularly in residential areas where special design features such as extra landscaping and architectural features should be incorporated to blend the commercial use into the residential use. Such building design elements as pitched and asphalt-shingled roofs, brick exteriors, glazing, etc. should be utilized, where appropriate.
6. Appropriate areas shall be provided for the loading and unloading of fuels such that they do not interfere with on-site parking areas.

14.0 Fire and Emergency Services

When fire and emergency access to a building is required in conformance with the Ontario Building Code, the design and construction of such access routes should be reviewed by the Fire Chief and Chief Building Official and should:

1. Be connected to a public thoroughfare by an entrance not less than 6 metres wide;
2. Have a clear driving width of not less than 6 metres;
3. Be located not less than 3 metres and not more than 15 metres from the face of the building;
4. Have an overhead clearance not less than 5 metres;
5. Have turn-around facilities for any dead end portion of the access route exceeding 90 metres in depth; and,
6. Have a centre line radius of not less than 12.2 metres with respect to any change in direction of the route.

The location of on-street fire hydrants is to be shown on the site plan to determine if additional fire hydrants will be required.

The size and location of any storage facilities for hazardous materials, such as flammable/combustible liquid storage tanks and propane tanks are to be detailed.

All fire and emergency service access routes should be constructed of hard surface material such as asphalt, concrete or lockstone and designed to support a load of not less than 11,363kg per axle and have a change in gradient of not more than 1 in 12.5 (8%) over a minimum distance of 15 metres.

Applicants are encouraged to discuss these and other requirements with the Orangeville Fire Department prior to finalizing site and building designs.

15.0 Orangeville Hydro

Applicants requiring hydro must consult with Orangeville Hydro regarding the availability of supply, location, metering, and other details. Orangeville Hydro requires that applicants complete a request for service form which indicates the size of service, voltage and when the power is required.

Orangeville Hydro will determine the method of service and transformation, overhead and underground. For installations underground, applicants must provide and install all required primary duct work and reinstate the area to its original condition. With pad-mounted transformers, applicants must supply and install a concrete base. Secondary sources are to be underground. The type of metering installed in multiple unit buildings will be determined by Orangeville Hydro.

Customers are responsible for a capital contribution equal to labour, trucking, material and equipment costs incurred, as well as for development charges where they apply. Orangeville Hydro will provide applicants with a cost estimate prior to construction and requires payment prior to the commencement of any work.

All work must be completed to the specifications of Orangeville Hydro and the Ontario Electrical Code.

16.0 Credit Valley Conservation (CVC)

Approval from Credit Valley Conservation (CVC) may be required for site plans adjacent to natural and/or hazardous areas such as:

- watercourses
- flood plains
- valley slopes
- wetlands
- Environmentally Significant Areas
- Natural features and areas identified in the Subwatershed 19 Plan and any Environmental Management Plan for the area

If the lands are located within an area regulated by CVC (i.e. Regulatory flood plain or within the Fill Line), a permit may be required for the proposed works.

Please contact CVC directly regarding any specific policies and requirements at 1-800-668-5557.

17.0 Industrial Development

17.1 General

It is a goal of the Town to encourage high quality urban design in the industrial areas. This helps connect industrial development with the community, while recognizing the need to ensure that impacts from industrial development on sensitive land uses are minimized.

17.2 Relationship to the Street

a) Objective

To create the image of well-designed buildings in an appropriately landscaped setting.

b) Guidelines

- i) A substantial building façade should front the public street at the minimum setback line, so as to better define the street edge.
- ii) The most substantial treatments to the building should be applied to the façades facing the street. In such areas, built form and massing should emphasize key elements such as building entrances, through variations in the front face of the building in an effort to enhance the overall appearance. Windows and/or glazing are encouraged in façades facing the street.
- iii) Building heights should be determined on an individual basis according to the site and adjacent development and the requirements of the Zoning By-law. Where development abuts residential development, particular regard should be had to the relationship between the industrial building(s) and the adjacent residential use to minimize any incompatibility.

17.3 Parking Areas

a) Objective

To minimize the exposure of parking areas to views from residential areas, streets and other public areas.

b) Guidelines

- i) A continuous landscaped area should be provided between the street line and any parking area which should be at least as deep as the minimum setback as required by the Zoning By-law.

- ii) While the views of parking areas should be minimized, landscaping or other parking screening devices should not completely obstruct the views of the primary building façade or total visibility of the parking area.
- iii) Alternatives should be considered for the screening of parking facilities, such as depressing the grading of lots from the street level, and/or creating landscaped enclosures of low walls, hedges or berms with a maximum height of 1.2 metres.
- iv) Poured concrete curbing or similar dividers should be used to separate driveways and parking from any landscaped areas, and curb cuts (at appropriate angles) should be provided at crossings for pedestrians.
- v) All parking areas, manoeuvring aisles and access driveways should be paved.
- vi) Large areas of unrelieved parking should be avoided. Landscaping and/or landscaped medians should be used to define smaller areas and improve edge conditions.
- vii) Handicapped parking spaces must be located no further than 30 metres from the main entrance of the building to which it serves as per the requirements of the Zoning By-law. The space(s) are to allow immediate access to a walkway with curb cuts, as appropriate. Standards set under the Ontario Building Code must be met.
- viii) Provisions should be made for on-site snow storage and removal. Snow storage areas must not be located in a highly visible area or utilize parking spaces that are provided to meet the requirements of the Zoning By-law. Large snow storage areas will be strongly discouraged.
- ix) Parking areas should be separated from a residential or institutional zone by a landscaped area of a minimum 6 metres in width.
- x) Sidewalks should be provided between the building and any parking area.

17.4 Service and Open Storage Areas

a) Objective

Service and open storage areas are to be designed to operate efficiently with unattractive areas, particularly adjacent to public streets, being appropriately screened.

b) Guidelines – Service Areas

- i) Service areas for delivery, loading and garbage pick-up should be coordinated to reduce vehicular interruptions along the street and within parking areas.
- ii) Service areas must be provided in a side or rear yard as per the requirements of the Zoning By-law, and should be screened using landscaping. However, along arterial roads, service areas should be designed so that they are not visible from the street either through location or visual screening.
- iii) Service areas should not be located in a yard abutting a residential or institutional zone.

c) Guidelines – Open Storage

- i) Open storage areas, including garbage storage areas, must:
 - be located in an interior side or rear yard only; and,
 - be adequately screened from a street or residential or institutional zone by the means of a solid fence, enclosure or landscaping.
- ii) Open storage areas should be located behind solid, decorative screens which generally do not exceed 3 metres in height so that they are not visible from a public street or an adjacent residential or institutional property. Landscaping treatments are required to screen such enclosures.
- iii) Where possible garbage storage areas should be covered as well.

d) Guidelines – Display Areas

The display of new products produced or distributed by an industrial establishment may be permitted in front of a building, but should not dominate the landscape image. The display area should be incorporated into the landscape plan and set back a minimum of 6 metres from the front lot line. It should not occupy more than 20% of the landscape area in front of the building. Such display areas should not be used for outdoor storage.

17.5 Landscape Treatment

The guidelines in Sections 5.6 and 6.4 are applicable. In addition, all required yards which abut a residential property or other sensitive land use should be landscaped.

17.6 Fencing

a) Objective

To ensure appropriate buffering and security features where fencing is required.

b) Guidelines

The following fencing requirements will be applied:

- i) Between industrial and residential, park or institutional land uses: 1.5 metre high vinyl chain link fencing or 1.8 metre high privacy fencing in conjunction with landscaping; and,
- ii) Between two industrial or between industrial and commercial developments: none required, except as necessary to screen outside storage.

17.7 Sight Triangle

The guidelines in Section 5.8 are applicable.

17.8 Site Access and Circulation

a) Objective

Access and circulation within individual properties should provide safe and well-defined routes for vehicles and pedestrians.

b) Guidelines

- i) Where feasible, shared driveways and parking between properties should be provided.
- ii) Where there are substantial service requirements, a separate service access driveway should be provided.
- iii) A pedestrian walkway should be provided between the public sidewalk or street and main building entrance and, where possible, this should align with the main driveway.
- iv) Pedestrian walkway paving material should differ in material and appearance from vehicular routes to provide a clear, visible separation between the two.

17.9 Sensitive Land Uses

a) Objective

To maximize compatibility where industrial development is in proximity to sensitive land uses.

b) Guidelines

To ensure that industrial development is compatible with nearby sensitive land uses, the Town will require the submission of environmental impact studies. The Town will utilize the results of these studies as a basis for the evaluation of the compatibility between industrial and sensitive land uses. Where necessary, the Town will require modifications to the site plan and landscape plan to maximize compatibility based on the results of the environmental impact studies. In particular, the Town may require that:

- i) doors, windows which open and other openings in walls of industrial buildings which face sensitive uses be prohibited, except for required fire exits or other safety requirements;
- ii) the façade of walls facing a sensitive land use should provide a high standard of design similar to that for the front façade where visible from the sensitive land use; and,
- iii) any significant roof top mechanical equipment should be screened.

Site Plan Control By-law

By-law Number 61-2004

Being a by-law to repeal by-law 41-97 as amended, and to repeal by-laws 89-97, 51-2002, 74-2002 and 21-2003, and to designate lands as a site plan control area, define classes of development not subject to site plan control, and to delegate the power to approve.

Whereas subsection 41(2) of the *Planning Act, R.S.O. 1990 c.P.13* as amended, authorizes that where in an Official Plan an area is shown or described as a proposed site plan control area that the council of a local municipality in which the proposed area is situate may, by by-law, designate the whole or any part of such area as a site plan control area;

And Whereas Policy H5.2 of the Town of Orangeville Official Plan states that all lands and property within the corporate limits of the Town are designated as a proposed site plan control area;

And Whereas subsection 41(3) of the *Planning Act, R.S.O. 1990 c.P.13* as amended, authorizes a by-law passed under subsection 41(2) of the Act to designate a site plan control area by reference to one or more land use designations in a by-law passed under section 34 of the Act;

And Whereas subsection 41(13) of the *Planning Act, R.S.O. 1990 c.P.13* as amended, authorizes that where the council of a municipality has designated a site plan control area, the council may, by by-law, define any class or classes of development that may be undertaken without the approval of plans and drawings otherwise required, and delegate to either a committee of the council or to an appointed officer of the municipality identified in the by-law either by name or position occupied, any of the council's powers or authority under section 41, except the authority to define any class or classes of development subject to approval;

Be it therefore enacted by the Municipal Council of the Corporation of the Town of Orangeville as follows:

1. THAT By-law 41-97 as amended, and By-laws 89-97, 51-2002, 74-2002 and 21-2003 are repealed.
2. **That** the following lands are designated as a site plan area:
 - (i) All those lands zoned R5, RM1, RM2, CBD, C1, C2, C3, C4, C5, C6, INST, M1, OS1, OS2, and NMU as shown on Schedule "A" to By-law 22-90 as amended.

3. **That** the following classes for development may be undertaken without the approval of plans and drawings otherwise required:
 - (i) In those portions of the site plan control area that are zoned R5 or C5 by By-law 22-90 as amended, the construction of a single-detached dwelling or a semi-detached dwelling as defined by the by-law, or an addition thereto, may be undertaken without the approval of plans and drawings, provided, in the case of additions, that the use of the entire building as a single-detached dwelling or semi-detached dwelling, as the case may be, is maintained; and
 - (ii) The construction of a row house dwelling, as defined by By-law 22-90 as amended, may be undertaken without the approval of plans and drawings provided:
 - (a) the row house dwelling fronts on a public street;
 - (b) each row house dwelling unit occupies or is intended to occupy its own lot; and
 - (c) the property is located within a plan of subdivision that was registered after January 1, 2000.
4. **That** the powers and authority given to the Council of the Corporation of the Town of Orangeville pursuant to section 41 of the *Planning Act, R.S.O. 1990 c.P. 13* as amended, are hereby delegated to the Director of Planning or, to the Chief Administrative Officer in the absence of the Director of Planning.
5. **That** after approval of an application by the Director of Planning or the Chief Administrative Officer, the Mayor and Clerk are hereby authorized to sign any site plan agreement and any documents which may be required to implement the conditions of approval.

Read three times and finally passed in open Council this 21st day of June, 2004.

"Drew Brown"
Mayor

"Cheryl Johns"
Clerk