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Wainfleet Site Plan Control Guidelines

1. Introduction

What is Site Plan Control?

Site Plan Control is a form of development control provided to municipalities by Ontario's Planning Act. Development that requires site plan review cannot be started without Township approval. Once the plans are approved, a site plan agreement is generally executed. This agreement commits the owner to do what the site plan shows, based on the terms of the agreement. Building permits are not issued until site plan control requirements are in-hand.

Site Plan Control ensures the image and look of the Township through better individual developments by applying consistent standards and guidelines to ensure that off-street parking and loading facilities are properly located, constructed and maintained during all seasons; to ensure the safety and convenience of automobile and pedestrian traffic; and to ensure the protection of environmental areas (e.g. wetlands, hilltops, wildlife habitats) through the appropriate location of buildings, roads and parking spaces.

Why is Site Planning Important?

Whether it is a visual improvement, a new addition or a new building, investing in upgrades and cleaning up of private property are welcomed and essential for community vitality.

The ultimate goal of the Site Plan Control Guidelines is to guide future development to:

- Improve the appearance of Wainfleet's rural and hamlet areas;
- Create a safe and comfortable environment for people and vehicles that encourages business; and,
- Reduce the potential for conflict with adjacent land uses.

The following Site Plan Control Checklists has been prepared to help applicants understand the site design requirements pertaining to their specific project. The checklist is set out by:

1. Land use types; and
2. Land use zones.

The Checklists encourage plans that will both improve the function of an individual site while enhancing the Township's appearance.

When is it Required?

Development within certain land use zones is subject to Site Plan Control. These land use zones include:

- Commercial Zones;
 - Hamlet Commercial "C1"
 - Tourist Commercial "C2"
 - Recreational Commercial "C3"
- Industrial Zones;
 - Industrial "M1"
 - Extractive Industrial "M2"
- Institutional "I" Zones; and,
- Mobile Home Park "MHP" Zone.

Site Plan Control is also required for the following facilities in the Residential, Agricultural and Rural Zones:

- ~~Medical Marijuana Facilities~~ **Cannabis Production Facilities** in the Agricultural and Rural Zones;
- Home Industries in the Agricultural and Rural Zones;
- Help House in the Agricultural and Rural Zones;
- Day Care Facility in Residential Zones; and,
- Group Homes in Residential, Agricultural and Rural Zones.

2. Site Plan Control Levels

The Site Plan Control Process requirements will differ depending on the scale and use of the development. Three levels of approvals are available:

Level 1 – Site Plan Approval WITH a site plan agreement:

- New buildings or additions larger than 25% of the site's existing GFA (gross floor area);
- Any ~~medical marijuana facility (MMAR or MMPR licensed)~~ **cannabis production facility**, and,
- New buildings or additions of any size that change the configuration of a site such as: grading, parking areas, loading areas and vehicular access.

Level 2 – Site Plan Approval WITHOUT a site plan agreement:

- New buildings or additions less than 25% of the site's existing GFA, and
- New buildings or additions greater than 25% of the site's existing GFA with no change to the existing site configuration at the discretion of the Manager of Planning.

Level 3 – Scoped Site Plan Approval:

- New home industry;
- New Help House;
- New or expanded Day Care Facility; and,
- New or expanded Group Homes.

Drawings and plans required by Level 3 will be as determined by the Manager of Planning.

What is Required to Apply?

In order to obtain Site Plan Approval certain drawings shall be prepared including:

1. Site plan: A site plan is a professionally prepared drawing that shows how a site will be developed, (refer to Figure 1). Information required on the site plan includes:
 - Property Lines (show entire property and dimensions);
 - Existing and proposed structures;
 - Distance between structures;
 - Distances from proposed structures and additions to property line (setbacks);
 - Floodplain, if applicable;
 - Contour lines: existing and proposed;
 - Topographic features such as streams, wetlands, woodlots, etc.;

Access features: driveways, roads, parking and loading areas;

- All easements: drainage, access, utility, etc.;
- Exterior lighting;
- Finished floor elevations;
- Other features such as fences, hedges, berms, new vegetation;
- Slope hazard (to be determined in consultation with NPCA); and,
- Septic systems

Title block information

- Location map (insert in needed);
- Property description;
- Municipal address;
- Name of project;
- Owner's name, address and phone
- Plan preparer's name, address and phone;
- Site statistics: total lot area and existing and proposed building coverage, floor area (per floor or storey), building(s) height, landscape coverage, number of parking spaces;
- Scale;
- North arrow; and
- Date of map, date of latest revision.

2. Floor plans, and
0. Building elevations.

Items 2 and 3 (floor plans and building elevations) may not be required at Level 3: Scoped Site Plan Approval at the discretion of the Manager of Planning.

Depending on the type of use, size of lot and size of the building being proposed, two additional drawings may be required at the discretion of the Manager of Planning.

These include:

1. Lot Grading & Drainage Plan, and
2. Landscaping plan.

The application form will specify what types of plans and any other documentation/study will be needed for each type of project.

Agriculture Zone Medical Marijuana Facilities (MMF) Cannabis Production Facilities

1. Building Siting

- Buildings are sited as far as reasonably possible from surrounding dwellings and a minimum of 150 metres from the lot line of any residential or institutional use or Zone, including a day nursery.

2. Building Articulation, Massing & Architecture

- Buildings should resemble greenhouse or farm buildings as much as possible; and
- Rooftop ventilation equipment should be screened from view of the street and adjacent properties with noise mitigating screening

3. Site Access & Parking

- Surface parking is provided to the rear or to the side of the building; and
- All loading and garbage pickup zones are located indoors.

4. Site Landscaping

- Security fences that abut the public street should be screened with a 3 metre landscape area located between the lot line and the fence; and
- Native and/or drought resistant planting is used throughout the site.

5. Lighting

- Security lighting is located low on the building elevations and directed downward to reduce glare on adjacent lots and public roads.



Examples of greenhouse structures used in the production of medical marijuana cannabis.

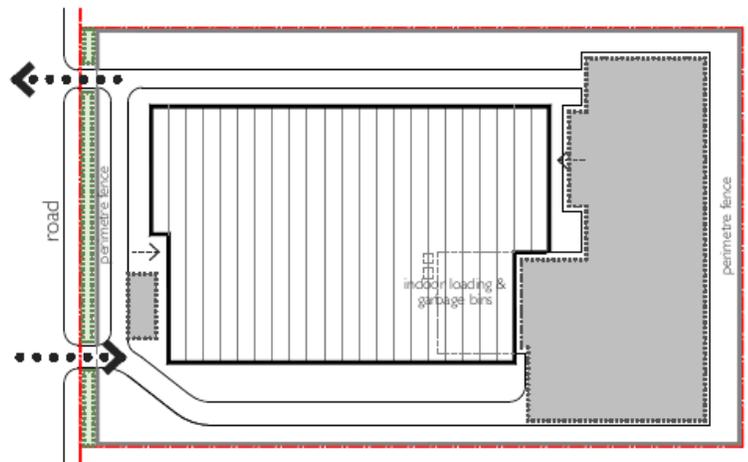


Figure 1. Medical Marijuana Facility Cannabis Production Facility
Site Design

Legend

- Pedestrian Access
- Vehicular Access
- Landscaped Area
- Surface Parking and/or Work yard
- Property Boundary