



Site Plan Approval in the City of Hamilton

What is Site Plan Approval?

Site Plan Approval is a required process that must be followed for most developments including major building renovations or additions. It is a type of development control, authorized under Section 41 of the Planning Act. A major component of the Site Plan Approval process involves the municipality's review and approval of detailed plans for site development that address issues such as landscaping, building elevations, and location of parking lots. For major developments, this process often includes an agreement between the municipality and the landowners that requires the landowner to provide land (i.e. park land dedication) or services to the municipality. The first step in Site Plan Approval is Formal Consultation with the Planning Division. Formal Consultation will help determine what materials need to be submitted for review (e.g. grading plan, studies, reports etc.) when moving forward with the Site Plan.

What is the purpose of Site Plan Approval?

The purpose of Site Plan Approval is to review site design features and coordinate the following:

- High quality building design
- The impact of the proposal on surrounding land uses
- Placement of buildings
- Overall site design
- Landscaping

- Pedestrian circulation (routes) and barrier-free design
- Grading, drainage, and storm water management
- Parking, loading layout, and vehicular access and maneuvering

Hamilton's City Council has adopted a "Site Plan Guidelines" document that outlines the City's design preferences and expectations for site development. This document promotes livability; encourages

environmental sustainability; and promotes high quality building designs and attractive streetscapes. Site Plan Approval ensures implementation of City requirements (e.g. site layout, street widening, parking, drainage, landscaping, etc.) and improves the quality and appearance of the development. The “Site Plan Guidelines” document can be found online at www.hamilton.ca/siteplan.

When is Site Plan Approval required?

The entire City of Hamilton is designated as a Site Plan Control Area. Final Site Plan Approval is required prior to applying for and receiving a Building Permit for major building renovations, additions, or for new construction related to:

- Industrial
- Commercial
- Institutional
- Multiple Residential

Generally, Site Plan Approval does not apply to single detached dwellings, semi detached dwellings, duplex dwellings, or agricultural buildings. However, as outlined in the Site Plan Control By-law, Site Plan Approval is required for the following uses and site specific areas:

- Single, duplex, or semi-detached dwellings located on Beach Boulevard Road
- Single, duplex, or semi-detached dwelling within or adjacent to major open space areas, environmentally significant areas, or provincially significant areas
- Multiple, single, duplex, or semi-detached dwellings within Innovative House Groupings
- Any street townhouse in a Registered Plan of Subdivision
- Commercial and Agricultural Greenhouses

Are there other important issues and requirements I should be aware of?

Two important issues to review closely are lighting plans and landscape design requirements. Both of these are outlined in the “Site Plan Guidelines” document (www.hamilton.ca/siteplan).

The site Lighting Plan must include a statement signed by an Electrical Engineer stating that: “The submitted plan complies with Section 3.9 “Lighting” of the City of Hamilton Site Plan Guidelines.” Lighting is required to provide night visibility; create safe conditions for both pedestrians and vehicular operation; and create an attractive evening environment. Lighting must be directed on site and must not spill over to adjacent properties or streets. Lighting Plans are required for pole mounted lighting. Wall mounted lighting must be directed downwards and “house shields” must be provided, where needed, to completely eliminate glare to adjacent properties.

Landscaping Design is an important aspect of site planning and provides a wide range of functions in both the public realm and on private property. Landscape treatments can be used to frame and soften structures, define spaces, create a buffer, and screen undesirable views. Micro climate and environmental benefits can also be gained through plant selection and location. Hamilton places an emphasis on streetscapes and front yard landscaping treatments. Street trees should be planted to enhance streetscapes and contribute to Hamilton’s urban forest.

For further details on landscaping see Section 3.3 “Landscape Design” of the City of Hamilton Site Plan Guidelines or for details of the submission requirements see “Plan Requirements for Approval of Landscape and Grading Plans”.

How do I apply for Site Plan Approval?

Before making an application, Formal Consultation with the Planning Division is required, unless the Director of Planning or Manager of Development Planning has waived this requirement. More information on Formal Consultation can be found in the Formal Consultation brochure or online at www.hamilton.ca/onestop.



Application forms and fee information are available the One Stop counter on the first floor of City Hall (71 Main Street East) or online at www.hamilton.ca/planningfeesapplications. The City of Hamilton "Site Plan Guidelines" document is an excellent resource to assist in the preparation of a Site Plan submission and can be found online at: www.hamilton.ca/siteplan.

For additional, hands-on assistance in the preparation of a Site Plan Application, you can talk to one of our Business Facilitators (available at the One Stop counter and contact information found at the end of this brochure) who would be pleased to assist, answer any questions, or to guide you through the development approval process.

What if I want to appeal a decision?

You can appeal a decision in writing by address your appeals to:

The Ontario Municipal Board
655 Bay Street, Suite 1500
Toronto, ON M5G 1E5
Phone: 416-326-6800
Website: www.omb.gov.on.ca
and;

Corporate Services Department
City Clerk
71 Main Street West, 1st Floor
Hamilton, ON L8P 4Y5

How long does it take to receive conditional and final Site Plan Approval?

It usually takes four weeks, from receipt of a complete application, to provide Conditional Site Plan Approval. The amount of time required to obtain Final Site Plan Approval will vary depending on whether there are any major design issues to resolve, and on how quickly applicants can satisfy

all pre-Building Permit conditions (please see the Site Plan Process below).

What is the Site Plan Process?

1. Formal Consultation Meeting:

Before submitting an application, a Formal Consultation with the Planning Division is required, unless the Director of Planning or Manager of Development Planning has waived this requirement.

The purpose of Formal Consultation is to:

- outline information/studies/reports (noise/vibration studies, traffic impact studies, environmental assessments, archeological assessments, etc.) that will be needed to support your application and for your application to be deemed complete
- provide preliminary comments and initial feedback on a proposed development
- confirm whether other approvals will also be required (i.e. Minor Variance)

The Planning Division (i.e. Planner) may also suggest that other City departments or agencies be consulted prior to submitting an application.

2. Submit the Application:

After Formal Consultation with the Planning Division, the following will need to be submitted:

- a complete application for Site Plan Control (including a signed "Formal Consultation Document" or "Waiver Letter")
- the application fee(s)
- information (studies/reports/concept plans) that the Planning Division has outlined as required to evaluate the proposal
- five (5) copies of the survey plan, nine (9) copies of a site plan and of the building elevation plans (containing the prescribed information), all prepared and stamped by a qualified professionals (Architect, Engineer or Landscape Architect).
- details of the submission requirements, which are outlined in "Submission Requirements and Application Form for Site Plan Control"

3. Processing:

The Development Planning Section coordinates the processing of the application. The submitted plans are circulated to various City departments and agencies for review and comments are requested to be received within ten (10) business days of the circulation. The applicant, owner, and commenting departments and agencies are invited to a meeting with the Development Review Committee, which is held approximately four (4) weeks from the date that the application was deemed complete.

4. Development Review Committee:

At the Development Review Committee meeting, the applicant will be consulted on comments received through the circulation and any recommended revisions. The application could be approved with conditions; deferred for revisions and/or redesign; or refused (with reasons noted). As long as any concerns noted by City departments are minor in nature and there are no major outstanding issues; it is likely that Site Plan Approval can be granted by the Manger of Development Planning. This approval would be subject to agreement with all applicable conditions; any redline revisions to the plans; and a signed letter of undertaking. A resubmission or recirculation may be warranted for proposals that require significant revision/redesign and proposals with major concerns that cannot be easily resolved at the meeting.

5. Conditional Site Plan Approval:

If approved, a letter outlining the Conditions of Approval with subsequent requirements and a copy of a stamped, approved (redlined) plans, including the Undertaking, will be sent to the agent within the week following the meeting. This letter and the Undertaking, which are to be signed by the owner and returned to the City, form the agreement between the owner and the City. If a

formal Section 41 Development Agreement is required, it will be sent to the applicant from the City's Legal Services.

6. Appeals

If an applicant disagrees with the decision of the Manager of Development Planning or with any revisions and/or approval conditions, the owner may appeal to the Ontario Municipal Board (OMB) for a hearing. Written notice of the appeal must be given to the OMB and to the Clerk of the City of Hamilton. The OMB may uphold, alter, add, or remove any condition of Site Plan Approval. (Contact information and mailing addresses are found on previous page.)

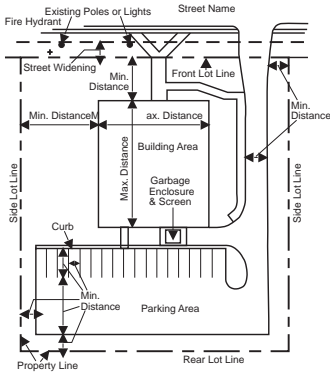
7. Limitations

Applicants must satisfy all pre-Building Permit conditions; pay all applicable securities; and obtain a Building Permit within one year of the date that the Site Plan Approval was granted by the Manager of Development Planning or, if appealed, within one year of the OMB decision date. Failure to do so, will result in the expiration of Site Plan Approval, which will require a new submission. Prior to the expiration date, the applicant may make a written request to the Manager of Development Planning for an extension of Site Plan Approval. Requests must include a suitable reason for the extension; the proposed extension period (up to one year); and the prescribed fee.

8. Final Site Plan Approval:

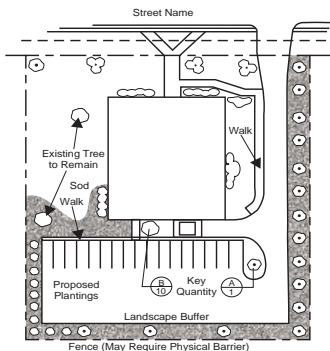
Once applicants have satisfied all pre-Building Permit conditions and paid any required security amounts, a final approval letter will issued to the applicant and the Building Services Division. The final approval letter indicates that final Site Plan Approval has been issued and that the applicant can apply for a Building Permit.





The Site Plan must show:

- Ground floor layout of buildings and units
- Location and type of closest fire hydrant, existing and proposed
- Traffic circulation and fire route signs
- Maximum dimensions of buildings
- Minimum distance between buildings
- Roadway, driveways, parking area layout, and pedestrian walks and ramps (including barrier-free access) - all showing minimum dimensions
- Proposed / existing signs
- Location of any interior walkways, stairs, escalators, and building entrances
- Interior amenity areas
- Key or legend to identify symbols
- Drawing date and revision dates
- Property boundaries, and adjacent street names
- Minimum distance setbacks
- Location of existing and proposed buildings, hydro poles / vaults, etc
- Landscape area, existing vegetation, drip line location and height of fences
- Visual / Acoustical barriers, retaining walls
- Garbage storage and recycling, cart areas / loading areas
- Sufficient existing and proposed grading information on both the subject and adjacent lands to show existing and proposed drainage patterns
- Standard notes and details of Development Chart
- North arrow, scale, and plans stamped by an Engineer, Architect or Landscape Architect

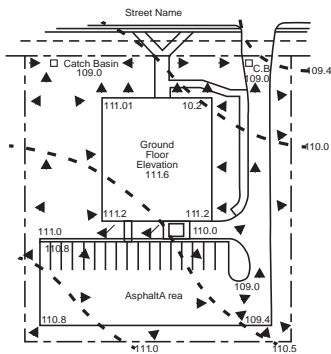


The Landscape Plan must show:

- Location of all plant material, planting beds and sodded areas
- Plant list showing key, numbers, botanical and common names and sizes
- Location and details of existing vegetation to be retained or removed and protection measures
- Location of traffic signs and sign schedule
- Location of any features such as:
 - pathways
 - interior walkways
 - open space areas
 - activity areas
 - special activity areas
 - play areas
 - building entrances
 - doorways
 - stairs
 - escalators
- Location of outdoor lights
- Location and treatment of garbage collection areas
- Listing of play equipment (if applicable)
- Key or legend to identify symbols
- Standard notes
- North Arrow, scale, and plans stamped by an Engineer, Architect or Landscape Architect

The Lighting Plan must show:

- Location of all proposed fixtures/poles
- Type of fixtures - wattage, voltage, lamp type
- Photoelectric data or computer printout with foot candle levels



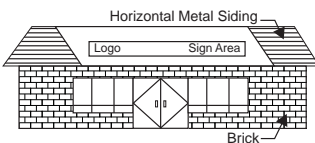
The Grading Plan must show:

Existing Spot Elevation:

- At a 15m interval along the centreline of adjacent municipal roads, at the back of municipal walks, along all property lines, at all lot corners
- At a 15m grid within the site, at all grade changes, top / bottom retaining walls, etc
- At a 15m interval along all existing swales and drainage courses
- External to the lands being developed
- Corners of all existing buildings within or adjacent to the site

Proposed Spot Elevations:

- At a 15m interval along all property lines and at all lot corners
- At a 15m grid within the site and at all grade changes
- At a 15m interval along all internal roads, swales, sidewalks, gutters, curbs, top/bottom retaining walls, etc
- Top of all catch basins, steps, patios, etc
- Corners of all proposed buildings
- All elevations must be geodetically based and a description of the geodetic bench mark used must be included on the plan
- Existing and proposed drainage direction by arrows
- Key or legend to describe symbology used on plan
- Drawing date and revision dates
- Key map
- Drainage must be dealt with internally to the site, unless approved by the Manager of Development Engineering. Development must not block drainage from external lands
- Grading Plans must be stamped by an Engineer, Architect or Landscape Architect
- Standard notes



The Building Elevation must show:

- All building Elevations (North, South, East and West)
- Overall design of proposed structures; front, side and rear elevations and materials to be used
- Elevations showing texture intended; e.g. Horizontal lines for brick course, vertical lines for wood siding or concrete patterns
- Drawing date and revision dates
- Standard Notes
- Scale and plans stamped by an Engineer, Architect or Landscape Architect

For more information contact:

Planning Division

Planning and Economic Development Department
City Hall
71 Main Street West, 5th Floor
Hamilton, ON L8P 4Y5
www.hamilton.ca/planning

Monday - Friday

8:30 a.m. - 4:30 p.m.

East Wards 3,4,5,6,9,10 and 11

Phone: (905) 546-2424 Ext. 1355

West Wards 1,2,7,8,12,13,14 and 15

Phone: (905) 546-2424 Ext. 2799