

# SITE PLAN CONTROL

## **What is Site Plan Control?**

Site Plan Control is a method by which a municipality ensures that development of a particular site is carried out in an orderly fashion and is compatible with the surrounding development and landscape. It, however, cannot be used to control density but can be used to preserve tree cover.

Upon application for a building permit, landowners are required to submit a detailed site plan and drawings of the building's exterior. A survey may be required. The landowner is required to enter into an Agreement with the Township ensuring the provision of and maintenance of certain works. This Agreement must be registered on title prior to a building permit being issued.

## **What Authority does the Municipality have to exercise Site Plan Control?**

Section 41 of the Planning Act, R.S.O. 1990, empowers municipalities to use Site Plan Control for certain uses within a municipality.

## **What Areas are subject to Site Plan Control?**

Under the Township's Site Plan Control By-law the entire Township is subject to Site Plan Control. Certain zones are generally excluded, however, site plan control may be imposed.

## **What Uses can only be Developed by Site Plan?**

- a) Commercial,
- b) Industrial,
- c) Institutional,
- d) Residential where development constraints exist (ie. steep slopes, special lakes),
- e) Multi-family Residential,
- f) Residential uses where an existing lot of record does not comply with the applicable zoning provisions,
- g) Rural Estate Subdivisions.

## **Is There a Public Meeting?**

Under the Planning Act, a Public Meeting is not required. The Township, however, can require a Public Information Meeting to inform neighbours regarding the development of a property. Neighbours cannot appeal any decision and cannot be parties in any site plan agreement.

## **Items Considered when Reviewing Site Plan**

To ensure appropriate development by way of site plan control, numerous items are considered in the review of the plans:

- a) location of proposed buildings in relation to other buildings on the property and buildings on adjacent properties,
- b) the possible aesthetic impact of the proposal (particularly on the waterfront),
- c) the nature of the parking facilities and the adequacy thereof,
- d) entranceways,
- e) pedestrian access,
- f) lighting,
- g) landscaping and buffering, including the enhancement of the property,
- h) garbage storage areas,
- i) site drainage (including stormwater management),
- j) fire,
- k) securities for matters of a public interest.

## **The Site Plan Agreement**

A Site Plan Agreement is entered into between the owner and the Township wherein the owner agrees to complete the works shown on the site plan. The works may have to be completed within a certain time

period. This Agreement must be registered on title prior to the owner receiving a building permit.

### **What are the Penalties for Violation the Agreement?**

Any works not completed as detailed on the Site Plan may be completed by the Township at the owners expense. The cost of completion of the works will then be recovered through taxes. Alternatively, the Township may require a Letter of Credit equal to the value of the works to be done to guarantee that the works will be done.

### **Can a Site Plan be Amended?**

A Site Plan can be amended with an amended site plan registered on title. This may require the releasing of the original Agreement. Significant amendments are reviewed by the Township's Planning Committee and Council. An amendment fee is also required.

### **Submission Requirements**

1. Completed application form by landowner or authorized agent.

2. Application Fee:

Residential (Dwelling)	\$ 800.00
Residential (Accessory)	\$ 500.00
Residential Amendment (Minor) Commercial /	\$ 500.00
Multi Residential / Industrial - less than 7,500 square feet gross floor area	\$1,500.00
Commercial / Multi Residential / Industrial - over 7,500 square feet gross floor area	\$ 2,500.00
Commercial Amendment (Minor)	\$ 750.00
Condition of Variance	\$ 50% of fee
Release of Site Plan Agreement	\$ 250.00

*Note: the application fee includes the cost of registration on title.*

3. Completed site plan (as per the site plan requirements on the following page).

### **LENGTH OF TIME FOR APPROVAL**

A minor site plan can usually be approved within two (2) weeks. A major site plan usually takes two (2) months for approval.

Submit To: Director of Planning, Township of Muskoka Lakes, 1 Bailey Street, P.O. Box 129, Port Carling, ON P0B 1J0

July 2018

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THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES  
1 BAILEY STREET, P.O. BOX 129, PORT CARLING, ONTARIO P0B 1J0

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**TOWNSHIP OF MUSKOKA LAKES**  
**SITE PLAN REQUIREMENTS**

The following items are required:

- i) **All plans and signatures in black ink.**
- ii) Title, location, and name of owner.
- iii) A north arrow and scale (preferably at a scale of 1"=50' or larger).
- iv) An accurate plan of the entire property drawn to scale with no survey bars (not a plan of survey) based on a legal survey. Any drawings exceeding 11" x 17" or Studies / Reports are required to be submitted in digital format in addition to hard copy.
- v) Dimensions of the entire property; if large property, show enlargement of area to be developed (with dimensions of enlarged area).
- vi) Location and size of existing buildings/docks and distances from buildings to adjacent buildings, streets and property boundaries.
- vii) Location and size of proposed buildings/docks and distances from buildings to adjacent buildings, streets and property boundaries.
- viii) Signatures of all owners are required on the two (2) signing pages provided. Signatures must be witnessed and the witness must print their name below the signature.
- ix) A photo copy of the transfer of deed of land (first page of deed) or accurate registerable legal description of the subject property.
- x) Securities in the form of a Letter of Credit from a Chartered Bank or a certified cheque to cover the costs of all items of a public interest.

The following items are required where applicable:

**Residential:**

- i) Location and dimensions of all access driveways.
- ii) Parking and landing spaces and their dimensions.
- iii) Type of ground treatment for parking areas and entranceways.
- iv) Widths of traffic flow areas.
- v) Locations of existing rights-of-way or easements.
- vi) Location of watercourses and extent of floodplain (including flood elevation where applicable).
- vii) Proposed drainage patterns.
- viii) Location of existing trees and forested areas including shrubs or groupings thereof.
- ix) Location, extent, and type of proposed plantings.
- x) Location and extent of Shoreline Vegetative Buffer including a label stating "All Vegetation between the dwelling and the high water mark shall remain in its natural state."
- xi) Existing and proposed elevation where there will be a significant alteration to the existing grade or stormwater management plan is required.
- xii) Location of area for septic system and well.
- xiii) Proposed snow storage areas.
- xiv) Garbage storage location and type.
- xv) Location and height of exterior lighting including orientation. All lighting must be Dark Sky Compliant.

- xvi) Sign location and content.
- xvii) Elevation drawings of proposed buildings showing height, building openings, massing and conceptual design.
- xviii) Name of individual or firm who prepared drawing.
- xix) A label stating "All tree removal and grading / filling must comply with the TREE PRESERVATION AND SITE ALTERATION By-laws".

All building sites, location of septic system, and access must be flagged on the property prior to the required Township Staff site inspection.

For those lots fronting onto a Highly Sensitive Lake or a Lake Over Threshold, a lot specific assessment by a qualified professional will be required. Stormwater management, sediment control, and shoreline buffer preservation measures shall be shown on the site plan.

**Shoreline Naturalization Plan:**

- i) Name of individual or firm who prepared drawing.
- ii) Location, site, species, and condition of existing trees and shrubs.
- iii) Location, size and species of proposed trees, shrubs, and groundcovers.
- iv) Identification of existing trees to be preserved.
- v) Proposed landscape areas and general treatment of those areas including walkways, etc.
- vi) Plant list stating common name, height, calliper, and quantity of proposed planting.
- vii) Typical planting detail.
- viii) Specification of all proposed retaining walls.
- ix) Detail of any proposed tree protection measures (i.e. hoarding at dripline).

**x) Minimum Plant      Deciduous Trees 55mm (2inches)**  
**Sizes:                      Calliper, Coniferous Trees 6 feet in height**

**NOTE:** Where the labeling of items in Section B excessively clutter the site plan, they may be listed on a separate Schedule to the Site Plan Agreement.

***THAT THERE MAY BE ADDITIONAL APPROVALS SUCH AS BUT NOT LIMITED TO: SITE PLAN, BUILDING PERMIT, ENTRANCE PERMIT, ETC AND ADDITIONAL FEES AND CHARGES SUCH AS BUT NOT LIMITED TO: SITE PLAN APPLICATION FEES & SECURITIES, BUILDING PERMIT FEES, DEVELOPMENT CHARGES, ETC. ASSOCIATED WITH ANY DEVELOPMENT APPROVED IN CONJUNCTION WITH THIS APPLICATION.***

(Drawing Revised September 17, 2003)  
(Drawing Revised October 23, 2003)

# Proposed Site Plan for

Joe River, Muskoka

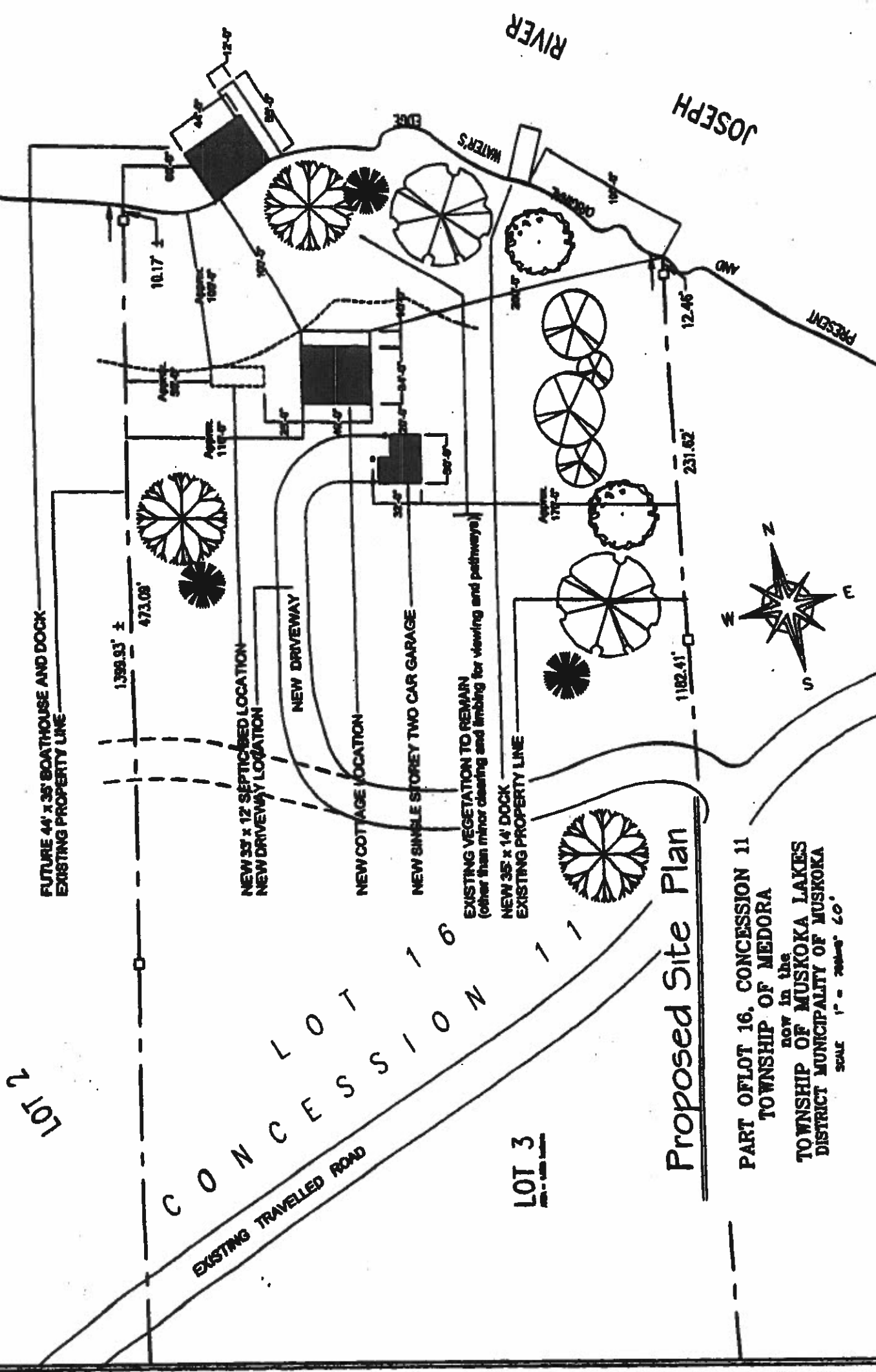
<ul style="list-style-type: none"> <li>1. Proposed Buildings</li> <li>2. Proposed Driveways</li> <li>3. Proposed Septic System</li> <li>4. Proposed Dock</li> <li>5. Proposed Property Lines</li> <li>6. Existing Property Lines</li> <li>7. Existing Structures</li> <li>8. Existing Driveways</li> <li>9. Existing Septic System</li> <li>10. Existing Dock</li> <li>11. Existing Roads</li> <li>12. Existing Utilities</li> <li>13. Existing Vegetation</li> <li>14. Proposed Vegetation</li> <li>15. Proposed Paths</li> <li>16. Proposed Fences</li> <li>17. Proposed Landscaping</li> <li>18. Proposed Water Features</li> <li>19. Proposed Paved Areas</li> <li>20. Proposed Gravel Areas</li> <li>21. Proposed Earth Retention</li> <li>22. Proposed Erosion Control</li> <li>23. Proposed Stormwater Management</li> <li>24. Proposed Fire Protection</li> <li>25. Proposed Security</li> <li>26. Proposed Accessibility</li> <li>27. Proposed Energy Efficiency</li> <li>28. Proposed Sustainability</li> <li>29. Proposed Smart Growth</li> <li>30. Proposed Resilience</li> <li>31. Proposed Quality of Life</li> <li>32. Proposed Community Benefits</li> <li>33. Proposed Economic Development</li> <li>34. Proposed Social Inclusion</li> <li>35. Proposed Environmental Stewardship</li> <li>36. Proposed Cultural Heritage</li> <li>37. Proposed Historical Preservation</li> <li>38. Proposed Archaeological Resources</li> <li>39. Proposed Paleontological Resources</li> <li>40. Proposed Geological Resources</li> <li>41. Proposed Hydrological Resources</li> <li>42. Proposed Biological Resources</li> <li>43. Proposed Cultural Resources</li> <li>44. Proposed Historical Resources</li> <li>45. Proposed Archaeological Resources</li> <li>46. Proposed Paleontological Resources</li> <li>47. Proposed Geological Resources</li> <li>48. Proposed Hydrological Resources</li> <li>49. Proposed Biological Resources</li> <li>50. Proposed Cultural Resources</li> </ul>	<p>Drafting Design Inc.        100 Main Street        Muskoka, Ontario        P1A 1A1        Phone: (705) 885-1111        Fax: (705) 885-1112        Email: info@draftingdesign.com</p> <p>Date: September 2003        Drawn by: Mark Jones        Scale: 1" = 200'-0"</p>
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 Email: info@draftingdesign.com

Date: September 2003  
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Page One of One



LOT 2

CONCESSION ROAD

LOT 3

## Proposed Site Plan

PART OF PLOT 16, CONCESSION 11  
 TOWNSHIP OF MEDORA  
 now in the  
 TOWNSHIP OF MUSKOKA LAKES  
 DISTRICT MUNICIPALITY OF MUSKOKA  
 SCALE 1" = 200'-0"