



Hamilton

**PLANNING AND ECONOMIC DEVELOPMENT
DEPARTMENT**

**SITE PLAN APPLICATION
Submission Requirements and
Information**

SITE PLAN CONTROL

Site Plan Control is a type of development control authorized under Section 41 of the *Planning Act*.

The City of Hamilton passed By-law 15-176 to consolidate and update Site Plan Control by-laws across the City. By-law 15-176 has been further amended by By-laws 18-104, 19-026, 21-069 and 23-030.

<https://www.hamilton.ca/city-council/by-laws-enforcement/frequently-requested-by-laws>

BEFORE SUBMITTING AN APPLICATION

Mandatory Formal Consultation: Formal Consultation is required prior to submitting a Site Plan Control Application. The purpose of the Formal Consultation process is to identify key issues and to confirm all the required information and materials that must be submitted with a complete Site Plan Control Application.

In some cases, Formal Consultation may be waived. Depending on the complexity of the proposal and in instances where the proposal was subject to a recent development application (i.e. Zoning By-law Amendment).

Your Site Plan Application will not be considered complete without a valid Formal Consultation Document or Formal Consultation Waiver letter.

APPLICATION SUBMISSION REQUIREMENTS

- Cover Letter** providing a summary of the proposed development, including a list of documents included in the submission.
- Application Form** with all applicable sections completed, including the Owner's Consent, Authorization, Acknowledgements and Affidavit signed in the presence of a Commissioner or Oaths.
- Application Fee(s)** are required to be submitted with the application. Please refer to the current City of Hamilton [Planning Division Fee Structure](#), as all fees are subject to change annually.

Application Fees can be paid by cheque (payable to "City of Hamilton") or by credit card. All cheques submitted to the Planning Division must be accompanied by a cover letter or [Fee Intake Memo](#) indicating the following: municipal address of the development; the application type, description of the fee, fee amount, and cheque number; Owner / Applicant's name and contact information; Agent's name and contact information; and if known, the assigned file number and assigned Planner's name.

Refer to the section below for more information on Application fees and External Agency Fees.

- Survey Plan** prepared in accordance with the Drawing Requirements outlined in

this document.

- Site Plan** prepared in accordance with the Drawing Requirements outlined in this document.
- Building Elevations** prepared in accordance with the Drawing Requirements outlined in this document.
- Formal Consultation Document** signed by Owner / Applicant and valid, or **Formal Consultation Waiver**.
- Zoning Compliance Review Letter** signed by the Owner / Applicant.
- All of the Required Materials and Information** as identified through the Formal Consultation process. All plans, reports and/or studies submitted must:
 - a. be prepared according to the [Terms of Reference](#);
 - b. be in digital (PDF) format;
 - c. be submitted without a password and/or restrictions;
 - d. be prepared in metric measurement; and,
 - e. be prepared and stamped by qualified professionals.

Electronic Documentation

All submission requirements must be submitted in digital format. The Planning Division will accept digital submissions in PDF format on a USB stick or via the CitySHARE link.

A CitySHARE link can be requested by emailing planningapps@hamilton.ca.

Electronic files are to be provided with the following naming conventions:

FileName_VersionNumber_Date (with no spaces).

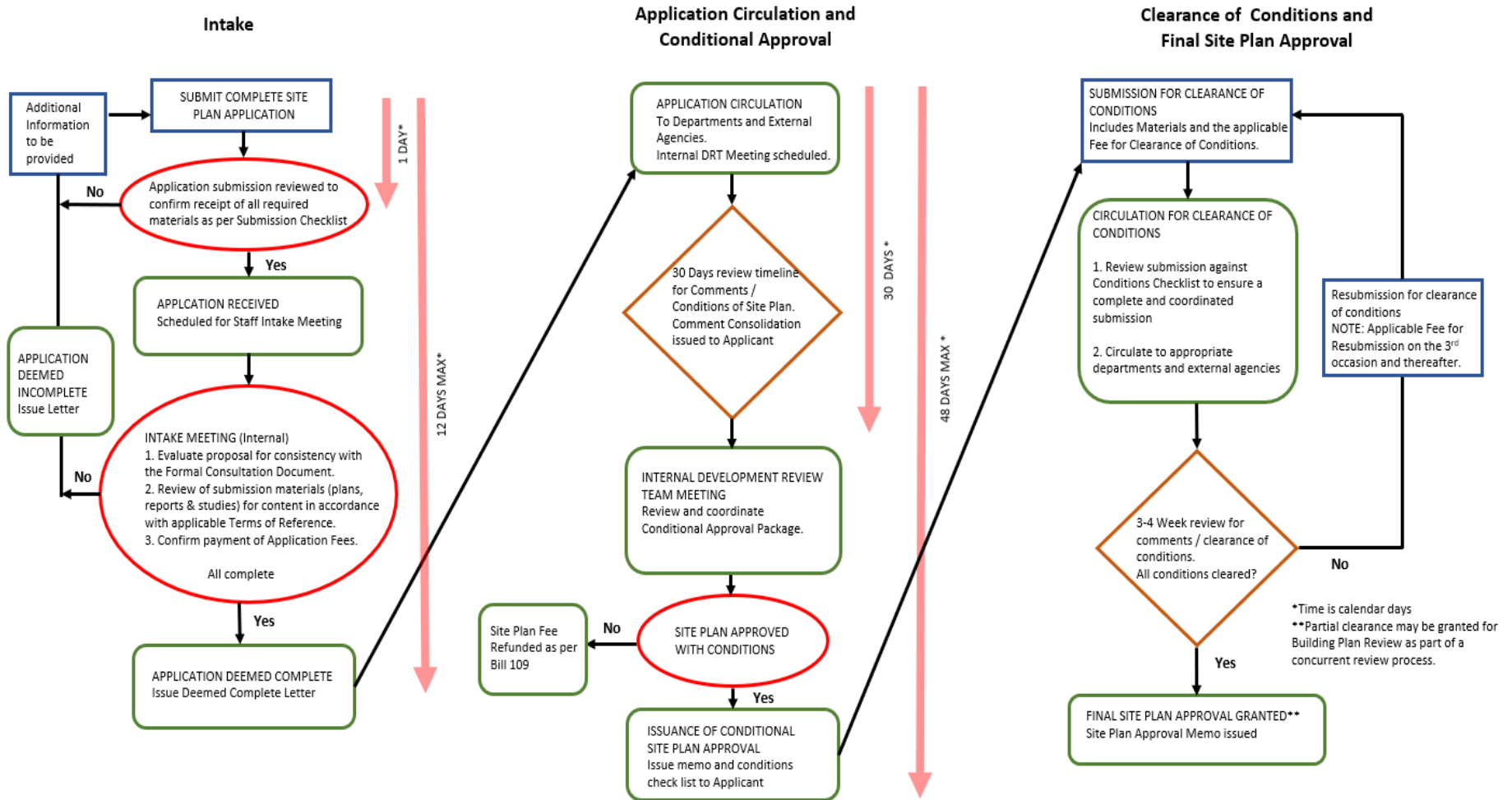
For Example:

- 00_ApplicationForm_v1_yymmdd
- 01_Survey_v1_yymmdd
- 02_SitePlan_v1_yymmdd

Disclosure of Information

All information submitted in support of this application will be considered public information, including any reports, studies, drawings, or other documentation submitted by applicant(s), agent(s), consultants(s) or solicitor(s). The City of Hamilton is permitted to make the application and any associated supporting information available to the general public, including posting electronic versions of the application form and associated studies and reports online. The City of Hamilton is also permitted to provide copies of the application and any supporting information to any member of the public or other third party that requests the information.

SITE PLAN PROCESS FLOW CHART



DRAWING REQUIREMENTS

A. General Drawing Requirements

The following requirements apply to all drawings:

- All measurements must be in metric.
- All drawings must have a standard scale.

Title block, containing the following:

- Key Plan (showing location of subject lands)
- North arrow
- Consultants name and contact information
- Professional stamp, signed and dated
- Date of plan preparation, Revision column (numbered and dated)
- Municipal Address
- Project name
- Scale of drawing

B. Survey Plan by O.L.S. showing:

- Net lot area in metric measure
- The property and its bearings, dimensions, stakes, etc
- Location and size of existing watermain, Hydro poles, Bell vaults, etc.
- Location and type of closest existing fire hydrants (information available from the Public Works Department)

C. Site Plan Drawing showing:

- Clear delineation of property lines (including bearings and dimensions of property lines)
- Front, Side, and Rear lot lines
- Right-of-Way widenings and/or daylight triangles (size of the widening to be dimensioned and notation indicating "lands to be dedicated to the City of Hamilton for right-of-way widening purposes")
- Location and extent of any easements, rights of way and road reserves
- Adjacent street names
- Location of any existing buildings or structures (including notation if buildings will be retained or removed)
- Location of existing and proposed hydro poles/vaults, etc.
- Location or outline of existing building on adjacent properties
- Building entrances and exits
- If the proposed development is to be developed in phases, then the phasing line shall be shown and Details of Development chart for each phase.
- Include Undertaking on drawing (See page "X")
- Include Site Plan notes on drawing (See page "Y")
- Include Site Statistics Table on drawing, as per below:

| Site Statistics Table | | |
|------------------------------------|----------------------|----------|
| | Permitted / Required | Proposed |
| Net Lot Area (m ²) | | |
| Building Coverage (max.) | | |
| Gross Floor Area (max.) | | |
| Building Height (max.) | | |
| Number of Storeys | | |
| Number of Residential Units (max.) | | |
| Number of Parking Spaces | | |
| Number of Loading Spaces | | |
| Landscaped Area (min.) | | |

Built Form

- *Location and dimensions of any proposed buildings, building additions, and accessory structures
- *Building setbacks to front, side and rear yards (indicate min. / max. required by Zoning By-law)
- Building Blocks to be numbered with number of units, such as:

BUILDING NO. 2
FOUR (4) DWELLING UNITS
- *Minimum distance between buildings

***Note: Please ensure all dimensions are sufficient to allow minor changes as may be necessary.**

Streetscape

- Location of existing/proposed municipal sidewalks (must be shown to be continuous through driveways)
- Indication of removal of any existing driveways, including notation that redundant driveways will be removed, and curbing and boulevard will be restored to City standards

Pedestrian Network

- The design must incorporate barrier free access features and designated parking facilities

Vehicular Network

- All access driveways, including width and radius
- Visibility triangles at all access driveway entrances

- Location and type of closest fire hydrant, existing and proposed
- Traffic circulation and Fire Route signs (applicant to ensure that the Fire Code requirements of the Ontario Building Code regarding vehicular access and movements are complied with)
- Fire access routes as required by the Ontario Building Code

Parking Layout

- Parking area layout and ramps showing minimum dimensions. (e.g. 6 m min.; 2.7 m min. - typical)
- Underground parking layout showing ramps, stairwells, parking spaces for each level

Waste Storage and Collection Areas

- Location and screening of waste facilities
- Enclosure and/or screening details provided on separate detail sheet
- Indication of any interior garbage areas

Miscellaneous

- Location of any interior walkways, stairs, escalators, building entrances
- Location of any interior amenity areas
- Landscaped areas and location and height of fences, visual/acoustical barriers, retaining walls
- Signs and setbacks from property lines
- Floor area breakdown including basements, cellars, and mezzanines
- Floor plans (where applicable)
- Existing vegetation with drip lines

Notes on Site Plan

The following notes must be shown on the Site Plan:

NOTES ON SITE PLAN

1. All work involved in the construction, relocation, repair of municipal services for the project shall be to the satisfaction of the Director of Planning and Chief Planner, Planning and Economic Development Department.
2. Fire Route Signs and 3-Way Fire Hydrants shall be established to the satisfaction of the City Fire Department and at the expense of the owner.
3. Main driveway dimensions at the property line boundaries are plus or minus 7.5 m unless otherwise stated.
4. All driveways from property lines for the first 7.5 m shall be within 5% maximum grade, thereafter, all driveways shall be within 10% maximum grades.

5. The approval of this plan does not exempt the owner's bonded contractor from the requirements to obtain the various permits/approvals normally required to complete a construction project, such as, but not limited to the following:
 - Building Permit
 - Sewer and Water Permits
 - Road Cut Permits
 - Relocation of Services
 - Approach Approval Permits
 - Encroachment Agreements (if required)
 - Committee of Adjustment
 - Sign Permits
6. Abandoned accesses must be removed and the curb and boulevard restored with sod at the owner's expense to the satisfaction of the Corridor Management Section, Public Works Department.
7. For visibility triangles at the vehicular access points, the following note to be provided:

“__ metre by __ metre visibility triangles in which the maximum height of any objects or mature vegetation is not to exceed a height of 0.60 metres above the corresponding perpendicular centreline elevation of the adjacent street.”
8. Signage is not approved through the Site Plan Process. All signs must comply with Hamilton Sign By-law No. 10-197.
9. Lighting must be directed on site and must not spill over to adjacent properties or street.
10. CALL BEFORE YOU DIG, arrange for underground hydro cable locate(s) and gas pipelines before beginning construction by contacting Ontario One Call at 1-800-400-2255.

D. Minimum Grading Information

- A description of the geodetic benchmark used to establish all elevations on the plan must be provided.
- Sufficient existing and proposed elevations/detail on both the subject and adjacent external lands to clearly show the existing and proposed drainage patterns. Drainage should be dealt with internally to the development and the development must not block drainage from the external lands.
- Location of all existing and proposed catch basins, swales, retaining walls, berms, accesses, drainage courses, etc. must be provided.

- Ground floor and minimum basement floor elevations of buildings and units.
- An indication of how the roof leaders of the existing/proposed buildings drain. Either overland or directly to the storm sewer system.
- Preliminary stormwater management detail as applicable must be submitted, i.e. location and types of storage facilities, etc. (shown conceptually)

E. Building Elevation Drawing

- Provide an elevation of each building façade
- Label all building materials and material colours for information purposes
- Building height (in metric) to be labelled as per Zoning By-law definition of “height” and “grade”
- Indicate average grade
- Location of any rooftop mechanical, including proposed screening location and material

Perspective/Model/or Section

This item is optional for presentation purposes. However, depending on the nature or magnitude of the project, a perspective or section may be required in order to clarify the relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access.

The perspective or section should be an architectural rendering of a view of a typical block or building and its proposed setting for presentation purposes. The drawing should be shown within the context of the adjacent lands, if applicable.

F. Lighting Plan for Public Parking Lots

- Location of all proposed fixtures/lighting poles.
- Type of fixtures including manufacturer's wattage, voltage and lamp type.
- Photometric data or computer printout showing Foot Candle (F.C.) levels.
- Use "IES" Roadway Lighting as guidelines - Table 14-27
 “Recommended Maintained Horizontal Illuminances for Parking Facilities”, as minimum requirements with an exception to raise the lighting level to 5 F.C. for Hamilton Parking Authority Outdoor Parking Lot.
- Location of adjoining residential building(s).

PROFESSIONAL STAMP

Plans are required to be prepared and stamped by qualified professionals (i.e. members of OAA, OLA, RPP, P. Eng or combination). Where development includes structures and/or buildings submitted for approval under Site Plan Control, and being consistent with the Ontario Building Code, and the Ontario Architects Act, Building Elevation Plans must be prepared and stamped by an architect or engineer, except for minor projects as determined by the Manager, Heritage and Urban Design, Planning and Economic

Development Department. For buildings and structures under Part 9 of the Ontario Building Code, a BCIN designer can stamp and sign plans.

Where development includes Grading and Landscape Plans submitted for approval under Site Plan Control, the plans must be prepared and stamped by a qualified professional architect, engineer, or landscape architect, except for minor projects determined by the Manager, Heritage and Urban Design, Planning and Economic Development Department.

Plans without a Professional stamp will not be Final Approved.

SITE PLAN APPLICATION FEES

Application fees are payable in two stages in accordance with the current City of Hamilton Planning Division Fee Structure.

The first part of the fee is payable at the time of application submission, and the second part of the fee is payable following the issuance of Conditional Site Plan Approval for clearing of conditions.

A fee is applicable for any resubmissions on the 3rd occasion and for every resubmission thereafter.

Other fees may be applicable as a result of conditions of Site Plan Approval.

EXTERNAL AGENCY FEES

Conservation Authority Fee

The Conservation Authorities within the City of Hamilton charge fees for their review of *Planning Act* applications. Please visit the link below to determine if the property falls under a Conservation Authority's regulated area.

<https://conservationontario.ca/conservation-authorities/find-a-conservation-authority>

Note: The Applicant is responsible to send the payment direct to the Conservation Authority. The City of Hamilton no longer collects payment on behalf of the Conservation Authority and any payments submitted to the City will be returned to the Applicant.

Hamilton International Airport Review Fee

The Hamilton International Airport (HIA) charge fees for their review of applications that fall within any of the three Airport Zoning Regulation zones (Approach, Transitional and Outer Surface), within the Noise Exposure Forecast (NEF) contour, or for specific land uses located within the Wildlife Hazard Zone.

Planning Division staff can assist in determining whether the Hamilton International Airport review fee is required.

Note: The Applicant is responsible to send the payment direct to the HIA. Instructions can be found at the following link: <https://business.flyhamilton.ca/invoicing-and-payments/>

The City of Hamilton no longer collects payment on behalf of the HIA, and any payments submitted to the City will be returned to the Applicant.

SITE PLAN SECURITIES

For development proposals approved under Section 41 of the *Planning Act*, the City requires the posting of performance securities, using the City's Letter of Credit Policy or Surety Bond Policy, to be held against the completion of exterior site development works (i.e. Landscaping and Engineering).

An example of an Irrevocable Letter of Credit is attached as SCHEDULE 1.

There are two alternatives for calculating the amount of the required site plan securities:

Detailed Cost Estimates

Complete an itemized cost estimate for 100% of the cost of the exterior works as per the Guides for Estimating Security Requirements for Engineering and Landscaping (see SCHEDULE 2 and SCHEDULE 3).

The applicant is to submit the cost estimates for review and approval by the Planning and Economic Development Department. Securities will be required in the amount of 75% of the approved cost of the works.

Lump Sum Payment

The amount of the site plan security is calculated based on the area and street frontage, and the type of land use. The following formulas shall be used for calculating the value of the required security:

For new development, the amount of the security shall be based on the following, which may or may not represent 75% of the estimated cost of exterior site works, but in no case shall the amount be less than \$84,895.00:

Residential: \$127,375 per hectare + \$1,465 per metre frontage
Industrial: \$42,450 per hectare + \$495 per metre frontage
Institutional: \$50,950 per hectare + \$1,105 per metre frontage
Commercial: \$127,345 per hectare + \$1,105 per metre frontage

For additions, alterations or additional buildings on developed sites, the amount of the security shall be based on the following, which may or may not represent 75% of the total cost of all site development works, but in no case shall the amount be less than \$42,450.00:

Residential: \$64,280 per hectare + \$745 per metre frontage
Industrial: \$21,840 per hectare + \$255 per metre frontage
Institutional: \$25,480 per hectare + \$620 per metre frontage
Commercial: \$64,280 per hectare + \$620 per metre frontage

SECURITY REDUCTIONS / RELEASE RELATED TO ON-SITE WORKS

After satisfactory completion of all on-site works and receipt of all required certifications, the total amount of the security held by the City shall be released, except for landscaping which shall be held until June following the end of the first growing season.

- a. Reductions of security held under Site Plan Agreements are permitted to an amount equal to the total value of the works outstanding, but not less than 10% of the total value of the works required under the Agreement.
- b. Security reductions / releases are dealt with on a request basis.
- c. An administration fee \$390 (+HST) is required for each security reduction request.
- d. Reduction / release requests are reviewed and processed by the Growth Management Division upon the production by the Applicant, at the Applicant's sole expense, of an Engineer's Certificate, satisfactory to the Senior Director Growth Management, which indicates:
 - i) a description of what works have been completed;
 - ii) the percentage of the total value of the works under the Site Plan Agreement that have been completed to date; and,
 - iii) that the amount of security remaining with the City is sufficient to cover the remainder of the work required under the Site Plan Agreement.
- e. To request a reduction / release of securities, contact the Growth Management Division at gmlotgrading@hamilton.ca.

SITE PLAN AGREEMENT / UNDERTAKING

One original copy of the Site Plan Undertaking must accompany the final Site Plan submission. The undertaking must be signed by the owner and where the owner is a corporation, must be signed by the authorized signing officer(s) and the corporate seal affixed. The names of the persons signing must also be typed or printed below the signature line. The Site Plan Undertaking Format is attached as SCHEDULE 4.

At the discretion of the Director, Heritage and Urban Design, the owner may be required to register a Site Plan Agreement on title.

FINANCIAL REQUIREMENTS

The owner may be required to meet financial requirements of the City, such as, but not limited to the following:

- Development Charges; contact dcrequest@hamilton.ca
<https://www.hamilton.ca/build-invest-grow/planning-development/development-charges/development-charges>
- Parkland Dedication; contact parklandrequest@hamilton.ca
<https://www.hamilton.ca/build-invest-grow/planning-development/development-charges/parkland-dedication-fees>
- Local Improvement Charges; contact the Corporate Services Department.

PLANNING POLICIES AND GUIDELINES

For a complete list of Development Application Guidelines, visit the City's website at: <https://www.hamilton.ca/build-invest-grow/planning-development/planning-policies-guidelines>

CONTACT

To submit an application email planningapps@hamilton.ca.

For general inquiries or questions related to the application, please contact the Planning Division at pdgeninq@hamilton.ca or 905-546-2424 ext. 1355.

SCHEDULE 1: Sample Letter of Credit

BANK LETTERHEAD

To: City of Hamilton

Attention:
Director of Budgets/Fiscal Policy
Finance & Corporate Services
71 Main St. W. 1st Floor
Hamilton ON L8P 4Y5

Subdivision/Site Plan: _____

Letter of Credit Number: _____

Total Amount: _____

Date: _____

Branch: _____

Beneficiary: City of Hamilton

UNCONDITIONAL IRREVOCABLE LETTER OF CREDIT

We hereby authorize you to draw on _____

for account of our customer, _____ up to an aggregate amount of _____

dollars (\$) available by your written demand as follows:

Pursuant to the request of our customer, the said _____, we, the _____

hereby establish and give to you this unconditional irrevocable letter of credit in your favour in the total amount of _____ dollars (\$) which may be drawn on by you at any time and from time to time upon written demand for payment made upon us by you which demand we shall honour without enquiring whether you have a right as between yourself and our said customer to make such demand without recognizing any claim of our said client.

Provided, however, that you are to deliver to the _____

_____ at such time as a written demand for payment is made upon us a certificate signed by you agreeing and/or confirming that monies drawn pursuant to this Letter of Credit are to be used to perform outstanding obligations of our said customer to you or to ensure that any outstanding obligations of our said customer to you are performed pursuant to this Agreement, being, **(Insert name of development here)**, dated _____, 20XX.

It is understood and agreed that the obligation of the undersigned under this Letter of Credit is an obligation to pay money only and that in no circumstances shall the

undersigned be obliged to perform or cause to perform any of our customer's obligations to you.

The amount of the Letter of Credit shall be reduced from time to time as advised by notice in writing given to us by you from time to time.

This Letter of Credit will continue in full force and effect until _____ and will expire at the close of business on that day upon notice of expiry being given by us as provided herein and you may call for payment of the full amount outstanding under this Letter of Credit at any time prior to the close of business on that date and should this Letter of Credit not be renewed.

We agree to notify you in writing on or before _____ (one month prior to expiry date set out above) if this Letter of Credit is to expire on the original expiry date and if we fail to give notice of expiry then this Letter of Credit shall be deemed to be **automatically renewed** for a further year from the original expiry date and so on from year to year thereafter.

Partial Drawings hereunder are permitted.

Written demand must be presented to us no later than close of business on the expiry date or renewed expiry date hereunder as the case may be.

The written demands drawn under this Letter of Credit shall state on their face that they are drawn under

_____, Letter of

Credit No. _____.

Dated: _____.

For: _____

Authorized Signing Officer

SCHEDULE 2: Guide for Estimating Security Requirements

| <u>Item</u> | <u>Description</u> (examples only) | <u>Quantity</u> | <u>Unit cost</u> | <u>Total</u> |
|--|---|-----------------------------|--------------------------------|---------------------|
| 1. Asphalt Binder | "x" mm | m ² or tonnes | \$/m ² or \$/tonne | \$ |
| 2. Asphalt Surface | "x" mm | m ² or tonnes | \$/m ² or \$/tonne | \$ |
| 3. Granular "A" Base | "x" mm | m ² or tonnes | \$/m ² or \$/tonne | \$ |
| 4. Concrete Curbing | Type ("x" mm by "x" mm) | m | \$/m | \$ |
| 5. Concrete Walks | "x" mm by "x" mm | m ² | \$/m ² | \$ |
| 6. Catch Basins | Single | number required | \$/each | \$ |
| | Double | number required | \$/each | \$ |
| 7. Storm Sewers | Size | m | \$/m | \$ |
| 8. Road Cut/Repair | Size | m ² | \$/m ² | \$ |
| 9. Storm M.H.'s | Depth/Size | number required | \$/each | \$ |
| 10. Retaining Walls: | Pressure Treated ("x" mm by "x" mm) | m ² of wall face | \$/m ² of wall face | \$ |
| | Precast Concrete / Armour Stone etc. | m ² of wall face | \$/m ² of wall face | \$ |
| 11. Topsoil | "x" mm | m ² | \$/m ² | \$ |
| 12. Sod | No. 1 Nursery Sod | m ² | \$/m ² | \$ |
| 13. Fencing | 1.5 m Chain Link | m | \$/m | \$ |
| | 1.8 m Chain Link | m | \$/m | \$ |
| | 1.5 m PT | m | \$/m | \$ |
| | 1.8 m PT | m | \$/m | \$ |
| 14. Brick or Concrete Paving Stones | | m ² | \$/m ² | \$ |
| 15. P.S.T. and G.S.T. | | | | \$ |
| TOTAL | | | | \$ |

Note: Landscaping items (i.e. trees, shrubs etc.) have not been included in the above noted guideline as these security requirements are under the review of the Planning Division, Planning and Economic Development Department. Please contact their Section for details.

Depending on the specific details of the plans submitted and approved, securities may be required for additional items not noted in the above list. The security estimate submitted must be stamped by a qualified professional engineer, architect, or landscape architect. Estimate must include cost of materials, labour etc.

SCHEDULE 3: Guide for Estimating Landscaping Security Requirement

| <u>Item</u> | <u>Description</u> | <u>Quantity</u> | <u>Unit cost</u> | <u>Total</u> |
|-----------------------------|--|---------------------|------------------|--------------|
| 1. Trees | Pyrus calleryana "Bradford" (Bradford Pear) 200 cm., B.R. | 10 | \$ 0.00 | \$ 0.00 |
| 2. Shrubs | Cornus Florida 80 cm., 3 gallon(White flowering dogwood) | 10 | \$ 0.00 | \$ 0.00 |
| 3. Ground Cover | Vinca minor 6 cm., pt(Periwinkle) | 100 | \$ 0.00 | \$ 0.00 |
| 4. Planting Bed- Topsoil | 100 mm depth | 2,000m ² | \$ 0.00 | \$ 0.00 |
| 5. P.S.T. and G.S.T | | | | \$ 0.00 |
| TOTAL | | | | \$ 0.00 |

Note: Depending on the specific details of the plans submitted and approved, securities may be required for additional items not noted on the above list.

The security estimate submitted must be stamped by a qualified professional engineer, architect, or landscape architect.

