



Site Plan Checklist

Residential Development with Three or More Units, and Non-Residential Development

The following information should be included on ALL site related drawings:

1. Title and date (latest revision)
2. Drawing scale
3. North arrow (north pointing towards the top or left side of page)
4. Location (civic address and/or legal description)
5. Legend for all symbols, hatching and shading, if applicable
6. Property lines and all adjacent public rights-of-way and street names
7. Existing buildings/structures to remain and proposed buildings/structures (e.g., detached garage, shed, fence, retaining wall, enclosure) on development site
8. Existing structures within 9' 10" of any property line on neighbouring properties
9. Existing and proposed above ground infrastructure including but not limited to; hydro poles, gas meters, manholes, valves, fire hydrants, and utility pedestals

The following information should be clearly indicated on the site plan:

10. Setbacks (distance) to all property lines from all existing and proposed structures and between existing and proposed structures
11. Area of site (sq. feet)
12. Surface treatment(s) of all areas including site drainage/water storage area
13. Dimensioned existing/proposed roadways, approaches, driveways, laneways, aisles, and one-way lanes if reduced lane widths or angular parking
14. Dimensioned existing/proposed pathways and sidewalks including curb cuts and curb ramps
15. Dimensioned parking spaces and number of spaces provided including curbing and/or wheel stops
16. Accessible parking spaces with signage
17. Waste disposal areas and enclosures drawn to scale
18. All easements (e.g., utility, overland drainage)
19. Height of building/# of storeys
20. For buildings more than 3 storey or more than 6458 sq. ft. in building area, access routes for fire department vehicles

Depending on development context, the following information should also be clearly indicated on the plan:

21. For residential developments,
 - a. Number of dwelling units and number of bedrooms with unit size (sq. ft.) for each dwelling unit
 - b. Indicate if the proposed building(s) are multi-family or bare land condominium
 - c. Total building(s) coverage (% of site area including accessory structures like garages and sheds)
22. For non-residential development; information such as floor area numbers, seat numbers in restaurants, etc, to calculate minimum required parking for proposed use(s)
23. Amenity areas (e.g., gardens, playgrounds, special activity areas)
24. Bicycle racks and number of bikes accommodated
25. Lighting (light standards and lights on buildings)
26. Freestanding pylon signs

The lists above are typical lists, and since every project is unique, additional requirements may apply. For questions, please contact the Planning and Zoning Department at 204-346-6515.