

A Site Plan is a sketched representation of the arrangement and location of all buildings, driveways, parking, landscaped areas and any other structure that is part of the development application. It also includes such things as setbacks, rights-of-way, easements, lot grading and drainage details, e.g., direction of drainage flow, and impermeable surface areas. All dimensions should be in the metric scale.

Have you included the minimum requirements below on your Site Plan?

- Civic address of the site
- North arrow and drawing scale in metric (minimum acceptable scale is 1:200)
- Dimensions of the site, including proposed lot width which is measured at the front setback line
- Location and dimensions of all existing buildings to be retained (Clearly indicate building footprint in bold and overhang and cantilever features in dashed line)
- Location and dimensions of proposed buildings (Clearly indicate building footprint in bold and overhang and cantilever features in dashed line. For all application types except single detached, also include ground floor plans with room purposes identified.)
- Setbacks of proposed buildings and structures from **all** lot lines as well as the front or flanking side setback from the centre line of an abutting street
- Minimum Building Elevation (MBE) for all proposed buildings
- Existing and proposed ground elevations at corners of the retained and proposed buildings
- Existing and proposed ground elevations at corners of the site
- A minimum of 3 corresponding, side by side ground elevation points on each abutting property and the site
- Other spot elevations on each of the abutting properties, including those to the rear
- Lot grading and drainage details, including swales, rain gardens, rock pits and height of all retaining walls
- A cross-section drawing is required when there are elevation differences with adjacent properties, and all the proposed retaining walls and their heights must be shown
- Location and dimensions of existing and/or proposed fencing, patios, decks, stairs, walkways, outdoor amenity spaces, parking/loading areas, driveways and roadways, including turning radius for on-site parking/loading and circulation
- Location of landscaped areas, including proposed new trees, existing trees and hedges to be protected on the site, adjacent lots and the boulevard, and tree protection fencing
- Calculation of site coverage and total impermeable areas on the site
- Location and dimensions of abutting streets, including boulevard and curb details
- Location and dimensions of any existing and proposed rights-of-way and easements
- Any other specific information required for the subject site or project, e.g. top of bank, high water mark, and location and dimensions of a septic system

Note: For lot grading, retaining wall and drainage details, a separate plan may be provided. Letters of approval are required from all neighbours affected by any proposed retaining walls at the Building Permit stage.



Example of a Site Plan for a Single Detached Dwelling:

(This example illustrates how some of the required information within the site may be represented, and is provided for reference only. Since every project is unique, there are situations where additional information will be required.)

