

Development application guidelines

Site description information (including site plan)

What is the purpose of this?

The *site description information* (aerial photograph, legal plan of survey and site plan) are drawings to support all planning applications, which provides information and data about the lands subject to development and immediate surroundings.

Who should prepare this?

This information should be prepared by the applicant or a consultant.

When is this required?

An aerial photograph, survey plan and site plan are required for:

- Official Plan Amendment
- Zoning By-law Amendment
- Draft Plan of Subdivision / Condominium
- Site Plan Control

Why do we need this?

The *site description information* is required to identify the site of a proposed development and provide information and context for evaluation.

How should this be prepared?

All plans should include:

- a key map identifying the subject lands in a broader context
- the municipal address, and names of adjacent streets
- the names of the project, the applicant and the firm that prepared the plan
- the drawing title and number, preparation date, and the dates of any revisions
- a north arrow
- standard metric scale, with appropriate cross-references to other plans and drawings
- the stamp or initials of the appropriate professional (except for aerial photograph)
- appropriate site and project statistics (e.g. Zoning By-law Matrix, OBC Matrix)
- Town of Oakville file number (for re-circulations only)

A legal plan of survey, stamped and signed by an Ontario Land Surveyor, should include:

- the full legal description of the subject lands
- the location of all existing buildings and structures, including underground vaults, with minimum setback dimensions
- the boundaries, dimensions and area of the development site
- the boundaries and dimensions of any abutting lands
- the location, width and names of all roads or highways within or abutting the site
- the location, width and area of any rights-of-way and easements affecting the site, and any elements within the easements
- the location of all watercourses, natural features, or artificial features, including municipal assets and paved areas on or adjacent to the site
- the municipal address of any buildings on, or adjacent to, the site
- spot elevations along the boundary of the site, and in adjacent public boulevards

A site plan, stamped and signed by the appropriate professional, should include:

- the existing and proposed development including the outline of any proposed buildings
- existing and proposed underground and overhanging structures
- the footprints of any existing buildings or structures on the site or within 20m of the property boundary
- dimensions of the proposed buildings above and below grade to lot lines
- location of existing and proposed utilities
- all property boundaries and abutting roads
- any existing or proposed reserves, easements, daylight triangles, road widenings and any other land dedications
- existing and proposed site circulation characteristics, including driveway entrances to the site, surface parking, ramps, loading and service areas and pedestrian and cycling circulation
- fire route
- location and proposed material of all paved areas including sidewalks, curbing, vehicular areas and other hard surface areas on the site and adjacent road allowance
- the general location of existing and proposed:
 - plantings on the site and on adjacent road allowance
 - all fences and screen walls
 - retaining walls
 - exterior stairs
 - landscaping and berms
 - amenity space
 - streetscaping
- spot elevations to assess the relationship between the proposed development and abutting lands or roads, if different from survey
- solid waste and recycling handling and pick-up facilities
- basic grading information
- lighting fixture locations and notation *“All lighting devices shall be full cut off and night sky friendly to mitigate illumination at the source and not directly projected onto adjacent properties. Illumination levels at the property line shall not exceed 0.0 lux.”*