

**THE CORPORATION OF THE
CITY OF BELLEVILLE**

SITE PLAN GUIDELINES

**Manual Respecting
Procedures, Policies, Standards**



Development Services Department
January 31, 2005

This document contains the standards and procedures employed by the City of Belleville to review and approve development projects pursuant to Section 41 of the Planning Act.

To assist users of this manual in understanding processes and requirements of others also involved in such approvals, reference is made to standards and procedures used by these other agencies. It is important to understand that standards, procedures and requirements of the City of Belleville, and of these other agencies, will change from time to time, and therefore users of this manual are encouraged at all times to confirm with agencies the exact nature of their requirements applicable at that time.

The City has made every effort to ensure the contents of this manual are accurate at the time of printing, but changes and errors do occur. The City accepts no responsibility for any information contained herein that is shown to be inaccurate or otherwise out-of-date with current standards.

As this manual will be modified from time to time, users should confirm that reference is made to the most up-to-date version of this document, and its policies and provisions. Confirmation can be obtained by contacting the City of Belleville Manager of Approvals at (613) 967-3200 ext 3234.

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SECTION 1 – GENERAL

1.1 INTRODUCTION

1.1.1 Purpose of Site Plan Control

- a) Site plan control ensures all significant development within the City of Belleville is undertaken in accordance with sound engineering and planning principles defined by the municipality to promote functional and attractive development while minimizing adverse impacts on surrounding land uses.
- b) Site plan control protects both public and private interests by ensuring that development is designed and undertaken using contemporary solutions to issues that need to be addressed. These solutions will ensure that development will function well, and that off-site impacts will be appropriately addressed.
- c) Site plan control is used also to ensure that all the key elements of a development project are maintained over the long term.

1.1.2 Application of Site Plan Control

- a) Prior to obtaining a building permit for institutional, commercial, or industrial development, or major residential developments, a site plan must be approved by the *Development Services Department Approvals Section*.

Certain classes of development are exempt from site plan approval; these exemptions are:

- one family detached dwellings;
 - semi-detached dwellings;
 - duplex dwellings;
 - buildings and structures accessory to a one family detached dwelling, semi-detached dwelling, or duplex dwelling;
 - buildings and structures erected in support of a farming operation, which shall mean an agricultural land use located within a rural or an agricultural zone as set out in the City's zoning by-law;
 - all aspects of a licensed aggregate operation that fall under the jurisdiction of the *Ministry of Natural Resources*.
- b) Depending on the scale or nature of the development, conditions to the approval of a site plan may be applied. A typical condition would be execution of a *site plan agreement*. In such cases, the site plan will not be approved until such time as the conditions have been met.
 - c) Site plan control is applied pursuant to Section 41 of the Planning Act, R.S.O. 1990. The City's *Official Plan* contains detailed site plan control policies that have been implemented by the *City of Belleville Site Plan Control Area By-law No. 2004-93*. Reference should be made to these documents for details on the basis of the application of site plan control in Belleville.

1.2 MANUALS AND GUIDELINES

1.2.1 Site Plan Guidelines – Procedures, Policies, Standards

- a) Section 8.13 of the *City of Belleville Official Plan* provides that the City may establish manuals or policy documents to assist in guiding implementation of the policies of the *Official Plan*. This manual is prepared pursuant to this section.
- b) The purpose of this manual is to assist the development industry in understanding the City's procedures and standards to obtain site plan approval. This manual defines the Corporation's:
 - procedural policies respecting applications for site plan approval;
 - design criteria and engineering and planning standards; and
 - standard administrative policies and mechanisms.

- c) The provisions set out in this manual are intended to provide comprehensive direction on all of the City's key requirements respecting site plan approval.

However, due to the complexity and the variety of development projects, not all issues or circumstances that will arise are included in this manual.

Further, Council and staff may determine during the process of administering any application for site plan approval that departure from the stated standards or procedures would be warranted to address a unique problem.

This manual shall not be interpreted so rigidly as to prevent necessary departures.

1.2.2 Urban Design Standards

- a) Periodically, City Council may adopt urban design standards or guidelines to address specific issues or areas. An example would be a streetscape design standard for a particular street in the City of Belleville. Such standards or guidelines are not reflected in this manual.
- b) These standards may be established as:
- best practices or design objectives that are voluntary or optional; or
 - design standards to which projects must adhere.
- c) Where urban design standards are established, such standards must be read in conjunction with this manual and applied as designated by Council.

1.2.3 Engineering Standards

- a) The *Engineering and Public Works Department* is preparing an *Engineering Standards Manual* that will contain engineering standards in addition to those set out in this manual.
- b) The *Engineering Standards Manual* should be read in conjunction with this manual and applied as appropriate.

1.3 CITY OF BELLEVILLE RESPONSIBILITIES

1.3.1 Development Services Department

- a) The City's *Development Services Department* provides a range of services in support of the land development industry. Its responsibilities include:
- economic development – marketing the City and servicing the needs of existing business
 - land use (policy) planning – preparing land use plans and development policies to guide the development of the community
 - building permits – processing of building permit applications
 - development approvals – processing applications for development approval
- b) The *Development Services Department Approvals Section* is responsible for processing applications for site plan approval. The key responsibilities in this respect include:
- facilitating pre-consultation meetings
 - receiving and processing applications for site plan approval
 - reviewing all site plan drawings with respect to conformity with applicable planning and urban design standards
 - facilitating resolution of conflicts of outstanding issues respecting any aspect of a site plan application
 - granting site plan approval
 - preparing site plan agreements and providing administrative support to meeting conditions of site plan approval, which includes:
 - receiving and processing reductions in letters of credit
 - processing all land transfers and payments of fees
 - inspecting the requisite works when completed to verify conformity with the approved site plan.

- c) The *Development Services Department Building Section* is responsible for processing applications for building permits, sign permits, and septic permits.

1.3.2 Engineering and Public Works Department

- a) The City of Belleville's *Engineering and Public Works Department* is responsible for a broad range of municipal services, which include:
- sanitary sewers and all related appurtenances including waste water treatment and sanitary sewerage network
 - water supply and distribution system, and all related appurtenances (provided through *Belleville Water* which falls under the responsibility of the *Director of Engineering and Public Works*)
 - storm drainage system (network of storm sewers and appurtenances)
 - storm water management facilities (sewers, quality and quantity management ponds)
 - transportation system, including roads and streets, bridges, traffic signalization and control systems, entrance control
 - public transit system
 - sidewalks and walkways
 - street lighting
 - waste management collection system
- b) The *Engineering and Public Works Department* is responsible for reviewing site plan drawings submitted with applications for site plan approval. The key responsibilities in this respect include reviewing all site plan drawings with respect to conformity with applicable engineering policies and development standards.

1.3.3 Other City Departments

- a) The Belleville *Fire Department*, with support from the *Chief Building Official*, will review site plans with regard to fire access and conformity with the provisions of the *Ontario Building Code* in that respect.
- b) The Belleville *Parks & Recreation Department* will assist in review of site plans where there is an extensive area of landscaping provided, or the site is adjacent to an open space, trail system, watercourse, or a community facility.

1.4 RESPONSIBILITIES OF OTHER AGENCIES

1.4.1 General

- a) In addition to the City of Belleville, other agencies may require the submission of engineering or planning documents or drawings for approvals, permits, or the provision of services, in support of a development project.
- b) While City staff can assist as required, developers and their consultants are solely responsible for obtaining all necessary external agency approvals and making arrangements for the provision of non-municipal services, directly with the external agency.

1.4.2 Agencies from Whom Approvals may be Required

Among agencies that may be involved in granting approvals are:

- i) Ministry of the Environment
- issues certificates to permit installation of municipal underground services (sewers and water mains)
 - approves waste reduction plans pertaining to major demolition projects
 - issues approvals pursuant to the Ontario Water Resources Act for private sewage disposal systems that have a design capacity exceeding 10,000 litres per day
- ii) Ministry of Transportation
- issues *Entrance Permits* for construction, change of ownership, upgrades or changes (including paving, design modification, etc.) to an entrance or roadway accessing a provincial highway

- issues *Building and Land Use Permits* to place, erect or alter any above or below ground structure, fence, berm, gasoline pump, tree, shrub, hedge, chip wagon/fruit & vegetable stands or land use of any kind upon or within:
 - 45 metres of any limit of a provincial highway system;
 - 180 metre radius of an intersecting road of a Provincial Highway
 - 395 metre radius of an intersecting road of a controlled access highway
- issues *Building and Land Use Permits* for:
 - any land use or part that lies within 800 metres of a provincial highway system that causes persons to congregate in large numbers
 - placing, erecting or altering any power line, pole line or other transmission within 400 metres of any limit of a controlled-access highway
- issues *Sign Permits* for placement of signs on private property or in a field within 400 metres of a provincial highway right-of-way, subject to restrictions on the type of signage and required setbacks (note that billboard signs are not permitted within 400 metres of a freeway or staged freeway).
- issues *Encroachment Permits* for any installation or works upon, under or within the limits of a provincial highway right-of-way

iii) Quinte Conservation

- issues *Fill, Construction and Alteration to Waterways Permits* for conducting any work within a regulated area (typically areas designated along a watercourse – mapping of regulated areas can be obtained from Quinte Conservation)
- reviews development proposals with regard to regulated areas and floodplains
- provides a “one window” service, technical advice and review of all stormwater management plans
- provides technical advice regarding environmental issues for legal and development inquiries
- provides a wide range of services and programs to protect the environment:
 - flood protection through flood line mapping
 - groundwater protection
 - surface water quality monitoring
 - fish habitat protection under Section 35 of the Federal Fisheries Act for the Department of Fisheries and Oceans
 - shoreline improvement advice
 - wildlife habitat protection and restoration
 - low water response

iv) Others

- Approvals or review of plans from other agencies may be required for various facilities to be placed on a site, depending on the design of the site and nature of the land use. Examples would include:
 - Technical Standards and Safety Authority (TSSA)
 - Electrical Safety Authority (ESA)
 - Ontario Ministry of Labour
- The National Energy Board (NEB) has stipulated that no development (including installing fencing) or work (including grading or excavation) may be undertaken on or within 30 metres of a pipeline right-of-way without first obtaining written approval from the pipeline company for such works. The NEB has established minimum response standards for pipeline companies.

1.4.3 Agencies from Whom Services may be Required

Among agencies from whom services or assistance may need to be obtained are:

i) Veridian Corporation

- provides electrical distribution network to most of the urban portion of the City of Belleville.

ii) Hydro One

- provides electrical distribution network to the rural and some of the urban areas of the City of Belleville.

- iii) Cogeco Cable
 - provides cable television distribution network to the urban and many rural areas of the City of Belleville.
- iv) Union Gas
 - provides natural gas distribution services to most of the urban area and some rural areas of the City of Belleville.
- v) Bell Canada
 - provides telephone transmission network throughout the City of Belleville.

1.5 ASSISTANCE

- a) City staff and staff of external agencies are available to provide assistance and advice upon request respecting many aspects of site plan design. A listing of many of such contacts as well as contacts noted above is set out in Appendix 'A' "Key Contacts" to this manual.

The *Manager of Approvals* can provide assistance identifying where information can be obtained that will assist in resolving issues respecting the design of a site plan.

- b) Designers are strongly encouraged to obtain input and assistance at the beginning of a design assignment to ensure the submission is in full conformity with the provisions of this manual and all other standards and requirements that may apply.

1.6 TIMING

- a) City staff will process applications for site plan approval expeditiously. The amount of time it will require to process the application is largely in the hands of the applicant – the more completely and thoroughly the application is prepared, the faster the review and the more timely the decision.
- b) Factors that can enable a plan to be approved more quickly or take additional time include:
 - whether site plans have been prepared in conformity with this manual
 - whether the application is complete
 - whether there are a large number of applications preceding the submission
 - the size and/or complexity of the development (such that extensive review by outside agencies is required or additional reports or submissions may be required)

SECTION 2 – APPROVAL PROCESS

2.1 APPLICATION PROCESS AND REVIEW PROCEDURES

2.1.1 Pre-consultation

- a) Prior to submitting an *application for site plan approval*, developers and their consultants are strongly encouraged to contact the *Manager of Approvals* in the *City's Development Services Department* to arrange a pre-consultation meeting.
- b) The purpose of a pre-consultation meeting is to identify and conduct a general overview of the key issues surrounding the proposed development to ensure the application, when submitted, will be as complete as possible.
- c) The *Manager of Approvals* will coordinate participation by all key stakeholders in a pre-consultation meeting.

2.1.2 Application Preparation and Submission

- a) When formally submitting a site plan for approval, the applicant must complete the *application for site plan approval* form and remit the required fee.
- b) Applications for site plan approval shall be submitted to the *Development Services Department Approvals Section*.
- c) The application shall be accompanied by:
 - a minimum of six (6) copies of the site plan drawings, and
 - one (1) copy of a Plan of Survey of the subject lands.

Where the site plan is to be circulated more extensively, the *Manager of Approvals* may request the applicant to submit a specified additional number of copies.

2.1.3 Application Review and Circulation

- a) Upon acceptance of the application for site plan approval as complete, *Approvals Section* staff shall review the site plan with respect to conformity with:
 - the requirements of this manual
 - the zoning by-law, and
 - any applicable urban design standards.
- b) Once the application is determined to be in conformity with all applicable planning and urban design standards, the site plan shall be circulated for review and comment.

Typically, the site plan will be circulated to:

- *Engineering and Public Works Department*
- *Chief Building Official*
- *Fire Department*

Where the subject site is one (1) hectare or greater in size, or located within or adjacent to areas regulated by *Quinte Conservation*, the site plan will be circulated to *Quinte Conservation* for review. (Note that an additional fee will be required.)

Other agencies to whom the site plan may be circulated for comment include:

- *Ministry of Transportation* where the site is near or adjacent to a Provincial Highway
- *Parks and Recreation Department* where the site has extensive areas of landscaping, or is adjacent to a trail system, open space, or a community facility, or is adjacent to a water course
- *Police Department* where the site may benefit from an overview from a security perspective (typically large scale commercial or institutional developments)
- *Ministry of the Environment* where the site is suspected or known to be contaminated
- *CN or CP Rail* where the site is adjacent to or in close proximity to a rail line
- Any other agency who may have an interest in the matter

- c) Once all comments from circulated agencies have been received, the *Manager of Approvals* will notify the applicant of the comments on the preliminary site plan. *Quinte Conservation* will forward any comments directly to the applicant.
- d) If revisions are required, the applicant shall modify the site plan as necessary, and resubmit three (3) copies of the revised plans to the *Approvals Section*.
The plans must show the date of the revisions.
- e) Prior to modifying and resubmitting the plans, the applicant may wish to discuss required revisions with the appropriate City staff; the applicant shall arrange such meetings directly.

2.2 SPECIAL STUDIES

2.2.1 Basis

- a) The City may require the applicant to undertake and submit specific studies or reports for review and approval prior to completing the review of the site plan application or the granting of site plan approval.
- b) Such studies or reports shall only be requested or required where there is a significant issue identified or problem anticipated that will need to be fully assessed in order to ascertain the suitability of granting site plan approval.

2.2.2 Types of Studies that may be Required

- a) The types of studies that the City may require be undertaken in support of an application for site plan approval include:
 - i) traffic study to determine the need for turning lanes, to define the best location and design for access driveways, to determine the appropriate traffic control measures
 - ii) noise impact study to determine the best design for the site layout or mitigative measures to reduce impact on adjacent sensitive land uses
 - iii) phase 1 or 2 environmental site assessment (ESA) to determine the presence and nature of soil contamination, along with phase 3 remediation studies if required to define the preferred method of site cleanup (a record of site condition typically will be required)
 - iv) environmental impact study (EIS) with regard to natural features to provide guidance on appropriate site design, addressing such issues as flood lines or environmentally sensitive areas
 - v) storm water management study
 - vi) site servicing study to ascertain site servicing capacity
 - vii) geotechnical or hydro-geological studies
 - viii) shadow or wind impact analysis
 - ix) any other analysis that may be required to address a unique or special circumstance

2.3 SITE PLAN APPROVAL

2.3.1 Conditional Approval and Final Approval

- a) Once the *Manager of Approvals* is satisfied that the site plan is ready for approval, the *Manager of Approvals* may issue:
 - a *final approval* where there are no conditions; or
 - a *conditional approval* where there are conditions.

A *conditional approval* will mean that *final approval* will not be issued until any conditions specified in the *conditional approval* have been satisfactorily addressed.

- b) A *final approval* or a *conditional approval* will be valid for two (2) years from the date of issuance, but the approval may provide for an earlier lapsing of approval.
- c) Typically, an approval will stipulate that upon receipt of requisite number of plans, and if applicable upon satisfaction of any conditions, the site plan will be stamped approved by the *Development Services Department Approvals Section*.

- d) Approval of the site plan and its components represents the City's acceptance of the plans for development purposes, but shall not be construed as the City's approval of the engineering components of the project. Ownership of the engineering design and responsibility for the adequacy of the engineering design shall rest with the owner of the development and the consulting engineers who undertook the design.

2.3.2 Conditions to Site Plan Approval

- a) The *Manager of Approvals* will attach conditions to the approval of the majority of site plans; the most common conditions include:
- execution of a site plan agreement
 - provision of road widening
 - payment of various charges.

Where a *conditional approval* has been granted, *final approval* will not be granted until such time as all of the conditions have been addressed to the satisfaction of the *Manager of Approvals*.

- b) Where a proposed development:
- would result in significant change to a site
 - includes significant elements which must be maintained over the longer term
 - requires works be undertaken on the City's road allowance, or
 - includes elements that will ensure the suitability of the development
- typically, the *Manager of Approvals* will require the owner to execute a *site plan agreement* as a condition to the granting of *final approval*.

- c) Where execution of a *site plan agreement* is required, the applicant must submit an *Application for Site Plan Agreement* (Appendix C) along with the required fee to the *Approvals Section*.

Applicants are encouraged to submit such an application as soon as it is confirmed by the *Manager of Approvals* that a site plan agreement will be required. This will enable *Approvals Section* staff to prepare a draft site plan agreement to be presented to the applicant at the same time as the *conditional approval* is issued.

- d) The applicant shall submit along with the *Application for Site Plan Agreement*:
- eight (8) full scale sets of prints of the plans (revised if necessary to reflect all required modifications)
 - four (4) sets of reduced plans (black line format) in letter size (8 ½ " x 11"), or ledger size (17" x 11") which are to be included in the *site plan agreement*
 - legal documentation as to the current owner and legal description of lands
- e) City staff will prepare the *site plan agreement* generally in accordance with the policies set out in Section 3.1 of this manual.

Upon execution of the *site plan agreement* by the owner and the City, the City typically will register the agreement against title to the subject lands. Where a *site plan undertaking* is determined as sufficient, registration will not be required.

- f) Pursuant to a *site plan agreement*, it is typical that a *security deposit* will be required to ensure the requisite works are completed. Refer to Section 3.2 of this manual for policies on acceptable forms of security. This *security deposit* will be required prior to the *Manager of Approvals* stamping the site plans as approved.

2.4 APPEALS

2.4.1 Technical Review Committee

- a) The decision on whether to approve a site plan and what if any conditions to approval should apply rests with the *Manager of Approvals*.
- b) During the approval process, the applicant may, at any point, appeal the decision or non-action with regard to the application in writing through the *Manager of Approvals* to the City's *Technical Review*

Committee who shall review any issue so appealed by the applicant.

The *Technical Review Committee* shall consist of:

- Chief Administrative Officer
 - Director of Engineering and Public Works
 - Director of Development Services
- c) In considering the appeal, the *Technical Review Committee* may summon input from the applicant, the applicant's consultants, City staff, and any others who may assist in resolving the outstanding issues.
- d) The *Technical Review Committee* may issue a decision that:
- confirms the decision or action of the *Manager of Approvals*, or
 - modifies the decision or action of the *Manager of Approvals*.

2.4.2 Planning Advisory Committee and City Council

- a) If the *Technical Review Committee* renders a decision pursuant to an appeal that is not to the satisfaction of the applicant, the applicant may submit a request in writing through the *Manager of Approvals* requesting the City's *Planning Advisory Committee* consider the issue of concern to the applicant.
- b) The *Planning Advisory Committee* shall consider the request and prepare a recommendation for City Council. The Committee may render any decision that it believes is appropriate, and forward such decision to Council as a recommendation.
- c) City Council shall consider the recommendation of the *Planning Advisory Committee*, and subject to the provisions of Section 2.4.3, Council's decision shall be final.

2.4.3 Ontario Municipal Board

- a) Pursuant to Section 41(12) of the Planning Act, the applicant may refer the matter to the *Ontario Municipal Board (OMB)* if the decision of the City with regard to the application for site plan approval is not satisfactory.
- b) Such request shall be in writing submitted to the Secretary of the *OMB* and the Clerk of the City of Belleville. The decision of the *OMB* in such matters is final.

2.5 COMPLETION OF DEVELOPMENT

- a) The developer shall complete the development project in accordance with:
- the provisions of the *approved site plan*;
 - the provisions of the *site plan agreement* (if applicable);
 - the requirements pursuant to issuance of the *building permit*;
 - stipulations and procedures established by the City of Belleville; and
 - applicable by-laws of the City of Belleville.
- b) As development proceeds, reduction in the *security deposit* may be possible; refer to Section 3.2 of this manual for policies on security reduction and return.
- c) Where a *site plan agreement* has been executed, upon completion of all requisite works, the developer shall submit to the *Manager of Approvals*:
- as-built drawings prepared by a consulting professional engineer or Ontario Land Surveyor and a certificate that the site has been developed in accordance with the approved grading and drainage plan; and
 - a request for issuance of a *certificate of compliance* and return of the *security deposit*.

Upon receipt of such request, provided the as-builts and certificate have been received, the *Manager of Approvals* shall arrange for inspection of the site to verify conformity with the provisions of the *site plan agreement*.

- d) Provided all requisite works have been completed and the grading of the site is certified as being completed substantially in accordance with the provisions of the *site plan agreement*, the *Manager of Approvals* shall issue a *certificate of compliance* and arrange for return or reduction (as the case may be) of the *security deposit*.

Where the *site plan agreement* is registered, the owner is encouraged to register the *certificate of compliance* against title to the subject lands.

SECTION 3 – ADMINISTRATIVE STANDARDS AND POLICIES

3.1 SITE PLAN AGREEMENT

3.1.1 Standard Site Plan Agreement

- a) As set out in Section 2.3.2 of this manual, it is common that the City will require execution of a *site plan agreement* for all but minor developments.
- b) Typically, a *site plan agreement* will be required when the proposed development results in:
 - an alteration to a site configuration or layout
 - a change in the nature of off-site impacts of a property
 - a change in the nature of on-site servicing; or
 - off-site works (i.e., a new driveway installation, new services) being required.
- c) For most developments, consent of any mortgagee or lessees will not be required for *site plan agreements*, but the City reserves the right to require the *site plan agreement* to be executed by the registered owner and all registered mortgagees and lessees. This will only be required for very large developments where the value of off-site or on-site work is substantial.
- d) The City will register the fully executed *site plan agreement* against title to the subject lands.

3.1.2 Site Plan Undertaking

- a) For small developments where the site works to be undertaken are less significant, as an alternative to execution of the standard *site plan agreement*, the *Manager of Approvals* may elect to use the *site plan undertaking*.
- b) Typically, the *site plan undertaking* will only be used when:
 - the development to be undertaken is relatively minor, such as an addition to an existing building which is less than 5% of the total gross floor area; and
 - the required site improvements generally will not exceed an estimated value of \$10,000; and
 - no off-site works are required.

3.2 SECURITY

3.2.1 Acceptable Forms of Security

- a) When the City requires that a *security deposit* be posted pursuant to the provisions of a *site plan agreement*, the City will accept the following forms of security:
 - Letter of Credit;
 - Cash (note: the City will not pay interest on cash deposits unless prior arrangements have been made with the *City Treasurer*); or
 - GIC or term deposit.
- b) The City will not accept the following forms of security:
 - letter of guarantee
 - letter of credit from a bank not located in Canada
 - letter of credit issued by a trust company, insurance company, or similar institution
 - performance bond
 - promissory note
 - stocks, bonds or other similar negotiable securities
 - land
- c) For a letter of credit to be acceptable to the City, the letter shall:
 - be issued by a Canadian chartered bank acceptable to the *City Treasurer*;
 - be irrevocable;

- contain an automatic renewal clause, necessitating minimum 30 days notice to the Corporation should the surety elect to not renew or cancel the letter; and
 - allow for partial or total draws without justification having to be given by the Corporation.
- d) For a term deposit or GIC to be acceptable to the City, the GIC shall:
- be in Canadian funds;
 - have a short term, or otherwise a term that is consistent with the completion date set out in the site plan agreement; and
 - be assigned exclusively to the City which shall have complete control over the instrument.

The owner will be entitled to retain the interest associated with the term deposit or GIC during the time it is controlled by the City.

3.2.2 Amount of Security Required

- a) The City will require the owner to provide security for on-site and off-site works required pursuant to the *site plan agreement*. The *security deposit* shall be provided prior to the City executing the site plan agreement.

The amount of security required shall be determined based on the following policies:

- i) On-site security – 50% of the value of all of the on-site works (landscaping, fencing, sidewalks and walkways, parking areas, driveways, retaining walls, site services including drainage works and storm water management ponds) but excluding the building.
- The applicant shall submit a detailed cost estimate for all work to be constructed on the site as per the approved site plans, such estimate to be approved by the City.
 - On-site security will be held until the City is satisfied that all the work required on the site is complete and all the conditions of the *site plan agreement* have been complied with as determined by the City. Refer to Section 3.2.3 and Section 3.2.4 of this manual for policies regarding early reduction and return of the *security deposit*.
- ii) Off-site security – 100% of the value of all of the off-site works (service lateral installation, roadway reinstatement, sidewalk installation, access installation, service extensions, turning lane construction, traffic control upgrades, drainage works, landscaping).
- The City will estimate the cost to construct the works off of the site as per the approved site plans.
 - Off-site security shall be held until the City is satisfied that all the work required off the site is complete and all the conditions of the *site plan agreement* have been complied with as determined by the City. Refer to Section 3.2.3 and Section 3.2.4 of this manual for policies regarding early reduction and return of the *security deposit*.
 - A two-year maintenance period for the work off the site will be required, and 15% of the security deposit for off-site works will be retained by the City during this time.
- b) There will be no requirement for security for any project that is undertaken by or on behalf of the City of Belleville.

For any project to be undertaken on behalf of the County of Hastings or any government organization to which the Council of the City of Belleville has appointed members to the governing body, Council at its discretion may agree to waive the requirement for a *security deposit*, on proviso that the head of the organization provides to the City a written statement confirming that sufficient funds have been set aside to fully complete all works associated with the project, and certifying that the project will be completed in its entirety in accordance with the approved plans. A *site plan agreement* will be required for such projects in accordance with standard procedures.

Projects undertaken by the Provincial or Federal Government, or any agencies thereof, shall be subject to the standard procedures set out in the manual respecting the provision of a *security deposit*.

3.2.3 Early Reduction of Security

- a) If the security required for one of the following two categories exceeds \$15,000, the owner may make a request in writing to the *Manager of Approvals* for an early reduction in security for that category only. The two categories are as follows:
 - i) off-site works
 - ii) on-site works
- b) Only one request for an early reduction in security shall be processed for each category.
- c) The amount of security retained by the City for the category subject of the request for early reduction shall be the greater of:
 - 50% of the original value of the security deposit for that category, or
 - the estimated cost to complete all remaining works for that category.
- d) The *Manager of Approvals*, prior to processing a request for early reduction, may require the developer to submit an itemized list setting out the nature and estimated cost of completing all remaining works in that category.

The *Manager of Approvals* is under no obligation to provide an early reduction of security for any category where adequate information on the nature of remaining works to be completed remains outstanding.

Example: *On-site works – estimated \$250,000 cost*
 Off-site works – estimated \$50,000 cost

Required Security Deposit:
 $(\$250,000 \times .5) + (\$50,000 \times 1)$
 $= \$175,000$

Early reduction of off-site security:
40% of off-site works remain to be completed
 $= \$50,000 \times 40\%$
 $= \$20,000$
However, maximum early reduction is 50%, therefore
Off-site security can only be reduced to \$25,000

Early reduction of on-site security:
40% of on-site works remain to be completed
 $= \$125,000 \times 40\%$
 $= \$50,000$
However, maximum early reduction is 50%, therefore
On-site security can only be reduced to \$62,500

Upon satisfactory completion of off-site works, off-site security can be returned with a 15% hold-back for the Maintenance Period

Required Maintenance Security
 $= \$50,000 \times 15\%$
 $= \$7,500$

3.2.4 Return of Security

- a) Subject to the policies set out in this Section, security shall only be returned upon:
 - a written request for return of the security being issued to the *Manager of Approvals*, and
 - receipt of as-built drawings acceptable to the City for the works subject of the request for reduction or return, and
 - acceptance by the City that the works have been completed in substantial conformity with the requirements of the approved site plan and the provisions of the *site plan agreement*.

- b) With regard to security for on-site works, once all works have been completed and the provisions of Section 3.2.4 a) have been met, the remaining security for on-site works shall be returned.
- c) With regard to security for off-site works, once all works have been completed and the provisions of Section 3.2.4 a) have been met, the remaining security for off-site works shall be returned with the exception of 15% of the off-site security which shall be retained by the City for two years. This will be referred to as the *maintenance security*.

The City may use this *maintenance security* to rectify any deficiency or oversight in completion of the off-site works by the developer during a two-year maintenance period.

At the expiry of the two-year maintenance period, the *maintenance security* shall be returned upon written request of the owner to the *Manager of Approvals*.

3.3 FEES AND CHARGES

3.3.1 Summary of Fees and Charges Payable Prior to Obtaining Site Plan Approval

- a) Where off-site works are to be undertaken on City lands, a fee calculated at 3% of the estimated cost of all off-site works shall be levied at the time of execution of the *site plan agreement* to cover the City's expenses in inspecting all works completed off the site on City property.
- b) The City may require payment of cash-in-lieu of the installation of a public sidewalk across the frontage of the subject lands, payable at the time of execution of a *site plan agreement*. Refer to Section 3.5 of this manual for information on when the charge would apply and the manner of calculation of the charge.
- c) The City may require payment of cash-in-lieu of the development of on-site facilities for the management of storm water quality, for developments on sites greater than 1 hectare in size, payable at the time of execution of a *site plan agreement*. Refer to Section 3.6 of this manual for information on the manner of calculation of the charge.
- d) The City may require payment of cash-in-lieu of parkland, payable at the time of execution of a *site plan agreement*. Refer to Section 3.9 of this manual for information on the manner of calculation of the charge.

3.3.2 Summary of Fees and Charges Payable After Obtaining Site Plan Approval

- a) A building permit fee will be payable at the time of obtaining any necessary building permits. Refer to Section 3.7 of this manual for more specific information.
- b) Development charges may be applicable to the proposed development, payable at the time of obtaining a building permit. Refer to Section 3.8 of this manual for more specific information.
- c) The City may require payment of legal fees that may be borne by the City to effect the conditions of site plan approval (i.e., the costs of registration of land transactions), to be paid prior to issuance of a certificate of compliance under the *site plan agreement*. The *Manager of Approvals* will invoice the owner for legal charges.
- d) The City may require payment of service charges that may apply to the *Engineering and Public Works Department* to facilitate the needs of the proposed development, to be paid prior to issuance of a certificate of compliance under the *site plan agreement*.

3.4 LAND TRANSFERS TO THE CITY OF BELLEVILLE

3.4.1 General

- a) A condition may be attached to the approval of a site plan that requires certain lands be conveyed to the City at nominal cost. Such conveyances typically will be for:
 - road widening and sight triangles
 - easements for drainage

- easements for services
- walkways
- parkland
- 1 foot reserves

All required land transfers shall be illustrated on the site plan drawings.

- b) When conveyance of land is required, typically such requirement will be defined in the *site plan agreement*, and the transfer will be undertaken during the development of the site but prior to issuance of a certificate of compliance.
- c) The owner is responsible for preparing and submitting all necessary surveys and deeds for transferring ownership of any land dedication to the City.

The owner is responsible for obtaining any partial discharges relating to the transfer.

All legal and surveying costs related to the transfer of land to the City shall be borne by the Owner.

- d) The *Manager of Approvals* will invoice the owner for any legal expenses incurred by the City in processing land transfers.

3.4.2 Road Widening

- a) The City's *Official Plan* establishes policies respecting the provision of road widening on existing roads as a condition of the approval of a site plan. This policy provides for road widening as follows:

- i) Arterial roads – maximum 5 metres from each side, to a maximum road allowance width of 30 metres.
- ii) Collector roads – maximum 4 metres from each side, to a maximum road allowance width of 26 metres.
- iii) Local roads – maximum 3 metres from each side, to a maximum road allowance width of 20 metres.
- iv) Turning lanes – where justified pursuant to a traffic study, the maximum dedication for road widening purposes above any other road dedication required is 3.5 metres, only for the length of the necessary turning lane(s).
- v) Bus layover – where required along any arterial, collector or local road, the maximum dedication for road widening purposes above any other road dedication required is 3.5 metres to a maximum length of 25 metres.
- vi) Sight Triangle – Where required abutting an arterial, collector or local road, the maximum dedication abutting:
 - the arterial or collector road is 9 metres
 - abutting the local road is 5 metres
 Between two arterial roads or an arterial road and a collector road, the maximum dedication abutting both roads may be 18 metres

- b) Where road widening in accordance with the foregoing is required as a condition to the approval of a site plan, the road widening shall be provided at no cost to the City. The owner shall bear all survey and legal costs in connection with the required transfer.
- c) Where the City requires road widening in excess of that provided for in the *Official Plan*, the City may acquire the said lands as a condition to the approval of the site plan but shall reimburse the owner for the lands in excess of that provided for in the *Official Plan* at appraised value (by an appraiser with an A.A.C.I. designation).

3.4.3 Lands for Other Purposes

- a) The City may identify lands required for other purposes as conditions to approval of a site plan. Examples may include:
- City sewers or water mains located on a property without an easement
 - drainage systems (pipes, swales) that require City control

- access control requirements that necessitate a one foot reserve being created
 - public walkway through the site to address pedestrian needs
 - parkland (refer to Section 3.9 of this manual for details on policy)
- b) Where the lands to be conveyed under this section service only the subject lands, the lands shall be conveyed to the City at no cost. Where the lands are to accommodate services that address the needs of other lands such that the lands required exceed the size needed to meet the needs of just the subject lands, the cost to the City shall be prorated on the basis of the extent to which all lands including the subject land, benefit. Costs shall be based on the analysis of a qualified appraiser (an A.A.C.I. designation).

3.5 SIDEWALK POLICY

3.5.1 Public Sidewalk Required

- a) The City may require installation of a public sidewalk as a condition to the approval of a site plan for commercial, institutional or multiple residential developments, across the *eligible frontage* of the subject property.

Such provisions shall not apply to industrial development unless otherwise required by the City's *Director of Development Services*.

- b) For purposes of this policy, *eligible frontage* shall mean street frontage of the subject lands where:
- i) there is no existing public sidewalk adjacent to the subject property; and
 - ii) the abutting street is designated either an arterial or a collector street in the City's *Official Plan*; or
 - iii) the street is designated a local street but is either:
 - a transit route, or
 - a school route or other pedestrian corridor that services the pedestrian needs within and/or beyond the immediate neighbourhood, or
 - a route that requires a sidewalk to reduce a hazard to pedestrians as may be defined by the *Engineering and Public Works Department*.

3.5.2 Alternative Arrangements – Cash-in-lieu or Deferred Payment

- a) Where the *Engineering and Public Works Department* determines that it would not be appropriate to build a public sidewalk at the current time, but where a public sidewalk is likely to be constructed no later than 10 years from the current date, a cash-in-lieu payment may be required as an alternative to requiring the developer to build the sidewalk.

The payment shall be calculated at 75% of the current tendered price for new public sidewalk construction as defined by the *Engineering and Public Works Department*.

- b) Where the above circumstances apply, but where a public sidewalk is not likely to be constructed within the next 10 years, a clause may be inserted into the *site plan agreement* stipulating that at such time as the City requires a public sidewalk, the owner will agree to pay 100% of the cost of such sidewalk as applicable at that time.
- c) Notwithstanding the foregoing, where a sidewalk is required to be provided on a local street as defined in the *Official Plan*, the developer shall be responsible for only 50% of the applicable cost of such sidewalk.

Where the City has assumed responsibility for 50% of the cost of a sidewalk under this section, the City may obtain reimbursement for such costs from a development that might be undertaken on the other side of the local street.

3.5.3 Exceptions

- a) Where the *application for site plan approval* provides for:
- i) phased development, the *eligible frontage* shall be limited to only those frontages adjacent to the applicable phase (considering the scale and scope of the phase).

- ii) redevelopment of an existing building where there would be no substantial increase in floor area or usability of the existing floor space (i.e., a use not having greater traffic generating characteristics than the previous use), there shall be no *eligible frontage*.
 - iii) development of lands at very low intensity, and where the cost of constructing a public sidewalk relative to the cost of the development would be prohibitive, the developer may request the *Director of Development Services* to provide for partial exemption from the provisions of this policy, and the Director may:
 - grant a partial exemption
 - provide for alternative means of achieving the objectives of this policy, or
 - reject the application and require the policy be applied without variation.
 - iv) only minor development (i.e., where the value of proposed construction is \$50,000 or less), this policy shall not apply; the applicant may be required to provide verification of the estimated cost of building.
- b) The developer shall have the option of requesting the City build the public sidewalk, in which case the developer shall make a cash payment at the time of execution of the *site plan agreement* at 100% of the estimated cost of building the sidewalk according to the current tendered cost for public sidewalks as defined by the *Engineering and Public Works Department*, plus an allowance for design, layout and contract administration.

3.6 STORM WATER MANAGEMENT POLICY

3.6.1 Management of Storm Water Quantity and Quality

- a) All developments shall bear responsibility for managing quantity issues respecting storm water runoff on-site.
- b) For sites one (1) hectare or more in size, the City will require developments to address storm water quality issues. Two options exist on the means to address storm water quality issues:
 - i) Development of on-site storm water management facilities such as a retention pond designed to address storm water quality issues.
 - ii) Subject to acceptance by the City as an option, a cash payment to the City in lieu of constructing storm water quality facilities on-site, to be used by the City to develop storm water quality management facilities for a large area, typically at the outlet of storm water systems on the Bay of Quinte or adjacent to the receiving river or stream.
- c) For sites less than one (1) hectare in size, the City may require on-site facilities to address issues of storm water contamination (generally containment) where potential might exist. Examples would include automotive fuel sales establishments and sites where liquid chemicals are to be stored.

3.6.2 Policy for Cash-in-lieu for Storm Water Quality

- a) Where cash-in-lieu of on-site storm water quality management is to be applied, the required charge shall be calculated as follows:

$$\{\$10,000 + \$10,000 (\%impervious)\} \times \text{Total Area (ha) of the subject lands}$$

%impervious = % of redeveloped area that is impervious, including parking areas, driveways, rooftops, and sidewalks, employing the following factors:

- o *hard surfaced parking area – Factor 1.0*
- o *rooftops, concrete sidewalks – Factor 1.0*
- o *gravelled parking areas – Factor .6*
- o *landscaped space (grass, natural areas) – Factor 0*

Example: 1.5 hectare site:
 o *25% landscaped area – .375 ha*

- 40% paved parking area – .6 ha
- 20% building coverage – .3 ha
- 10% gravelled area – .15 ha
- 5% concrete sidewalks – .075 ha

impervious cover

$$= .375 \times 0 + .6 \times 1 + .3 \times 1 + .15 \times .6 + .075 \times 1$$

$$= 1.065$$

%impervious

$$= 1.065 / 1.5$$

$$= 71\%$$

Cash-in-lieu payment

$$= \{ \$10,000 + (\$10,000 \times 71\%) \} \times 1.5$$

$$= \{ \$10,000 + \$7,100 \} \times 1.5$$

$$= \$25,650$$

- b) Solutions that involve both construction of on-site facilities and a cash-in-lieu payment may be explored where suitable.
- c) Where a site is proposed to be redeveloped that was previously used in such fashion that there would have been a negative impact on the quality of storm water runoff, the *Manager of Approvals* may agree to reduce the cash-in-lieu payment up to 100% based on the degree of improvement in the quality of the runoff.

The determination of the amount of the reduction shall be based on the following factors:

- the impact of the previous use on the quality of storm water runoff – former industrial sites where there were extensive areas of outside storage of materials that potentially could impact the quality of storm water runoff vs. the quality of runoff that will exist with the new use
- the size or area of the site from which potential adverse impact on storm water runoff could have been impacted vs. the area subject to development for the new use.

For example, a lot which was extensively used for outdoor storage of materials such as wood or metal without any quality treatment facilities on-site being redeveloped for a residential use with extensive areas of open space and no areas of outside storage would qualify for a significant reduction in the cash-in-lieu charge. The reduction would be negotiated with the *Manager of Approvals*.

3.7 ONTARIO BUILDING CODE

3.7.1 Building Permits

- a) A *building permit* can be obtained from the *Development Services Department Building Section* when:
- the *site plan agreement* has been fully executed
 - required securities have been posted
 - any special requirements specified in the *site plan agreement* have been completed; and
 - required building plans have been approved and necessary fees paid.
- b) All in-ground services shall be installed in accordance with the provisions of the *Ontario Building Code* and the requirements of the *Engineering and Public Works Department*.
- Building permits* are required for sanitary sewers and storm sewers.
- c) The *Development Services Department Building Section* is responsible for the approval and the inspection of sanitary and storm sewers.

Belleville Water is responsible for approving and inspecting water mains.

The *Development Services Department Building Section* is responsible for all plumbing (water and sewers) inside the building.

- d) The *Building Section* issues permits for waste systems designed for 10,000 litres/day or less.
- e) The *Building Section* will require a complete set of drawings for the proposed buildings and structures, which may be prepared with imperial or metric measures.

3.7.2 Ministry of the Environment and Labour Approvals

- a) A Certificate of Approval issued by the *Ministry of Environment* may be required before installation of certain in-ground services is permitted.
Ministry of the Environment staff should be contacted for assistance in determining in which instances such approvals will be required.
- b) Provincial *Ministry of Labour* approval is required for many projects. Developers must contact the Ministry directly for information on requirements.

3.7.3 Conditional Permits

- a) The *Chief Building Official*, at his option and with the concurrence of the *Manager of Approvals*, may issue a *conditional permit* prior to final approval of the site plan or full execution of the *site plan agreement*.
- b) The *Manager of Approvals* may consent to issuance of a *conditional permit* when:
 - the project is in full conformity with applicable zoning
 - it has been verified the site can be fully serviced
 - the location of the building has been confirmed as being acceptable
 - the geodetic elevation of the building has been confirmed as being acceptable
 - the building location will not be affected by any required land transfers to the City
 - soil contamination issues do not exist; and
 - geo-technical or hydro-geological studies are not required, or have been completed and no outstanding issues apply.

3.7.4 Electrical Safety Authority (ESA) and the Technical Standards and Safety Authority (TSSA)

- a) All electrical installations and modifications are subject to inspection by the ESA. Developers are required to contact the ESA directly to secure the necessary permits and arrange for the necessary inspections.
- b) Certain installations such as gasoline tanks are subject to regulations established and administered by the TSSA. Developers are required to contact the TSSA directly to secure the necessary permits and approvals, and to arrange for necessary inspections.

3.8 DEVELOPMENT CHARGES

- a) The City has adopted a development charge by-law that sets out charges for:
 - residential development
 - commercial development

Development charges do not apply to industrial or institutional development. Further, the City may establish policies from time to time to reduce or eliminate development charges from certain areas of the City; information can be obtained from the *Manager of Approvals*.

- b) Information on applicable charges and a copy of the Development Charges By-law and the current background development charges study can be obtained from the *Manager of Approvals*.
- c) Charges apply throughout the City, but will vary from area to area. For example, rural areas are treated differently than urban areas, and within certain urban areas, the standard development charge plus an area charge will apply.
- d) Charges are typically paid at the time of application for a building permit, but the City may impose other timing arrangements depending on needs.

3.9 PARKLAND DEDICATION POLICY

- a) Pursuant to Section 42 of the Planning Act RSO 1990, the City has adopted By-law 12524 to establish standards for the conveyance of land or cash-in-lieu of land pursuant to the development or redevelopment of land.

The By-law defines the following standards:

- Commercial land – 2%
- Industrial land – nil
- All other land – 5%

The provisions of this By-law do not apply to lands being subdivided pursuant to Section 50 of the Planning Act RSO 1990.

- b) Typically, cash-in-lieu of land will be required for developments subject to this By-law, although the City does retain the right to require the conveyance of land.

Where cash-in-lieu is required, the *Manager of Approvals* shall define the charge that shall apply. This charge shall be based either on:

- the value of the land that may have been subject of an arm's length transfer that may have occurred recently, or
- the general land values that are known to be applicable in the City of Belleville.

The owner shall have the right to provide to the *Manager of Approvals* a current appraisal of the lands completed by an A.A.C.I., in which the case value set out therein shall apply.

Payment of a cash-in-lieu charge shall be a condition to the approval of a site plan, and normally would be paid at the time of execution of the *site plan agreement*.

Example:

Lot area – 1.25 hectares
Proposed use – commercial land use
Land value – \$150,000 per hectare

Cash-in-lieu of parkland
= lot area X land value X rate
= 1.25 X \$150,000 X 2%
= \$187,500 X 2%
= \$3,750

- c) Where a property is subject of a redevelopment (where there was a previous development on the subject lands) and where no payment for parkland had previously been made, the charge shall be pro-rated based on the relative size (gross floor area) difference between the previous and proposed use, based on the proposed land use.

Example:

Lot area – 1.25 hectares
Proposed use – commercial land use
Previous development – 7,000 sq metres GFA
Proposed development – 10,000 sq metres GFA
Land value – \$150,000 per hectare

Cash-in-lieu of parkland
= lot area X [(proposed development – previous development) /
previous development] X land value X rate
= 1.25 X [(10,000 – 7,000) / 7,000] X \$150,000 X 2%
= \$93,750 X 2%
= \$1,607

No payment from the City to the owner shall apply where the proposed use is smaller or less intense than the previous use.

- d) Where the redevelopment consists of an addition to an existing building, the policy shall only apply where the addition would increase the gross floor area by more than 5%.
- e) Where the redevelopment applies to a property for which parkland dedication (either land dedication or cash-in-lieu payment) was applied in the past, no charge shall apply.

3.10 COMMENCEMENT OF WORK

3.10.1 General Policy

- a) Subject to the exceptions noted below, no work shall commence with regard to completing any aspect of the work subject to site plan approval with the exception of:
 - o clearing
 - o grubbing
 - o stripping (removal of topsoil)
 - o and the depositing of filluntil such time as the site plan has been approved and any conditions relating to such approval have been met, as required.
- b) Where it is required as a condition to the approval of a site plan that a *site plan agreement* be entered into and securities deposited:
 - i) no site plans shall be stamped as approved;
 - ii) no building permit shall be issued; and
 - iii) no road cut permit shall be issued or work permitted to be done on City lands;until such time as the *site plan agreement* has been executed and returned, and any securities required there-under have been deposited with the *Manager of Approvals*.

3.10.2 Exceptions

- a) The *Manager of Approvals* may authorize the *Chief Building Official* to issue a *conditional permit* in advance of the stamping of site plans as approved or the execution of a *site plan agreement* where:
 - the location of the building subject of the *conditional permit* has been confirmed;
 - the geodetic elevation of the building subject of the *conditional permit* has been confirmed;
 - it has been confirmed that the building location will not be impacted by any required land transfers to the City;
 - it has been confirmed that soil contamination issues do not exist;
 - the means by which the site will be serviced has been confirmed; and
 - it has been determined that no geo-technical or hydro-geological issues are likely to exist;where there is reasonable justification, such as:
 - a delay in obtaining final site plan comments from an external agency where such comments will address issues that are not germane to the proposed building;
 - a delay in obtaining certain plans related to the development that are not germane to the proposed building (i.e., a landscape plan).
- b) The decision whether to issue a *conditional permit* rests with the *Chief Building Official*. The *Chief Building Official* shall process applications for conditional permits in accordance with the policies set out in Section 3.7.3 of this manual.
- c) Where a *conditional permit* has been issued by the *Chief Building Official*, the *Engineering and Public Works Department* may issue a road cut permit where:
 - all *security deposits* required by the *site plan agreement* have been received;
 - the *Manager of Approvals* confirms in writing that he/she is satisfied that it would be appropriate to issue a road cut permit;
 - the *Development Engineer* is satisfied that the engineering plans for services and works to be undertaken on the road allowance are acceptable; and
 - the contractor selected to do the work has met all prerequisites for acceptance by the Director of Engineering and Public Works to carry out work on the public road allowance (including the provision of insurance, WSIB certificate, etc.).

Note that the *Engineering and Public Works Department* may require a site servicing plan be prepared separate from all other site plans to facilitate the approval process in advance of securing a signed *site plan agreement*.

3.11 JOINT SERVICE LATERAL POLICY

- a) City Council has adopted a policy respecting the use of joint service laterals. A copy of the policy is included under Appendix 'B'.
- b) Where applicable, the design of services for a site shall be undertaken in accordance with this policy.

3.12 COST SHARING

- a) The overriding principle that will apply to the development of a site and the satisfying of conditions of site plan approval is that all costs related thereto shall be borne by the developer.
- b) The City however, in instances where the City requires improvements to a site that exceed those that are required to accommodate the needs of the development, may agree to cost share that portion of the improvement that exceeds the requirements for the subject land. The final decision on whether cost sharing will be considered rests with City Council.

SECTION 4 – SITE PLAN DRAWING SPECIFICATIONS

4.1 GENERAL

4.1.1 General Requirements

- a) The required information to be illustrated on the site plan may be provided on one or more plans, as appropriate. Plans or drawings that are difficult to interpret due to too much information or poor setup will be rejected and not processed.

Note that a legal survey plan should be submitted as well, and the information of the survey plan should be reflected on the site plans.

For example, a complex development project may have all required site plan information shown on four (4) separate drawings, as follows:

- plan view of the proposed development (site plan)
- grading and drainage plan
- site servicing plan
- landscape plan

All plans shall be drawn to the same scale.

Plans can be combined as appropriate. For example, site grading and drainage may be combined with site servicing provided the information provided is legible and complete, and for comparatively simple projects, all information can be illustrated on one plan.

- b) The City may require the submission of the following drawings in support of an application for site plan approval:
- floor plans – typically for multi-unit residential or institutional developments containing dwelling units
 - elevation drawings – typically for developments exceeding 5,000 m² gross floor area
 - cross-section drawings – typically for multi-residential apartment or other multi storey developments
 - perspective renderings – typically for commercial developments exceeding 10,000 m² gross floor area
- c) Drawings shall be presented on drawing paper maximum size **610 mm X 915 mm (24" X 36")**, with white background. The drawings shall be clear and easily read. Drawings that are not presented in a professional manner will be rejected and not processed.
- d) A sample site plan drawing is attached to this manual as Schedule 'F'.

4.1.2 Required Elements

- a) All plans submitted must contain the following elements:
- i) metric dimensions, drawn to scale (the preferred scales are 1:200 or 1:250)
 - ii) plans are to be based on a plan of survey prepared by an Ontario Land Surveyor and will include information detailing the survey on which the plan is based
 - iii) a complete legal description
 - iv) a title block showing the name of the firm or the person that prepared the plans, and a revision block showing the date and nature of all revisions to the original
 - v) a north arrow oriented toward the top of the plan
 - vi) geodetic data and location and geodetic elevation of bench marks
 - vii) notes as required by Section 4.4 of this manual (refer to Appendix 'C').

4.2 SITE PLAN DETAILS

Site Plans will need to show the following:

4.2.1 Existing Conditions

- a) Property Dimensions
 - boundary dimensions, property lines, total area of property, proposed division of the property;
 - location of all existing buildings and structures and description of each;
 - location and width of existing driveways at the edge of road and the street (property) line.
- b) Streets and Rights-of-Way
 - both sides of all streets abutting the site, street widenings, curbs, sidewalks, one foot reserves, easements, rights-of-way;
 - locations of driveways on the opposite side of the street relative to the location of driveways for the proposed development.
- c) Utilities
 - all existing utilities on and adjacent to the site, including water and sewer mains (material, size, etc.) on streets abutting the subject property.
- d) Natural Features
 - existing trees, water courses (natural or man-made), steep slopes, rock out-croppings, wetlands;
 - geodetic spot elevations at intervals no greater than 15 metres over the entire site;
 - geodetic spot elevations along the property boundary and on the adjacent property a minimum of 3 metres from the property boundary at maximum 15 metre intervals of sufficient detail to permit determination of drainage patterns;
 - spot elevations at the centre line of adjacent roads and at the back of the sidewalk at 15 metre intervals.

4.2.2 Proposed Development

- a) Building and Structures
 - overall building dimensions;
 - dimensions from building to all sides of the property, and distances between buildings or structures where more than one building or structure is proposed;
 - type of building, number of floors and building height;
 - all accessory buildings and structures including sign columns, retaining walls, garbage disposal facilities;
 - location of water meter.
- b) Parking Facilities
 - type of parking (surface, underground, garage, deck, carport);
 - total number of spaces, dimensions, parking angle;
 - all loading bays and ramps including dimensions;
 - surface material (type and thickness) and curbing type.
- c) Driveways, Roads, Land and Easements
 - dimensions;
 - surface and base material (type and thickness) and type of curbing;
 - ramps, traffic circulation, traffic signs, curbing;
 - locations where the City requires easements or land dedications for proposed road widening, daylight triangles or other purposes;
 - width of the proposed driveways, including any curb returns, the separation between the driveways and the distances to the side lot lines, at the edge of the road;
 - width of the proposed driveways at the street line and at the road edge; the separation between driveways along the road edge and the distance to the projected lateral property line at the road edge.

- d) Sidewalks
- all existing and proposed sidewalks, walkways, including dimensions of same.
- e) Services
- sanitary sewers, storm sewers and catchbasins (on and off site), culverts, water lines, ditches and swales, electrical system (including transformer pad);
 - size, grades, type & class for all pipes;
 - top and invert elevations of all manholes and catchbasins;
 - top and invert elevations of the inspection manhole;
 - invert elevations for driveway culverts as required;
 - stormwater management facilities as required (for quantity and quality where cash-in-lieu is not to be applied – refer to Section 3.6 for details);
 - telecommunication systems.
- f) Grades
- first floor building elevation;
 - proposed finished ground grades (use spot elevations) sufficient to show all surface drainage, including elevations and cross-sections of ditches and swales;
 - all surface drainage including roofs, parking lots and landscaped areas;
 - plans to show all surface drainage patterns (use of arrows permissible).
- g) Landscaping
- all existing trees and shrubs to be retained by type, size and location;
 - all existing trees and shrubs to be removed;
 - type, size, spacing or number, and location of all new plantings;
 - where substantial landscaping is proposed, a plant materials list noting the size, quantity, standard botanical name and common name of all plantings;
 - location and details for all planters indicating size and type of construction;
 - location and dimensions of all sidewalks and walkways and specify construction;
 - location and dimensions of all fences, trellises, garden walls, benches, and similar structures, and include details specifying type of materials;
 - location and dimensions of all patios, sun decks, and similar facilities, and specify in detail as to construction;
 - location and dimensions of all earth berms or similar features;
 - location and details of all exterior lighting facilities.
- h) Architectural Drawings
- building elevations showing all sides of the proposed building(s), including all elements of the roof structure such as chimneys, ventilation housings, etc.;
 - floor plans with dimensions showing all areas to which pedestrians have access;
 - all signs with dimensions and location;
 - details of exterior building materials.
- i) Commercial Buildings
- gross floor area of all floors, and area of ground floor measured from outside walls, in chart form;
 - where more than one type of commercial use is to be accommodated, gross floor area for each type of use;
 - total area of the lot, excluding the road allowance, any road widening, or any portion of the lot not included with the commercial zone within which the lot is located;
 - total amount of site covered by building(s) and total amount of site reserved for landscaping purposes.
- j) Multiple Unit Residential Development
- total number of dwelling units by type (i.e., 1 or 2 bedroom) for each floor, total floor area for each dwelling unit by type, lot area per suite, total amount of site reserved for landscaping purposes, in chart form.

- k) Survey Plan and Land Dedication
 - legal survey of entire property to be submitted showing any proposed land dedication or easements to the City.

4.3 DESIGN SPECIFICATIONS

- a) Included with the submission shall be all design sheets respecting:
 - i) storm water management
 - ii) sanitary sewage for very large projects or where there is a known or suspected issue with capacity of the sanitary sewer system.

4.4 NOTES

- a) The site plan agreement shall reference the notes as set out in Appendix 'C' to this manual, modified to suit the circumstance.
- b) The City, when deemed necessary to ensure notice is provided, may require the notes as modified to suit the circumstance, to be placed on the site plan drawings.

4.5 SITE PLAN CHECKLIST

- a) A site plan checklist to assist site design consultants in ensuring all requisite information is shown on site plan drawings prior to submission of the drawings for approval is set out in Appendix 'D' to this manual.

SECTION 5 – DESIGN AND CONSTRUCTION STANDARDS

5.1 SITE SERVICES

5.1.1 General

- a) Typically, the City will require site services to be designed by a *professional engineer*. The only exceptions shall be for minor systems or systems which are not complex in nature.
- b) All in-ground services shall be installed in accordance with the provisions of the *Ontario Building Code* and the requirements of the *Engineering and Public Works Department*.
- c) Typically, no blasting is permitted on the public road allowance. Blasting on private lands is regulated and permitted only with the approval of the *Director of Engineering and Public Works*.
- d) Before commencing any work on a City road allowance, the contractor shall obtain a 'Road Cut Permit' from the *Engineering and Public Works Department* (refer to Section 5.1.4).

5.1.2 Standard Engineering Specifications

The Engineering and Public Works Department specifications for services are as follows:

a) Construction Specifications

The following Ontario Provincial Standard Specifications (OPSS) will be used. The developer is responsible for obtaining current copies of these construction specifications.

SPEC. NO.	TITLE
OPSS 301	Restoring Unpaved Roadway Surfaces
OPSS 311	Asphalt Sidewalk, Driveway, and Boulevard and for Sidewalk Resurfacing
OPSS 314	Untreated Granular, Subbase, Base, Surface, Shoulder, and Stockpiling
OPSS 351	Concrete Sidewalk
OPSS 353	Concrete Curb and Gutter Systems
OPSS 405	Pipe Subdrains
OPSS 407	Maintenance Hole, Catch Basin, Ditch Inlet and Valve Chamber Installation
OPSS 409	Closed Circuit Television Inspection of Pipelines
OPSS 410	Pipe Sewer Installation in Open Cut
OPSS 412	Sewage Forcemain Installation in Open Cut
OPSS 501	Compacting
OPSS 507	Site Restoration Following Installation of Pipelines, Utilities and Associated Structures in Open Cut
OPSS 514	Trenching, Backfilling and Compacting
OPSS 515	Rock Excavation for Pipelines, Utilities and Associated Structures in Open Cut
OPSS 516	Excavating, Backfilling and Compacting for Maintenance Holes, Catch Basins, Ditch Inlets and Valve Chambers
OPSS 517	Dewatering of Pipeline, Utility and Associated Structure Excavation
OPSS 518	Control of Water from Dewatering Operations
OPSS 570	Topsoil
OPSS 571	Sodding
OPSS 577	Temporary Erosion and Sediment Control Measures

b) Drawing Specifications

The following City of Belleville standard drawing will be used. This drawing can be obtained from the City's *Engineering and Public Works Department*.

SPEC. NO.	TITLE
M-43B	Depressed Curb and Gutter at Sidewalk Ramps

The following Ontario Provincial Standard Drawings (OPSD's) will be used. The developer is responsible for obtaining current copies of these drawings. Note the City's special provision notes that apply to these OPSD drawings.

SPECIAL PROVISIONS	OPSD NO.	TITLE
	219.110	Light Duty Silt Fence Barrier
	219.130	Heavy Duty Silt Fence Barrier
1) 2) 3) 4)	310.010	Concrete Sidewalk
5) 6)	310.030	Concrete Sidewalk Ramps at Intersections
	400.010	Cast Iron, Square Frame with Square Overflow Type Dished Grate For Catch Basins, Herring Bone Openings
7)	401.010	Cast Iron, Square Frame with Circular Closed or Open Cover for Maintenance Holes
	403.010	Galvanized Steel, Honey Comb Grating for Ditch Inlet
	404.020	Aluminum Safety Platform for Circular Maintenance Hole
8)	405.010	Maintenance Hole Steps, Hollow
9)	500.02	Turning Basins for Terminated Urban Roadways
	600.010	Concrete Barrier Curb with Wide Gutter
10)	600.040	Concrete Barrier Curb with Standard Gutter for Flexible Pavement
	603.020	Standard Precast Concrete Curb
18)	701.010	Precast Concrete Maintenance Hole, 1200 mm Diameter
18)	701.011	Precast Concrete Maintenance Hole, 1500 mm Diameter
	701.012	Precast Concrete Maintenance Hole, 1800 mm Diameter
	701.013	Precast Concrete Maintenance Hole, 2400 mm Diameter
11)	701.021	Maintenance Hole Benching and Pipe Opening Details
	704.010	Precast Concrete Adjustment Units for Maintenance Holes, Catch Basins, and Valve Chambers
	704.011	High Density Polyethylene Adjustment Units for Maintenance Holes, Catch Basins, and Valve Chambers
	705.010	Precast Concrete Catch Basin, 600 x 600 mm
	705.020	Precast Concrete Twin Inlet Catch Basin, 600 x 1450 mm
	705.030	Precast Concrete Ditch Inlet, 600 x 600 mm
	705.040	Precast Concrete Ditch Inlets, 600 x 1200 mm
	708.010	Catch Basin Connection for Rigid Main Pipe Sewer
	708.020	Support for Pipe at Catch Basin or Maintenance Hole
	708.030	Catch Basin Connection for Flexible Main Pipe Sewer
12) 13) 14) 15) 16)	802.030	Rigid Pipe Bedding, Cover and Backfill
	804.030	Concrete Headwall for Pipe Less Than 900 mm Diameter
	804.05	Grating for Concrete Endwall
	808.01	Pipe Protection Against Heavy Construction Equipment
17)	1003.010	Cast-in-Place Maintenance Hole Drop Structure Tee
19) 20)	1006.010	Sewer Service Connections for Rigid Main Pipe Sewer
19) 20)	1006.020	Sewer Service Connections for Flexible Main Pipe Sewer
	3120.100	Walls, Retaining, Concrete Toe Wall Details

The following Special Provision notes apply to the previous list of OPSD drawings.

- 1) Delete the first sentence in "Note 1".
- 2) Delete "Note 2".
- 3) 50mm of granular fill to be placed under the sidewalk.
- 4) Crossfall slope on the sidewalk is to be 2% or as directed by the City's Director of Engineering and Public Works.
- 5) Delete "Note A".
- 6) Do not construct any "Directional Lines" on sidewalks.
- 7) Delete "Type 'B' Open Cover".
- 8) Delete "Rectangular Stainless Steel" step details.
- 9) Delete a) "Residential Road" detail (with 15m radius).
b) the "island" from the "Residential Road" detail (with 19m radius).
- 10) For mountable curb drop back of curb 75mm, with no additional drop at entrances.

- 11) On the “Section” detail the benching is to be constructed to the obvert of the pipe, i.e. D max.
- 12) Use “CLASS B – BEDDING” detail only for all pipe bedding; Delete “CLASS C – BEDDING” detail.
- 13) The “granular bedding material” is to be Granular ‘A’ crushed material.
- 14) “Cover material” is to be sand fill.
- 15) Delete “150mm” from “Note 1” and insert 225mm for the minimum bedding depth.
- 16) For a ‘wet trench’ condition as determined by the City Engineer:
 - i) the “granular bedding material” is to be an “HL8 Course” gradation, crushed limestone material, and
 - ii) the “cover material” is to be limestone screenings or Granular ‘A’ crushed material.
- 17) The invert of the outlet end of the 90° bend is to be placed at the ‘springline’ of the main sewer pipe.
- 18) Use precast monolithic base.
- 19) The bedding and cover materials are to be supplied and installed in accordance with OPSD – 802.030, Rigid Pipe Bedding, Cover and Backfill as revised by the Corporation’s Special Provisions.
- 20) Factory made tees or wyes are not required for sanitary service connections to the main sewer pipe unless specified.

c) Belleville Water Specifications and Drawings

Belleville Utilities Standard Specifications For Watermains, Fire Hydrants And Water Service Laterals shall be used for the construction of water services and appurtenances.

Copies of the specifications and drawings can be obtained from *Belleville Water* or viewed in the offices of the *Engineering and Public Works Department*.

5.1.3 Approved Contractors

- a) All contractors engaged by the developer to carry out work on the City’s road allowance shall be approved by the *Engineering and Public Works Department*.
- b) Typically, contractors obtain pre-approval through application to the *Engineering and Public Works Department* and by providing proof of insurance, a WSIB clearance certificate, financial security, etc. Contractors must contact the *Engineering and Public Works Department* to obtain pre-approval.

5.1.4 Road Cut Permits

- a) Prior to undertaking any work on the public road allowance, the contractor shall make application through the *Engineering and Public Works Department* for a *Road Cut Permit*.
- b) No *Road Cut Permit* shall be issued to any contractor who has not been approved by the *Engineering and Public Works Department*. Refer to Section 5.1.3 for details.
- c) The developer is responsible for restoration of all concrete works (curbs and sidewalks) and landscaping impacted by works carried out on the road allowance pursuant to a *Road Cut Permit* (i.e., installation of service laterals or installation of a driveway). The developer can make arrangements with the *Engineering and Public Works Department* to carry out such works, subject to payment of the applicable charge.
- d) The *Engineering and Public Works Department* shall carry out all asphalt road restoration except where policies of the City provide an option for the developer to undertake such work; clarification on what options are available can be obtained from the City’s *Director of Engineering and Public Works*.

5.1.5 Sewer (Sanitary and Storm) Services

- a) Where new sewer service laterals are required, prior to initiating any work, the developer shall:
 - i) apply through the *Engineering and Public Works Department* for a *Road Cut Permit*;
 - ii) obtain the necessary building permit from the *Development Services Department Building Section*; and

- iii) proceed to install the necessary laterals to the mains (including tapping the sewer mains) subject to the requirements and direction of the *Engineering and Public Works Department* and the *Development Services Department Building Section*.
- b) The contractor is responsible for arranging for the necessary inspection by the building inspector assigned to the file.
- c) Any existing sewer connection to be used shall be exposed at the property line, and prior to connection to the services from the street line to the main building (or to the inspection manhole), the contractor shall contact the *Public Works Yard* to arrange to have the lateral rodded to the main sewer and to approve its use.

Any existing sewer connection that is not to be used shall be securely capped off with a mechanical cap at the property line to prevent infiltration into the main sewer.
- d) The depth of cover over sanitary sewers should be monitored. Where the over-cover is 1.5 m or less, the sanitary sewer shall be insulated with 100 mm thick X 1.2 m wide insulation placed in two (2) layers with staggered joints, to be Styrofoam Brand H.I. Type IV.
- e) With respect to sanitary sewers, as set out in the City's *Sewer Use By-law*, for commercial and industrial buildings, a 1.2 m diameter pre-cast concrete inspection manhole, if not already existing, is to be constructed on the sanitary sewer service.

The inspection manhole shall be located on private property adjacent to the street line, readily accessible by City staff at all times for purposes of monitoring the discharge of sewage into the sanitary system.
- f) When a manufactured tee is required for the storm sewer connection, a CCTV report is to be provided in accordance with the current City requirements.

5.1.6 Water Services

- a) Where a new water service lateral is required, prior to initiating any work, the developer shall:
 - i) apply through the *Engineering and Public Works Department* for a *Road Cut Permit*; and
 - ii) arrange with *Belleville Water* to have the main tapped. (Note: tapping the main and operation of all valves shall be the responsibility of *Belleville Water*.)

Upon approval of a Road Cut Permit, the developer's contractor shall lay the necessary pipe subject to the requirements and direction of *Belleville Water*, but the tapping of the main shall be carried out by *Belleville Water*.
- b) Unused or abandoned water laterals shall be removed at the main in accordance with the requirements of *Belleville Water*.
- c) The developer is responsible for making all arrangements with *Belleville Water* for:
 - installation of the water service
 - connection to the main
 - installation of the meter
 - all inspections
 - leakage tests
 - bacteriological testing, and
 - *Belleville Water* customer initiation.
- d) No water service pipe shall have a capacity less than peak demand flow.
- e) All watermain and hydrant installation work is to be done in accordance with current plans, standards and specifications defined by *Belleville Water*. Hydrants located on private lands shall be maintained in accordance with the requirements of *Belleville Water* by the owner.
- f) The minimum cover of all watermains is to be 1830 mm.
- g) Domestic water lines shall be separated and valved from any sprinkler line intended for landscape maintenance a minimum of 9 metres from the building.
- h) Section 7.6.2 of the Building Code shall apply with respect to the requirements for and the installation

of backflow prevention devices on potable water systems. Assistance in determining the nature of City requirements can be obtained from the *Chief Building Official*.

- i) Section 3.2.5.7 of the Building Code requires that an adequate water supply for fire fighting shall be provided to every building.

Any hydrants shall be located to facilitate unobstructed access by fire fighting vehicles. Where necessary, on-site hydrants shall be protected from being hit by vehicles through use of concrete filled steel bollards.

Standpipe connections located on buildings shall be fully accessible from a fire route, and shall be unobstructed.

5.1.7 Landscaping and Finishing of Boulevards

- a) The developer will be responsible for finishing all boulevard areas (the lands between the lot line and the curb-line of the street or edge of the travelled street or public sidewalk if one exists) with 75 mm of topsoil and sod to the requirements of the *Engineering and Public Works Department*.
- b) The lands shall be graded and levelled to blend with the grades on the subject lands and the curb or edge of the travelled road or ditch.
- c) Any existing driveways that are not to be used shall be removed and topsoiled and sodded. Any curb cuts that are to be replaced are to be constructed of full height curb and gutter to City specifications. Any sub-drains along the curb that are disturbed are to be restored to their original condition.
- d) New driveways shall be constructed so that they do not block the drainage in the ditch or along the edge of the road.
- e) Before a culvert is installed and/or extended in a driveway, the owner shall sign a City work order obtained from the *Engineering and Public Works Department* for installation of the proposed culvert by the City, and shall pay the full cost to the City.

Note that a cleanout will be required for culverts exceeding 16 m in length.

5.1.8 Public Sidewalks

- a) Design plans for public sidewalks shall be to the City's specifications and requirements of the *Department of Engineering and Public Works*.
- b) The top of curbs abutting City sidewalks shall be kept level with the sidewalk for a minimum distance of 0.3 m from the sidewalk.

5.2 GRADING AND DRAINAGE

5.2.1 Grading

- a) Typically, the City will require that site grading and drainage plans be designed by a *professional engineer*. The only exceptions shall be for minor systems or systems which are not complex in nature.
- b) All elevations shall be referred to a City bench mark and shall be in geodetic metric datum.
- c) Ideally, the proposed elevation of property line abutting the street line shall be 2% higher than the curb (if there is a curb) or .25 m higher than the centre line of the road.
- d) The desirable surface grade for landscaped space is 2.0%; minimum recommended grade is no less than 1%. The maximum landscaped slope on the site over a very short distance is 50%, and 25% for extended distances.
- e) The desirable surface grade for a parking area is 1.0%; minimum recommended grade is no less than .5%. The maximum slope on a parking area or driveway is 5.0%.
- f) As required by the *Ontario Building Code*, the grading plan for the subject property shall be designed

so as to direct water away from buildings.

5.2.2 Drainage

- a) The site plan must provide for all surface drainage including:
 - roofs;
 - parking lots, driveways, loading areas and outside storage areas;
 - landscaped areas; and
 - drainage that enters the land from other lands.
- b) The desirable grade in swales is 1.5%; the minimum grade is 1%. Swales should have a depth of 200 mm minimum. A swale minimum .5% grade with a sub-drain may be permitted where necessary.
- c) All storm water on a site shall be directed to on-site catchbasins, swales, or to a City maintained storm system.
- d) All swales shall be sodded or be lined with gravel/riprap as appropriate to prevent erosion.
- e) During construction, outlets of all swales shall be controlled with filter cloth and straw bales, or such other methods as appropriate, to prevent erosion onto adjoining lands or into other drainage systems.

5.2.3 Storm Water Management

- a) Storm Water Quantity
 - i) Prior to preparing a storm water management plan for any development or designing a storm water system for a site, the site designer is **strongly encouraged** to confirm with the *Development Engineer* the parameters that should be employed. This is due to the range of capabilities and variations of storm systems throughout the City to manage storm water runoff.
 - ii) The design standards for each site will be based on the capacity of the receiving system, and on-site retention may be required to properly manage peak post development flows. The developer's consulting engineer may be required to conduct an assessment of the receiving system to determine available capacity.
 - iii) Typically, storm water management systems should be designed to the same standard as the receiving system (i.e., if the storm sewer on the street is designed to handle a 1 in 5 year storm, the same standard should be used on the site). However, where the receiving system is nearing capacity, the *Engineering and Public Works Department* may stipulate that the on-site system should be designed to achieve pre-development flows.
 - iv) As set out in Section 4.3 of this manual, design sheets should be submitted with the site plans to enable an assessment of storm water runoff to be undertaken.
 - v) On-site detention systems that the City will accept include:
 - parking lot detention to a maximum depth of .3 m;
 - rooftop detention subject to acceptance by the *Chief Building Official*; and
 - detention ponds.

- b) Storm Water Quality

For sites in excess of one (1) hectare in size, the City will require developments to address storm water quality issues. Refer to Section 3.6 of this manual for details on the City's policy.

- i) Where cash-in-lieu is to be provided, payment will be due at the time of execution of the *site plan agreement*.
- ii) Where on-site facilities for the treatment of quality of storm water runoff is to be provided, details on the facilities shall be provided as part of the site plans submitted for approval. Storm water quality facilities may be consolidated with storm water quantity control measures.

For developments with potential for contaminating storm water runoff (i.e., gas stations, automobile service garages), use of systems to remove grit and other contaminants from entering the storm water system (i.e., stormceptor, vortechinics) will be required.

5.3 PARKING AREAS

5.3.1 Parking Lot Surfacing

- a) Within Belleville, acceptable forms of hard-surfacing will include asphalt, concrete, and concrete pavers.

Areas that are not to be hard-surfaced shall be constructed of gravel with sufficient strength to support the weight of vehicles and with appropriate cover so as to prohibit the creation of dust by wind.

- b) The following parking areas shall be hard-surfaced:
- multiple residential developments – tenants and visitor parking areas;
 - commercial and institutional developments – customer, tenant, and staff parking areas;
 - industrial developments – visitor parking areas, and parking areas that face directly onto a public street unless screened from view.
- c) The following parking areas may be gravelled:
- areas of outside storage within commercial and industrial developments provided they do not face a street or are otherwise appropriately screened;
 - employee parking areas within industrial developments provided they do not face directly on a street or are otherwise appropriately screened.
- d) All driveways leading to a public street shall be hard-surfaced to the edge of street. On the road allowance, the surface shall be 50 mm of HL3A with 150 mm of granular A. For driveways designated as fire (truck) routes, a higher standard is recommended.
- e) Loading areas shall be hard-surfaced.

5.3.2 Parking Layout

- a) The following parking standards and dimensions have been developed to represent the recommended best practise for surface, non-structured parking facilities.

Variations within structures can be developed in concert with the *Manager of Approvals*.

Angle of Parking One or Two Way	Stall Length	Stall Width	Aisle Width	Double Module Width
90 Degree (perpendicular parking)	6.0 m (19.7 ft)	2.8 m (9 ft)	6.4 m (21 ft) ¹ 6.7 m (22 ft) ²	18.4 m (60.5 ft) ¹ 18.7 m (61.5 ft) ²
60 Degree (angle parking)	6.0 m (19.7 ft)	2.8 m (9 ft)	5.5 m (18.0 ft) ⁴	18.5 m (61 ft) max 17.0 m (56 ft) min
0 Degree (parallel parking)	7.0 m (23 ft)	2.4 m (8 ft)	3.9 m (12.8 ft) ³ 5.5 m (18 ft) ⁴ 6.7 m (22.0 ft) ⁵	8.7 m (29.0 ft) ³ 10.3 m (33.8 ft) ⁴ 11.5 m (38.0 ft) ⁵

¹ For residential uses

² For non-residential uses

³ One way, without truck access

⁴ One way, with truck access

⁵ Two way

Truck access: Applies to routes intended for emergency vehicle access (fire routes), garbage trucks, and delivery vehicles.

Note: Only where necessary for effective land utilization, stall widths in non-parallel parking environments may be reduced in favour of widened aisle widths in accordance with the City's zoning by-law. Details on options are available from the City's Manager of Approvals.

- b) Handicapped parking spaces shall be provided in accordance with the following standards:

Angle of Parking One or Two Way	Stall Length	Stall Width	Aisle Width
90 Degree (perpendicular parking)	6.0 m (19.7 ft)	4.6 m (15 ft)	As above
60 Degree (angle parking)	6.0 m (19.7 ft)	4.6 m (15 ft)	
0 Degree (parallel parking)	7.4 m (24.3 ft)	2.6 m (8.5 ft)	

- c) Provision can be made in parking structures for a limited number (i.e., +/- 5%) of stalls signed for small vehicles (stall width of 2.4 metres with an aisle width of minimum 7.0 metres), subject to approval of the *Manager of Approvals* in accordance with applicable zoning standards.
- d) All required parking spaces shall be delineated on the asphalt parking area with line painting which shall be maintained (redone) as needed.

5.3.3 Curbing

- a) All parking areas adjacent to street lines must be provided with curbs.
- b) Cast-in-place curbing is preferred for high volume parking areas (i.e., retail shopping complexes or developments where vehicle turnover rates are high).

For less demanding environments (i.e., employee parking for an industrial use or lots where vehicle movements are more limited), pre-cast barrier curbs may be employed provided they are pinned in place.

5.3.4 Loading Area Layout

- a) Loading areas should be located and designed so as to ensure delivery vehicles do not need to manoeuvre on public streets in order to access the loading area.
- b) Exceptions to the foregoing will only be considered in the most extreme circumstances, particularly in the central business district where lot configurations do not afford options, but care should be exercised to ensure no such manoeuvring areas are created on collector or arterial streets.

5.4 VEHICLE ACCESS DESIGN STANDARDS

5.4.1 Number and Location of Driveways

- a) Except as may otherwise be prohibited by the City's Driveway Control By-law 2001-129 (refer to Appendix 'E' for excerpts), driveways shall be designed in accordance with the policies set out in this section.
- b) The following standards set out herein represent best practises for the design of access to residential, commercial, institutional and industrial developments. These standards are intended to promote safe, convenient access to and from developments onto public streets.

NUMBER AND LOCATION OF 2 WAY ACCESSSES					
Type of Development	Roadway Classification	Distance* from non-signalized intersection for driveway located on approach to intersection (minimum)	Distance* from non-signalized intersection for driveway located beyond intersection (minimum)	Distance from signalized intersection (minimum)	Distance between accesses along road edge (minimum)
Multi-residential less than 25 units	Local	15 m	15 m	30 m	8 m
	Collector	25 m	20 m	55 m	8 m
	Arterial	30 m	35 m	70 m	25 m
Multi-residential 25 units & higher	Local	20 m	20 m	50 m	10 m
	Collector	30 m	30 m	60 m	40 m
	Arterial	30 m	35 m	70 m	40 m
Commercial & Institutional (low volume)	Local	25 m	25 m	30 m	25 m
	Collector	25 m	25 m	60 m	25 m
	Arterial	40 m	40 m	70 m	60 m
Commercial & Institutional (med. volume)	Local	30 m	30 m	50 m	25 m
	Collector	50 m	50 m	75 m	80 m
	Arterial	50 m	50 m	75 m	80 m
Commercial & Institutional (high volume)	Local	30 m	30 m	60 m	50 m
	Collector	60 m	60 m	100 m	100 m
	Arterial	60 m	60 m	100 m	100 m
Industrial (low volume)	Local	15 m	15 m	30 m	25 m
	Collector	25 m	20 m	60 m	25 m
	Arterial	30 m	35 m	70 m	40 m
Industrial (high volume)	Local	20 m	20 m	30 m	25 m
	Collector	30 m	30 m	75 m	50 m
	Arterial	30 m	35 m	75 m	50 m

* Based on metres of frontage

Definitions:

Commercial & Institutional, low volume – refers to small commercial operations that generate limited traffic volumes. Typically such uses would have no more than 400 m² GFA or no more than 20 on-site parking spaces.

Commercial & Institutional, medium volume – refers to medium sized commercial operations that generate significant volumes of traffic. Typically, such uses would have up to 4000 m² GFA or no more than 200 on-site parking spaces.

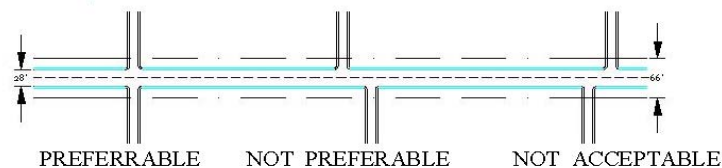
Commercial & Institutional, high volume – refers to high intensity commercial uses such as major shopping or office complexes where traffic generation potential is very high.

Industrial, low volume – refers to an industrial use (such as a small warehouse or manufacturing plant) where traffic volumes are limited, typically not exceeding 4000 m² GFA.

Industrial, high volume – refers to an industrial use (such as a large warehouse or distribution centre or manufacturing operation) where traffic generation characteristics are substantial.

- c) Notwithstanding the provisions of Part b) set out above, the following exceptions and qualifications will apply as necessary and where appropriate. The *Development Engineer* and the *Manager of Approvals* can assist in ascertaining the applicability of these exceptions and qualifications.
- i) Provincial Highways – All entrances onto Provincial Highways shall be subject to the approval of the Ministry of Transportation. Refer to Section 1.4.2 of this manual for additional information.
 - ii) Controlled Access – Certain arterial roads may be designated for controlled access by the City, in which instances the above standards would not apply. Consult the City's Driveway Control By-law (refer to Appendix E) for further information.
 - iii) One-way Access – Different standards will apply for one (1) way accesses or two (2) way accesses to streets with a centre barrier. In such instances, consult the City's Development Engineer for assistance in determining acceptable standards.

- iv) Unusual Conditions – Circumstances will exist from time to time where these standards can not be achieved due to narrow frontages, physical limitations, or locations of existing driveways on adjoining lots or those on the opposite side of the street. In such instances, these standards will be considered guidelines and accesses will be located in accordance with sound planning and engineering standards. Any reduction to these standards will only be considered where absolutely necessary and with the approval of the Director of Engineering and Public Works.
- v) Hazardous Conditions – Periodically, accesses in accordance with these standards may not be advisable as a hazard may be created. In such instances, the City may elect to apply different standards in order to achieve public safety or to ensure safe and effective movement of traffic on adjoining roads.
- vi) Driveway Conflict – Access driveways should be located so as to not create a conflict with driveways on the opposite side of the street. The illustrations below set out acceptable and unacceptable access driveway locations.



- vii) Utility Conflicts – Driveways should be located if possible to avoid conflict with existing utility poles and hydrants. Should avoidance not be possible, relocation of poles and hydrants would be at the expense of the owner. Similarly, street trees should be avoided if possible; removal of the same shall be at the owner's expense, and new street trees shall be planted to replace those lost.
- d) The City at its option may require the developer to engage the services of an engineering consultant with expertise in traffic engineering to conduct a study into access location and/or design where the City is concerned about:
 - access design and location, or where the applicant believes special consideration should be given to alternative standards;
 - the impact of turning movements on the capacity of the street to advance through traffic (to assess the need for turning lanes).

5.4.2 Design of Driveways

- a) Detailed design of driveways and vehicle accesses shall be in accordance with the City's Driveway Control By-law 2001-129. Relevant excerpts from this by-law are attached as Appendix 'E' to this manual.

The minimum width for two-way traffic is 6.4 metres, and 3.9 metres for one-way traffic.

- b) An amendment to the Driveway Control By-law may be required for any proposed driveway that is not in compliance with the provisions of this by-law. Application for an amendment shall be submitted through the City's *Engineering and Public Works Department*.
- c) For any business where a drive-through service lane is to be provided, the lane shall be designed with sufficient length to meet peak demand, thereby avoiding traffic from backing up onto adjoining streets. The City may require submission of a traffic planning analysis to verify what length the service lane should be.

5.4.3 Curbing along Driveways

- a) Where a barrier curb on the edge of a travelled road exists in the location of an approved access driveway, the developer shall apply to the *Engineering and Public Works Department* for a curb cut. (Note that this permit is in addition to obtaining a *Road Cut Permit* – refer to Section 5.1.4 of this manual.)

The *Engineering and Public Works Department* will remove the necessary curb to accommodate

installation of the approved access driveway.

- b) The top of curbs abutting City sidewalks shall be kept level with the sidewalks for a distance of 0.3 metres from the sidewalk.

5.5 FIRE ACCESS DESIGN STANDARDS

5.5.1 General

- a) The City's *Fire Chief* may designate any driveway a *Fire Route*.
- b) All fire routes shall be signed as *Fire Routes* (refer to Section 5.9 of this manual for signage standards).

5.5.2 Section 3.2.5 of the Ontario Building Code

- a) Section 3.2.5 of the *Building Code* sets out specifications respecting fire access routes. Certain key requirements of the *Building Code* respecting the design and location of fire routes are set out below for reference; for complete design standards, refer to Section 3.2.5 of the *Building Code*.
- b) A *Fire Route* in the City of Belleville shall be designed in accordance with the following standards:
 - i) clear width of not less than 6 m (except as provided for in Section 5.3.2 of this manual);
 - ii) centreline radius not less than 12 m;
 - iii) overhead clearance not less than 5 m;
 - iv) change in gradient not more than 1 in 12.5 over a distance of 15 metres;
 - v) be designed to support the expected loads imposed by fire fighting equipment and be surfaced with concrete, asphalt or other material designed to permit accessibility under all climatic conditions;
 - vi) turnaround facilities for any dead-end portion of the fire route of 90 m (dead-end fire routes are strongly discouraged); and
 - vii) be connected to a public street.
- c) Buildings which are more than 3 storeys in height or more than 600 m² gross floor area are required to have a *Fire Route* to:
 - the principal entrance, and
 - to each building face as defined in Section 3.2.5.4 of the *Ontario Building Code*.
- d) *Fire routes* shall be located such that the principle entrance and every access opening required by the *Ontario Building Code* are not less than 3 m and not more than 15 m from the closest portion of the *Fire Route*.

5.6 LANDSCAPING

5.6.1 General

- a) Typically, landscaping of the site shall be required for all developments subject to site plan approval. Exceptions shall apply to industrial developments that do not have exposure to public streets.
- b) Landscaping shall be provided as appropriate to provide separation and buffering between incompatible lands uses.
- c) Typically, landscape plans shall be designed to incorporate trees and other landscape features such as fencing that have a visual impact upon the character of a development. While minor landscape detailing is strongly encouraged (i.e., planting beds), details of such features will not be required to be illustrated in landscape plans except where critical to the perception of a proposed development.

5.6.2 Plant Materials

- a) Plantings consisting of species native to this climatic region are encouraged. For decorative landscaping, the type and species of plants can be the owner's preference.

- b) Trees and shrubs can be planted throughout the property except:
 - i) within site triangle areas to protect visibility (trees with high canopies and shrubs that do not exceed .5 m in height are exceptions)
 - ii) within 1 m of the centreline of a swale
 - iii) beneath overhanging hydro, telephone or cable services.
- c) All trees to be retained shall be protected during construction through construction fencing erected beyond the drip line of trees, or through other acceptable means.
- d) Where buffer plantings are required (i.e., to buffer a residential use from a commercial use), coniferous trees are preferred. Examples of acceptable trees would include:
 - White Fir
 - White Spruce
 - Colorado Blue Spruce
 - Scotch Pine
 - Fraser Fir
 - Colorado Spruce
 - Austrian Pine
 - Douglas Fir

Plantings shall be large enough to provide an effective screen. Typically trees of minimum 1.8 – 2.0 m in height will be required to be effective as a buffer. Where deciduous trees are included in a buffer to provide upper-canopy screening, trees with 60 mm calliper of minimum 3.0 – 3.5 m height shall be employed.

- e) Tree planting on streets is permissible, subject to approval of the specific location of each tree by the City's *Engineering and Public Works Department*. Trees with high branching characteristics are required; examples include:
 - Norway Maple
 - Schwedler Maple
 - Deborah Maple
 - Crimson King Maple
 - English and Red Oak
 - Linden
 - Honey Locust
 - White Ash
 - Green Ash
 - Mountain Ash
 - Ginko
 and where lower branching trees are suitable:
 - Austrian Pine
 - Pitch Pine

The minimum size to be planted shall be 60 mm calliper and minimum 3.0 m in height in the case of deciduous trees, and 1.8 to 2.0 m in height in the case of coniferous trees.

Trees species that are not acceptable for street planting include:

- Red Maple
- Sugar Maple
- Manitoba Maple
- Hackberry
- Black Walnut
- Norway Spruce
- White Spruce
- Douglas Fir
- Pin Oak
- Poplar species
- Willow species

- Chinese Elm
 - Little Leaf Linden
- f) Development of property that has environmental issues should include trees that are very hardy and tolerant, in order to increase the survival rate of the trees.

5.6.3 Fencing

- a) For any sites that abut municipally-owned parklands, a 1.5 m high chain-link fence shall be erected to the specifications of the City's *Parks and Recreation Department*.

The fencing shall consist of 9 gauge galvanized 1.5 inch wire mesh with 4 inch corner posts, 1 ¼ inch top railing, wire straight out bottom of fence. Further, 2 inch posts may be used as long as 9 gauge galvanized steel mesh is maintained.

The fence must follow the contours of the land.

- b) For sites that abut a municipally-owned walkway, the above standards shall apply except that the height of the fence shall be 1.8 m.
- c) Where screening is required, typically a solid barrier fence minimum 1.8 m in height will be required. Fencing made from pressure-treated pine or western red cedar (or other material suitable for outdoor use such as metal, stone, stucco) shall be acceptable, provided the fence creates a solid visual barrier. Plantings are encouraged to complement the effectiveness of the fence.
- d) Where noise attenuation is required, typically a fence design prepared by an acoustics engineer will be required. A technical report on the effectiveness of the fence with regard to noise attenuation should accompany the site plan application.

5.6.4 Private Sidewalks and Walkways

- a) Sidewalks and walkways should be hard surfaced. For walkways that are anticipated to handle only limited pedestrian traffic, limestone screenings or other similar material that discourages vegetation may be used.
- b) Sidewalks and walkways should have a minimum width of 1.2 m, except where abutting parking spaces, in which case the minimum width should be 1.8 m. In front of commercial establishments or other uses where large congregations of people are likely from time to time, the width of sidewalks shall be increased to a minimum of 3.0 m or more where needed for safety.
- c) No sidewalk or walkway should exceed a 1 in 12 grade. Trails provided on-site for recreational purposes may be designed with higher gradients, but alternatives for those in wheelchairs should be provided if possible.
- d) Ramps should be employed rather than steps wherever possible. Managing a grade change through use of steps and ramps will be acceptable.
- e) Barrier-free access shall be provided from handicapped parking spaces to the main entrances of buildings.

5.6.5 Miscellaneous Matters

- a) Under most circumstances, the *Chief Building Official* will require retaining walls exceeding 1.0 m in height to be designed by a *professional engineer*.

A *building permit* shall be required for a retaining wall 1.0 m or more in height.

Any retaining wall exceeding .6 m in height and located such that there would be a risk to the public shall be protected with a barrier or installed with a railing, which shall be shown on the site plan.

- b) The landscaped strip between a parking area and the street line is to be grassed, but may consist of other finishing material such as paving stone where heavy pedestrian traffic is anticipated.
- c) Where a fire route is required over a landscaped area, turf stone shall be employed to provide safe access for vehicles.

- d) For uses with drive-through operations, voice stations shall be located away from sensitive land uses by minimum 20 m. Where such separation is not possible, noise attenuation will be required (i.e., a noise barrier fence).

5.7 LIGHTING

- a) On-site lighting should be designed to promote public safety and security by providing lighting in public use areas such as pedestrian corridors, parking areas, and building entrances.
- b) Lighting located on adjoining lots or on public streets should not be relied upon for providing sufficient lighting on a lot.
- c) On-site lighting shall be designed so as not to impinge on adjacent lands. Light pollution should be discouraged through directing light away from nearby properties and ensuring light is focussed where it is needed.

Excessive glare should be prevented from affecting adjoining streets. Lighting shall not detract or interfere with traffic control measures on-site and on adjoining streets.

- d) On-site lighting design should be in scale with the pedestrian environment and blend in with surrounding buildings and site landscaping. For large parking lots, lights mounted on tall poles should be encouraged, but for small parking areas and pedestrian ways, lights located on shorter poles or mounted on adjacent building would be preferable.
- e) Underground wiring should be installed wherever possible to light standards. Use of multi-purpose poles rather than single purpose poles is strongly recommended.

5.8 GARBAGE ENCLOSURES

- a) For large residential projects and commercial, industrial and institutional developments, garbage enclosures shall be shown on the site plan.
- b) Garbage enclosures shall be located away from sensitive land uses and preferably outside the view from adjoining streets. Where visible from an adjoining street, extensive planting areas should be established to provide a strong visual screen or barrier.
- c) Garbage enclosures shall be accessible for waste removal, and should not be blocked by parking spaces or other impediments, but may be combined with a loading area.
- d) All external waste bins shall be screened and/or with solid fencing. Open lattice screening typically is not acceptable. Screening structures shall be of sufficient height and width to block view of the enclosure. Use of planting materials is encouraged to soften the impact of garbage enclosures on the site design.

5.9 SIGNAGE

5.9.1 Promotional Signage

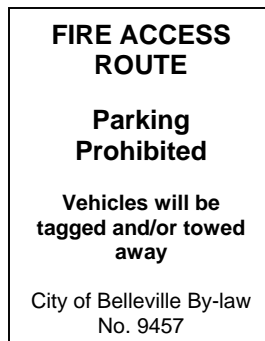
- a) The City of Belleville has a *Sign By-law* that specifies the nature of signage permitted on properties within the City. Copies of the City's Sign By-law can be obtained from the City's *Development Services Department*.
- b) Site plans and building plans shall illustrate signage intended for the property.
- c) Most signs (the exceptions apply principally to very small signs) require issuance of a permit from the *Building Section* prior to the sign being installed.

5.9.2 Site Signage

- a) All parking spaces established for disabled persons shall be signed using the Provincially regulated symbol. Each space shall be signed separately.

Signing shall be minimum 300 mm X 600 mm erected 1.5 m high at the end of the parking space. Painted signage and colour distinction may be placed on the parking surface as well to supplement the vertical signs.

- b) Parking areas containing spaces designed for small vehicles shall be signed accordingly, either using a vertical sign or a sign painted on the parking lot surface.
- c) Fire routes designated by the City's *Fire Department* shall be signed as per the requirements of the City's *Fire Route By-law* at the owner's expense. Such signs shall:
 - be permanently installed and legible
 - have minimum dimensions of 300 mm X 450 mm
 - be placed at intervals of not more than 30 m along a fire route
 - display information using red on white that is reflective, as illustrated herein.



APPENDICES

APPENDIX A

KEY CONTACTS

SCHEDULE 'A' KEY CONTACTS

The information provided below is subject to change from time to time. Please verify the information before relying upon it. The contact person who is most closely associated with Belleville, where applicable, is shown in parentheses (), for reference.

Development Services Department

Director of Development Services
169 Front Street
Belleville ON K8N 2Y8
(Rod Bovay)
Ph: 613-967-3200 ext 3257
Fax: 613-967-3262

Chief Building Official
169 Front Street
Belleville ON K8N 2Y8
(Ted Marecak)
Ph: 613-967-3200 ext 3406
Fax: 613-967-3262

Manager of Approvals
169 Front Street
Belleville ON K8N 2Y8
(Spencer Hutchison)
Ph: 613-967-3200 ext 3234
Fax: 613-967-3262

Engineering & Public Works Dept

Director of Engineering & Public Works
169 Front Street
Belleville ON K8N 2Y8
(Rick Kester, P.Eng)
Ph: 613-967-3200 ext 3261
Fax: 613-967-3262

Development Engineer
169 Front Street
Belleville ON K8N 2Y8
(Phil Cantelo, P.Eng)
Ph: 613-967-3200 ext 3240
Fax: 613-967-3262

Other City Departments

Director of Parks and Recreation
265 Cannifton Road, 2nd Floor
Belleville ON K8N 4V8
(Doug Moses)
Ph: 613-967-3200 ext 3217
Fax: 613-967-3207

Belleville Fire Department
72 Moira Street West
Belleville ON K8P 1S5
(Gordon Gazley, Chief)
Ph: 613-962-2010
Fax: 613-969-7047

Belleville Police Services
92 Dundas Street East
Belleville ON K8N 1C2
(Stephen Tanner, Chief)
Ph: 613-966-0882 ext 2202
Fax: 613-966-2701

Conservation Authority

Quinte Conservation
RR 2, 2061 Old Highway 2
Belleville, ON K8N 4Z2
(Terry Murphy, General Manager)
Ph: 613-968-3434
Fax: 613-968-8240

School Boards

Hastings & Prince Edward District School Board
156 Ann Street
Belleville, ON K8N 1N9
(Don Tregenza, Controller of Plant)
Ph: 613-966-1170
Fax: 613-966-0930

Algonquin and Lakeshore Catholic District
School Board
151 Dairy Avenue
Napanee, ON K7R 4B2
(Doug Campbell, Controller of Plant & Planning
Services)
Ph: 613-354-2255 ext. 403
Fax: 613-354-2502

Utilities and Utility Companies

Bell Canada
P.O. Box 5800
Belleville, ON K8N 5K1
(Larry Mussio)
Ph: 613-966-3573
Fax: 613-968-5286

Bell Canada Municipal Call Centre
Right of Way Department
100 Borough Drive, Floor 5 Blue
Scarborough, ON M1P 4W2
(Nathan Wukasch)
Ph: 1-800-748-6284/416-296-6291
Fax: 416-296-0520

Ontario Power Generation Inc.
700 University Avenue
Toronto, ON M5G 1X6
(Executive Vice President, Law & Development)
Ph: 1-877-592-2555/416-592-2555
Fax: 416-592-4775

Veridian Connections
PO Box 72 Belleville, ON K8N 4Z9
(Peter Hoekstra, Engineering Tech.)
Ph: 613-966-1235
Fax: 613-966-5256

Hydro One Networks Inc.
Land Use Planning Section
Real Estate Services
Trinity Square
483 Bay Street 12th Floor, North Tower
Toronto, ON M5G 2P5
(Paul Dockrill, Real Estate Assistant)
Ph: 1-877-955-1155/416-345-5000
Fax: 905-946-6242

Union Gas
PO Box 818
Belleville, ON K8N 5B5
(Jody Smith)
Ph: 613-968-6787 ext 212
Fax: 613-967-4546

Union Gas
Corporate Secretary
200 Yorkland Boulevard
Toronto, ON M2J 5C6
Ph: 416-496-5344
Fax: 416-496-5331

Provincial Ministries

Ministry of Municipal Affairs & Housing
Municipal Services Eastern Region
8 Estate Lane, Rockwood House
Kingston, ON K7M 9A8
Ph: 1-800-267-9438/613-548-4304
Fax: 613-267-0295

Ministry of the Environment
Belleville Area Office
470 Dundas Street East
Belleville, ON K8N 1G1
Ph: 613-962-9208
Fax: 613-962-6809

Ministry of the Environment
Regional Office
133 Dalton Street
PO Box 820
Kingston, ON K8L 4X6
Ph: 613-549-4000
Fax: 613-548-6908

Ministry of Transportation
Port Hope Area Office
138 Hope Street North
Port Hope, ON L1A 2P1

Ph: 1-866/224-0622/905-885-6381
Fax: 905-885-9273
Ministry of Transportation
Eastern Region-Planning and Design Section
Corridor Control Office
355 Counter Street, Postal Bag 4000
Kingston, ON K7L 5A3
Fax: 613-540-5106

Ph: 1-800-267-0295/613-545-4741
Ministry of Labour
51 Heakes Lane
Kingston, ON K7M 9B1
Ph: 613-545-0989
Fax: 613-545-9831

Railway Companies

Canadian National Railway Properties
1 Administration Road
Concord, ON L4K 1B9
(Geoff Woods, Development Review
Coordinator)
Ph: 416-217-6961
Fax: 416-217-6774

Canadian Pacific Railway Limited
Property Tax Department
Suite 200, 40 University Avenue
Toronto, ON M5J 1T1
Ph: 416-595-3116
Fax: 416-595-3112

Pipeline Companies

Enbridge Pipelines Inc.
Ph: 800-668-2951
Stakeout: 800-400-2255

Trans-Northern Pipelines Inc.
Phone: 905-770-3353
Stakeout: 800-400-2255

TransCanada Pipelines Limited
c/o Meridian Planning Consultants Inc.
113 Collier Street
Barrie, ON L4M 1H2
Ph: 800-827-5094
Stakeout: 800-400-2255

Technical Approval Agencies

Technical Standards & Safety Authority (TSSA)
www.tssa.org
Ph: 877-682-8772
Fax: 416-231-1060

Electrical Safety Authority (ESA)
www.esainspection.net
Ph: 800-369-7535
877-421-2228
Fax: 613-264-2891

Others

County of Hastings
Clerk-Administrator
Postal Bag 4400
Belleville, ON K8N 3A9
Ph: 613-966-1319
Fax: 613-966-2574

Canada Post Corporation
1424 Caledon Place, Box 25
Ottawa, ON K1A 0C1
(Diana Adamowicz, Delivery Planner)
Ph: 613-227-1370
Fax: 613-734-1647

Municipal Property Assessment Corporation
(MPAC)
PO Box 520
Trenton, ON K8V 5R7
Ph: 866-296-6722
Fax: 866-297-6703

National Energy Board
444 Seventh Avenue SW
Calgary, AB T2P 0X8
Ph: 800-899-1265
Fax: 403-292-5503

APPENDIX B

JOINT SERVICE LATERAL POLICY

Approved – July 21, 2003

Section 1 – Background

- 1.1 Section 7.1.6.4 of the Ontario Building Code states:

“Piping in any building shall be connected to the public services separately from piping of any other building, except that an ancillary building on the same property may be served by the same service.”

- 1.2 The City of Belleville will not permit piping that services any one main building to be connected through and to the piping of another main building. However, circumstances arise where a joint service lateral connected to the public service may be required that each building is connected to separately.

The purpose of this Policy is to define under what conditions the City will consider and approve the installation of a joint service lateral.

Section 2 – Definitions

- 2.1 For purposes of this Policy, the following definitions shall apply:

“*Cluster development*” means an industrial and/or commercial development complex consisting of developments on no more than two lots that are designed to operate and function as a single unit or development complex notwithstanding that the complex is located on two lots, typically characterized by features such as common access driveways, shared parking areas, consistent landscaping schemes and/or architectural treatment of buildings, and similar.

“*Joint service lateral*” means private jointly owned sanitary or storm sewer or water service laterals that extend onto private lands from the municipal sewer and water services typically located on the adjoining street, to which services from more than one main building on separate lots are connected.

“*Phased condominium development*” means a condominium development that is conceived and designed as a single development complex but which is undertaken in no more than three stages where each stage is registered as a separate and distinct condominium corporation.

Section 3 – Joint Service Laterals Prohibited

- 3.1 Except as provided in Section 4 hereof, use of joint service laterals is prohibited in the City of Belleville.
- 3.2 No subdivision shall be approved, or consent granted, or site plan approved or building permit issued where a joint service lateral is proposed to be employed except in accordance with this policy.
- 3.3 Where use of a joint service lateral is prohibited by this policy, buildings shall be connected directly to municipal sewer and water services through service laterals that extend directly from the main building to municipal services typically located on an adjoining street.
- 3.4 Where services are not available immediately adjacent to the lot, service laterals may be extended through easements over adjoining lots to municipal services provided that no other connection to lateral services shall be permitted. Such easements shall be of such size and subject to such terms as required by the City.

Section 4 – Joint Service Laterals Permitted

- 4.1 The City may approve use of joint service laterals for cluster developments or phased condominium developments where it is not appropriate or feasible to provide individual service laterals for each property.
- 4.2 The design of joint service laterals (location, size, type, extent, etc.) shall be subject to the approval of the City.

- 4.3 Joint service laterals shall be located only within registered easements in favour of all parties having access to the joint service lateral, which shall be of sufficient size to provide for installation and maintenance of the joint service lateral.
- 4.4 An agreement between all parties having access to the joint service lateral shall be executed and registered against all lands using the joint service lateral. The agreement shall:
- i) provide for mutual ownership of the joint service laterals by all parties connected to the lateral;
 - ii) contain provisions with regard to responsibilities for maintenance of the joint service lateral;
 - iii) contain a dispute resolution process should parties to the joint service lateral be unable to agree among themselves on issues respecting use or maintenance of the joint service lateral;
 - iv) assign the right to all parties to access all parts of the joint service lateral for purposes of maintenance; and
 - v) contain a clause that shall hold harmless the City from and against all claims, and shall indemnify the City from and against all claims made against it with regard to the existence and use of a joint service lateral.

A standard agreement will be supplied by the City.

- 4.5 All joint service laterals shall be deemed by the City to be one service lateral, and any violation of City policy or regulation with regard to use or maintenance of the joint service lateral shall be regarded as a violation by all parties using the joint service lateral, and the City may initiate whatever action is deemed necessary at its own discretion to remedy any violation of policy or regulation, which may include the turning off or the disconnecting of such service at the street line (which will have the effect to turning off the service to all parties connected to the joint service lateral). The City shall not be obligated to re-establish the service until such time as the violation of the policy or regulation has been remedied. In such circumstances, the parties connected to the joint service lateral shall be responsible for addressing issues of responsibility for the violation of policy or regulation among themselves, and the City shall have no obligation to participate in or determine and assign any responsibility.

APPENDIX C

NOTES

NOTES

1. City of Belleville Notes

Notwithstanding the following General Notes, underground and aboveground work is to be done in accordance with current City plans, standards and specifications.

- (a) The Owner covenants and agrees not to make a material change or cause a material change to be made to a plan, specification, document or other information, on the basis of which this drawing was approved by the City, without notifying, filing details with and obtaining the written authorization of the City.
- (b) All sanitary sewer, storm sewer and watermain on private property is to be done in accordance with the Ontario Building Code.
- (c) No blasting is permitted on the City right-of-way.
- (d) The existing sewer connection, which is to be used, shall be exposed at the property line by the contractor and the City Public Works yard is to be called to rod the lateral to the main sewer and approve of its use before the connection is completed from the street line to the building.
- (e) Existing sewer connections, which are not to be used, shall be capped off with a mechanical cap at the property line to prevent infiltration into the main sewer.
- (f) The reinstatement of asphalt roadways, concrete sidewalks and curbs on the City road allowance is to be done by the City of Belleville at the Owner's expense.
- (g) Existing driveways, which are not to be used, are to be removed. Any curb cuts, which are to be replaced, are to be constructed of full height curb and gutter to City standards.
- (h) Existing subdrains along the curb, which are disturbed, are to be restored to their original condition.
- (i) Any work done on the Quinte Conservation property shall be carried out to their satisfaction and contact should be made with them to arrange inspections. (A copy of the Conservation requirements and approval is to be provided to the City.)
- (j) The top of curbs abutting City sidewalks shall be kept level with the sidewalks for a distance of 0.3 metres from the sidewalk.
- (k) The property is to be graded so that surface drainage is directed away from the buildings.
- (l) All trees, shrubs and other landscaping features, both existing and proposed, are to be kept a minimum of 1 metre clear of the centreline of swales.
- (m) The Owner and/or Contractor is required to obtain a 'Road Cut Permit' from the City of Belleville before commencing any work on the City road allowance.
- (n) The new driveway shall be constructed so that it does not block the drainage in the ditch or along the edge of the road.
- (o) Before a culvert is installed and/or extended in a driveway, the Owner will sign a City work order for the installation of the proposed culvert by the City and pay the full cost to the City.

OR if a cleanout needed

- (o) Before the culvert is extended and the cleanout is installed in the portion of the driveway on the road allowance, the Owner will sign a City work order for the installation by the City of the culvert and the catchbasin cleanout, and pay the full cost to the City.
- (p) The depth of cover over the proposed sanitary building sewer should be checked. Wherever the cover is 1.5m or less, it is to be insulated with 100mm thick x 1.2m wide insulation placed in two (2) layers with staggered joints, and to be Styrofoam Brand H.I. Type IV.
- (q) Rebench existing manhole as directed by the City's *Director of Engineering and Public Works*.

- (r) Storm and sanitary sewer mains are to be field tested after construction in accordance with OPSS 410 and the method of testing shall be approved by the City.

2. Belleville Water Notes

Notwithstanding the following General Notes, all watermain and water service installations must be completed in accordance with the current Belleville Water standards and specifications.

- (a) All watermain and hydrant installation work must be completed in accordance with current Belleville Water standards and specifications.
- (b) The minimum cover for all watermains and water services is to be a minimum of 1.8 metres.
- (c) Where a watermain crosses over or under other utilities, 0.3 metres clearance shall be provided, except where a watermain crosses under a sewer, a minimum vertical separation of 0.5 metres is required.
- (d) The minimum horizontal separation between the water service and any other sewer lateral is 0.6 metres.
- (e) Hydrants and curb stops to be located no closer than 1.2 metres from driveways, poles, transformers, secondary pedestals, manholes and any other aboveground appurtenance.
- (f) Curb stops to be located on the City road allowance 150 mm from the property line.
- (g) Minimum size for a new water service is 20 mm diameter for copper or polyethylene.
- (h) Service pipe material to be either Type K soft copper to AWWA C80089, or CSA B137 M1989 polyethylene pressure tubing P.E. 2406 DR 9.0 PC 160 AWWA C90188, complete with stainless steel inserts as recommended by manufacturer. Galvanized pipe and/or fittings shall not be installed on any part of a water service from the main stop up to and including the water meter assembly.
- (i) All new water service installations shall be inspected and tested as per the current Belleville Water standards and specifications.
- (j) No water service pipe shall have a capacity that is less than the peak demand flow.
- (k) The following procedure shall be followed for any water system interruption:
*When a portion of the watermain system must be isolated in order that work be performed, the staff of the City of Belleville shall carry out all deactivating procedures on the watermain. Notification to all effected customers shall be made 48 hours in advance of the shutdown. The Contractor shall not be invoiced for this work during normal working hours. **Maximum** allowable time for which service may be interrupted to customers is **4 hours** for any one occurrence. The Contractor should note that the City of Belleville does not guarantee a 100% shutdown on existing valves and the Contractor shall be prepared to have additional water pumps, fittings, etc., on site as required to carry out the work. Having the least possible interruption to supply may require working outside of regular hours. The Contractor will not be allowed extra payment or compensation for work carried out under irregular hours.*
- (l) When a tapping valve and sleeve connection is required it is to be done in accordance with the requirements of Belleville Water. The tap is to be done by Belleville Water at the Owner's expense.
- (m) Any existing water services to the site that are not required are to be disconnected at the main in accordance with the requirements of Belleville Water at the Owner's expense.

May 28, 2007

Copies of the specifications can be obtained from *Belleville Water* or viewed in the offices of the *Engineering and Public Works Department*.

APPENDIX D

SITE PLAN DRAWING CHECKLIST

DRAWING SETUP

- a) **Title block**
 - name of development
 - title of drawing
 - name of designer
 - revision dates
 - legal description of property
 - municipal address of property (if known)

- b) **Drawing Specifications**
 - north arrow
 - drawing scales

- c) **Construction Specifications**
 - notes required by the City (see Appendix C of Site Plan Guidelines manual)

- d) **Development Description**
 - in chart or table format, details on:
 - lot area
 - gross floor area of existing and proposed buildings
 - lot coverage (building footprint / lot area)
 - number of parking spaces
 - number of dwelling units
 - building heights
 - proposed land uses
 - description of all proposed and existing buildings

EXISTING CONDITIONS

- a) **Dimension**
 - boundary dimensions
 - property lines
 - total area of property
 - proposed division of the property
 - location of all existing buildings and structures
 - location and width of existing driveways at the edge of road and the street (property) line

- b) **Streets and Rights-of-Way**
 - both sides of all streets abutting the site
 - street widenings
 - curbs
 - sidewalks
 - one foot reserves
 - easements, rights-of-way

- c) **Utilities**
 - all existing utilities on and adjacent to the site including:
 - water and sewer mains on streets abutting the subject property

- d) **Natural Features**
 - existing trees
 - water courses (natural or man-made)
 - steep slopes
 - rock out-croppings
 - wetlands

- geodetic spot elevations at intervals no greater than 15.0 metres over the entire site
- geodetic spot elevations along the property boundary and on the adjacent property a minimum of 3 metres from the property boundary at 15 metre intervals
- spot elevations at the centre line of adjacent roads and at the back of the sidewalk at 15 metre intervals

PROPOSED DEVELOPMENT

a) **Building and Structures**

- overall dimensions
- dimensions from building to all sides of the property
- distances between buildings or structures where more than one building or structure is proposed or on the lot
- type of building, number of floors and building height
- all accessory buildings and structures including
 - sign columns
 - retaining walls
 - garbage disposal facilities

b) **Parking Facilities**

- type of parking (surface, underground, garage, deck, carport)
- total number of spaces, dimensions, parking angle
- all loading bays and ramps including dimensions
- surface material (type and thickness) and curbing type

c) **Driveways, Roads, Land and Easements**

- dimensions
- surface material (type and thickness)
- location and type of curbing
- ramps, traffic circulation, traffic signs, curbing
- easements or land dedications for:
 - proposed road widening
 - daylight triangles or
 - other purposes

note that these are to be deeded to the City at the Owner's expense
- width of the proposed driveways, including any curb returns
- separation between the driveways and the distances to the side lot lines, at the edge of the road
- the width of the proposed driveways at the street line

d) **Sidewalks**

- sidewalk across front of site if required by City policy

e) **Services**

- sanitary sewers
- storm sewers and catchbasins (on and off site)
- water lines
- hydrants (all hydrants and Siamese connections shall be fully accessible)
- ditches and swales
- electrical system
- type, size, grades, class and C.S.A. standard for all pipes
- top and invert elevations of all manholes and catchbasins
- precast concrete inspection manhole, if not already existing
- driveway culverts as required
- stormwater management as required

- f) **Grades**
- first floor building elevation
 - proposed finished ground grades (use spot elevations) sufficient to show all surface drainage, including elevations and cross-sections of ditches and swales
- g) **Landscaping**
- all existing trees and shrubs to be retained by type, size and location
 - all existing trees and shrubs to be removed
 - type, size, spacing or number, and location of all new plantings
 - if substantial landscaping is proposed, include a plant materials list showing size, quantity, standard botanical name and common name of all plantings
 - location and details for all planters indicating size and type of construction
 - location and dimensions of all sidewalks and walkways and specify construction
 - location and dimensions of all fences, trellises, garden walls, benches, and similar structures, and include details specifying type of materials
 - location and dimensions of all patios, sun decks, and similar facilities, and specify in detail as to construction
 - dimensions of all earth berms or similar features
 - location and details of all exterior lighting facilities
- h) **Architectural Drawings**
- building elevations showing all sides of the proposed building(s), including all elements of the roof structure such as chimneys, ventilation housings, etc.
 - floor plans with dimensions showing all areas to which pedestrians have access
 - plans for all signs with dimensions and location
 - details of exterior building materials
- i) **Commercial Buildings**
- in chart form show gross floor area of all floors, and area of ground floor measured from outside walls
 - where more than one type of commercial use is to be accommodated, gross floor area for each type of use
 - total area of the lot, excluding the road allowance, any road widening, or any portion of the lot not included with the commercial zone within which the lot is located
 - total amount of site covered by building(s) and total amount of site reserved for landscaping purposes
- j) **Multiple Unit Residential Development**
- in chart form show total number of dwelling units by type (i.e., 1 or 2 bedroom) for each floor, total floor area for each dwelling unit by type, lot area per suite, total amount of site reserved for landscaping purposes
- k) **Survey Plan and Land Dedication**
- legal survey of entire property to be submitted showing any proposed land dedication or easements to the City

DESIGN SPECIFICATIONS

- a) **Storm Water Runoff**
- design sheets
- b) **Sanitary Sewage**
- flow calculations

APPENDIX E

**CERTAIN EXCERPTS FROM DRIVEWAY CONTROL
BY-LAW NUMBER 2001-129**

3. The following considerations apply to any vehicular entrance or exit from or into a street or road whether an approach, driveway, curb cut or otherwise described access or egress.
 - 3.1 Size of Driveways. Two Way.
 - 3.1.1 Maximum width of driveway measured perpendicular to the center line of the driveway, 9.0 metres.
 - 3.1.2 Maximum dimension along the street line, 9.0 metres.
 - 3.1.3 Subject to Section 3.2 hereof, maximum width of curb cut measured at the roadway, including transition section, 11 metres.
 - 3.1.4 Maximum width of curb opening at the roadway where curb returns are used shall be, 15 metres. For industrial and commercial uses, where it is not possible to construct curb returns, the maximum width permitted at the roadway shall be 15 metres.
 - 3.1.5 In the case of abutting lateral property lines and abutting or common driveways, the maximum curb cut measured at the roadway shall not exceed a total of 12 metres, nor 6 metres on each side of the projected common lateral property line measured at the roadway edge.
 - 3.1.6 One way - where a driveway is intended for use in one direction only (including each half of the divided driveway), the above dimensions shall be reduced by 3.0 metres.
 - 3.2 Location of Driveways. Distance from the nearest point on the curb opening or curb cut.
 - 3.2.1 To projected street line of intersecting street, minimum 8 metres.
 - 3.2.2 To point of tangency of curb, minimum 1.5 metres.
 - 3.2.3 To projected lateral property line not at an intersection measured at the roadway edge:
 - 3.2.3.1 Subject to Section 3.1 hereof for single and two family dwellings, Nil
 - 3.2.3.2 For all others, minimum 1.5 metres.
 - 3.3 Angle at Roadway. Sides of a driveway may meet the roadway at an angle less than a right angle but not less than sixty degrees (60°).
 - 3.4 Separation. Distance between the nearest point on adjacent curb openings or curb cuts.
 - 3.4.1 Measured along the road edge, minimum 8 metres.
 - 3.4.2 Measured at the street line, minimum 3 metres.
 - 3.4.3 Divided driveways, minimum 2 metres.
 - 3.5 Number of Driveways. Each property shall be limited to the following number of driveways:

- 3.5.1 Up to the first 30 metres of frontage, not more than two.
- 3.5.2 For each additional 30 metres of frontage, not more than one.
- 3.5.3 Where special circumstances warrant, three driveways may be permitted on a frontage of 53 metres subject to the approval of the City Engineer.
- 3.6 Pump Islands or Gasoline Dispensing Units. Distance from the face of pump island or gasoline dispensing units to the street line, minimum 4.6 metres.
- 3.7 Barriers. All parking areas adjacent to the street line shall be clearly delineated by Portland cement concrete curbing or by asphalt curbing painted white, to prevent vehicles from crossing the sidewalk or boulevard except where the driveway crosses it.
- 3.8 Depressed Sidewalks. Construction of depressed exits and entrances to private property through city sidewalks is prohibited except where there is a combined sidewalk and curb, and except with the written approval of the City Engineer, and in such case the sidewalk may be depressed on a slope from grade at a point 0.5 metres from the road side of the sidewalk to 38 millimetres above the gutter.

ACCESS CONTROL AND ENTRANCE GUIDELINES FOR DESIGNATED STREETS

The following entrance guidelines are to be followed for entrances onto the following roads:

Old Highway 2	Pointe Anne Road easterly to City limits
Wallbridge Loyalist Road	Dundas Street West northerly to Highway 401
Moira Street West	Wallbridge Loyalist Road easterly to Palmer Road
Airport Road	College Street East easterly to City limits
Blessington Road	Highway 37 easterly to City limits
Sidney Street	Bell Boulevard northerly to Vermilyea Road
Vermilyea Road	Highway 62 westerly to Sidney Street
Mudcat Road	Ashley Street easterly to Highway 37

15.3 Part 3 – Guidelines

The following guidelines are to be followed when considering an application for consent for a land severance, plan of subdivision or request for a Private Entrance Permit onto City roads to create a new private entrance or to change the use or type or location of an existing private entrance (i.e., field or bush to residential, residential to commercial, etc.)

15.3.1 Arterial Roads

15.3.1.1 Public Roads

New public roads may be permitted at appropriate locations, provided such will comply with the geometric design and safety requirements of the City of Belleville as may be amended from time to time.

15.3.1.2 Private Entrances

No new entrances except those approved prior to the adoption of these policies by Council of the City of Belleville will be permitted onto an arterial road, whether new or existing.

Exception to the above noted shall be for the former Provincial Highway 2 from Haig Road to Point Anne Road.

Access shall be permitted by Public Road Access; however, direct access for infilling and/or development may be permitted where all geometric design and safety requirements of the City of Belleville as may be revised from time to time are complied with.

15.3.2 Major Collector Roads

15.3.2.1 Public Roads

New public roads may be permitted at appropriate locations where all geometric design and safety requirements of the City of Belleville as may be revised from time to time are complied with.

15.3.2.2 Private Entrances (be it commercial, industrial, institutional, residential, farm or wood lot, etc.)

A limited number of new private entrances may be permitted to service development of lands adjacent to a major collector road if:

15.3.2.2.1 the minimum spacing between any proposed new entrances and/or existing entrances is 300 metres, or

15.3.2.2.2 the new entrance will provide for infilling development where the posted speed limit is 60 km/hr or less.

In addition to the above criteria, new entrances to service land shall comply with all geometric design and safety requirements of the City of Belleville as may be amended from time to time.

15.3.3 Minor Collector Roads

15.3.3.1 Public Roads

New public road entrances will be permitted at appropriate locations where all geometric design and safety requirements of the City of Belleville as may be revised from time to time are complied with.

15.3.3.2 Private Entrances

A limited number of new entrances to private property may be permitted to service development on lands adjacent to a minor collector road where the following criteria are complied with, namely:

15.3.3.2.1 the minimum spacing between entrances is 150 metres, or

15.3.3.2.2 the entrance will provide for the infilling of development in an area where the posted speed limit as of the date of adoption of this By-Law is 60 km/hour or less.

In addition to the foregoing criteria, new entrances to private property must comply with all geometric design and safety requirements of the City of Belleville as may be amended from time to time.

15.3.4 Local Roads

15.3.4.1 Public Roads

New public roads may be permitted at appropriate locations, where all geometric design and safety requirements of the City of Belleville as may be amended from time to time are complied with.

15.3.4.2 Private Entrances

New private entrances may be permitted to service development on land adjacent to a local road, where the new entrance complies with all geometric design and safety requirements of the City of Belleville as amended from time to time, as well as the requirements of Sections 1, 2 & 3 of this By-law.

15.4 Geometric Design & Safety Requirements

15.4.1 Design

Geometric design for new public roads shall be as per the Manual of Geometric Design Standards for Canadian Roads published by the Transportation Association of Canada (TAC) as revised from time to time.

15.4.1.1 Commercial, industrial and institutional private entrances shall be as required by the current issue of Ministry of Transportation commercial site access policy and standards.

15.4.1.2 Residential, woodlot or field private entrances shall be as per requirements of Ontario Provincial Standard Drawings (OPSD) 301.010, .020 and .03 as applicable, and as revised from time to time.

15.4.2 Safety

An application for a private entrance shall meet or exceed the following criteria existing at the date of application:

15.4.2.1 minimum stopping sight distance as required by the Manual of Geometric Design Standards for Canadian Roads published by the Transportation Association of Canada (TAC), as revised from time to time; and

15.4.2.2 have visibility equal to the minimum stopping sight distance requirement of Subsection 15.4.2.1, plus 10 kilometres per hour.

15.5 Stopping Sight Distance

- 15.5.1 Stopping sight distance for Subsection 15.4 shall be defined as the distance between a vehicle and an object on the roadway that requires the vehicle to come to a stop. When the stopping sight distance is equal to the minimum distance required to bring the vehicle to a stop from a given speed, taking into consideration the time required for a driver to recognize the hazard, initiate the breaking action, and for the vehicle to come to a stop, such a stopping sight distance is known as the Minimum Stopping Sight Distance.
- 15.5.1.1 Stopping sight distance shall be measured from a height of the driver's eye of 1.05 metres to an object height representative of a vehicle's tail lights, of 0.38 metres (in both cases measured from the road surface).
- 15.5.1.2 Stopping sight distance must be determined within the public road right-of-way (i.e., not over private property).

15.6 Visibility

- 15.6.1 The measurement of visibility for Subsection 15.4 is subject to the following criteria:
- 15.6.1.1 height of eye of driver of vehicle entering the public road is defined as 1.05 metres above the ground;
- 15.6.1.2 height of object is defined as 1.30 metres above the public road and represents the roof of a vehicle;
- 15.6.1.3 height of eye is to be measured from a point 3.0 metres from the outside edge of outer traffic lane (this represents the point of location of the driver's eye when awaiting an opportunity to enter the public road); and
- 15.6.1.4 visibility is to be measured from the point represented in Subsection 15.6.1.3 above to the centre of the traffic lane affected by the entering vehicle which gives the least length. On public roads having two-way traffic lanes, visibility must be measured from both approaches. For a divided public road, visibility need only be measured for one direction, as vehicles only encounter other vehicles moving the same direction.
- 15.6.2 Visibility for Subsection 15.4 is to be determined from a point 3.0 metres from the outside edge of the outer traffic lane, and must be determined within the public road right-of-way (ie. not over private property).

15.7 New Private Entrance Permits

No new private entrances or change in type or use or location of existing private entrances shall be permitted, unless a Road Cut Permit and a Private Entrance Permit have been issued by the City for the proposed new private entrance or the new type or use of location of the private entrance. No Private Entrance Permit shall be issued unless the proposal conforms to the City of Belleville Access Control and Entrance Guidelines. A Private Entrance Permit shall not be issued for a change in type or use or location of an existing private entrance, unless the proposal conforms to the requirements of the City of Belleville Access Control and Entrance Guidelines for a Private Entrance. The Private Entrance Permit fee shall accompany all access permit applications or an application for a change in the type or use or location of an existing private entrance. If permit approval for the entrance is received, the applicant shall be required to take out a

Road Cut Permit before initiating any work authorized by the Entrance Permit within the Public Road Allowance. If a culvert is required, the applicant shall be responsible for the cost of installation by the City. The approval authority for Road Cut Permits and Private Entrance Permits shall be the City Engineer or his designate.

15.7.1 Entrance Designations

15.7.1.1 Residential Entrances

Entrances to land designated in the zoning by-law(s) of the City as approved for residential development. Residential entrances shall have a minimum top platform width of five (5) metres.

15.7.1.2 Commercial Entrances

Entrances to land designated in the zoning by-law(s) of the City as approved for commercial development. Commercial entrances shall have a minimum top platform width of nine (9) metres and be paved.

15.7.1.3 Alternative Access

Where access is available off two or more roads, access will be taken from the road possessing the lowest classification.

15.7.1.4 Visibility Triangles

Entrances onto visibility triangles are not permitted.

15.7.1.5 Interchange/Channelizations

Direct access is not permitted onto any ramp or speed change lane associated with interchanges and channelized intersections except for commuter parking lots.

15.7.1.6 Commuter Parking Lots

Direct access will not be permitted.

15.7.1.7 Truck Climbing/Passing Lanes

Access onto truck climbing lanes/passing lanes is not permitted.

15.7.1.8 Drainage

When the construction of an entrance affects the City drainage system, the cost of the remedial work is the owner's responsibility.

15.7.1.9 Guiderails

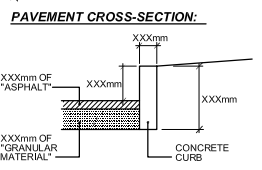
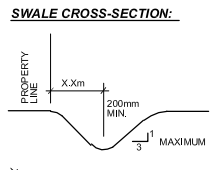
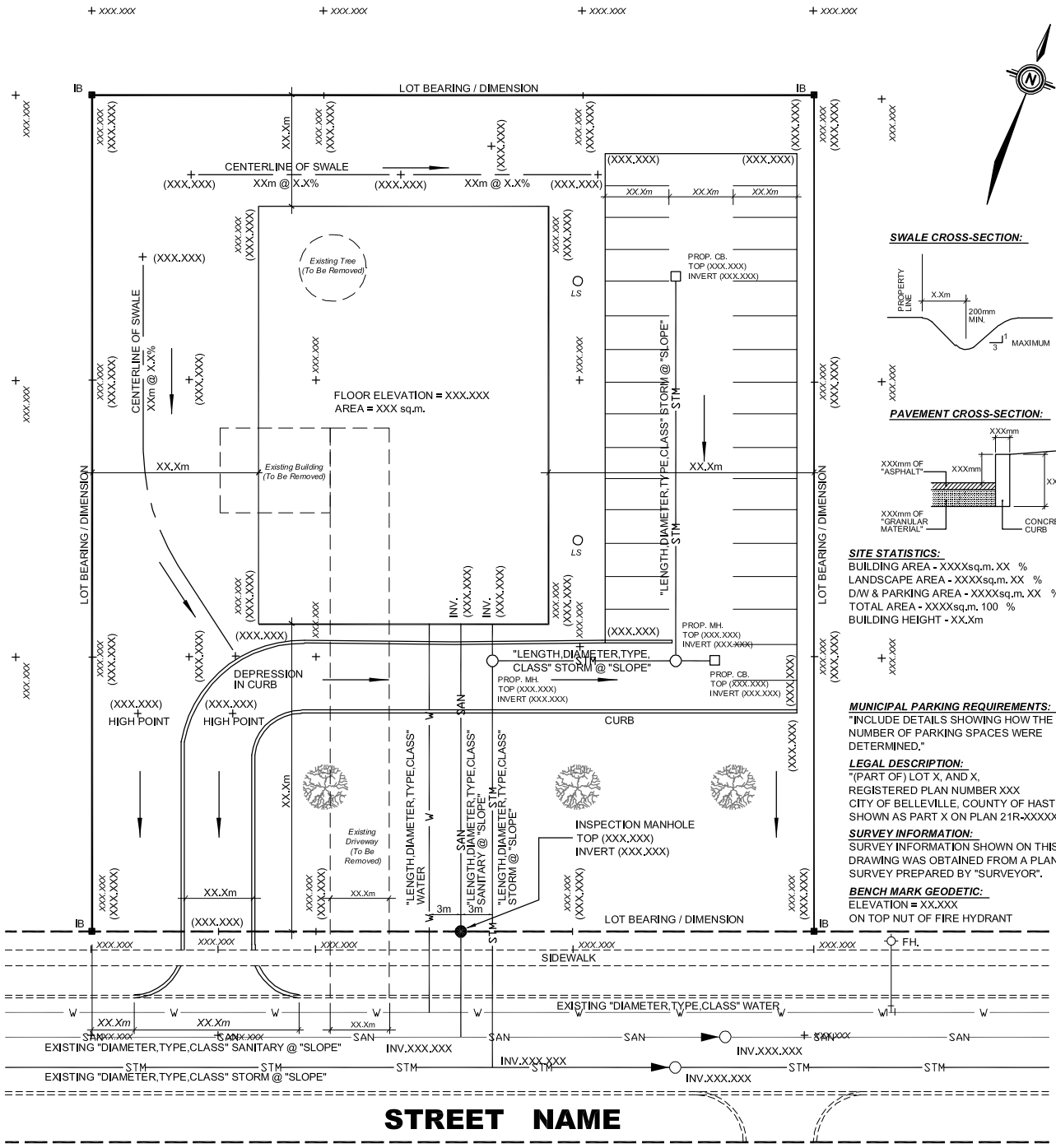
15.7.1.9.1 Entrances which require crossing through existing guiderails are generally not permitted.

15.7.1.9.2 Such entrances should only be considered for existing lots if no other alternative is available and if the entrance will not endanger the travelling public. The owner is responsible for all costs related to the entrance and the modifications to the guiderail.

Note that the structural ability and proper functioning of guiderails depend upon pre-engineered parameters which require a certain length to effect the desired performance. Therefore, the minimum length required by the Ontario Provincial Standards Manual must be maintained at all times.

APPENDIX F

SAMPLE SITE PLAN DRAWING



SITE STATISTICS:
 BUILDING AREA - XXXXsq.m. XX %
 LANDSCAPE AREA - XXXXsq.m. XX %
 DW & PARKING AREA - XXXXsq.m. XX %
 TOTAL AREA - XXXXsq.m. 100 %
 BUILDING HEIGHT - XX.Xm

MUNICIPAL PARKING REQUIREMENTS:
 "INCLUDE DETAILS SHOWING HOW THE NUMBER OF PARKING SPACES WERE DETERMINED."

LEGAL DESCRIPTION:
 "(PART OF) LOT X, AND X, REGISTERED PLAN NUMBER XXX CITY OF BELLEVILLE, COUNTY OF HASTINGS, SHOWN AS PART X ON PLAN 21R-XXXX."

SURVEY INFORMATION:
 SURVEY INFORMATION SHOWN ON THIS DRAWING WAS OBTAINED FROM A PLAN OF SURVEY PREPARED BY "SURVEYOR".

BENCH MARK GEODETIC:
 ELEVATION = XX.XXX
 ON TOP NUT OF FIRE HYDRANT

STREET NAME

NOTES:
 Typical Notes are included as Appendix 'C' of the City of Belleville Site Plan Guidelines. Some or all of these notes may be required to be included on the plan, at the direction of staff.

LEGEND
 (XXX.XXX) DENOTES PROPOSED ELEVATION
 XXX.XXX DENOTES EXISTING ELEVATION
 ○ LS DENOTES LIGHT STANDARD

NOTE:
 THIS DRAWING IS ONLY MEANT TO BE AN EXAMPLE OF WHAT A SITE PLAN COULD LOOK LIKE.
 ANY SITE PLAN SUBMITTED NEEDS TO SHOW EVERYTHING REQUIRED BY THE MOST RECENT REVISION OF CITY OF BELLEVILLE SITE PLAN GUIDELINES.
 THE DRAWINGS SUBMITTED ARE TO HAVE A MAXIMUM SIZE OF 610x915 AND DRAWN TO SCALE. (PREFERRED SCALES ARE 1:200 OR 1:250).

"Name of Person or Firm that prepared Drawing"

No.	REVISIONS	APR'D	DATE
"OWNER or CLIENTS NAME"			
"DRAWING TITLE"			
"STREET ADDRESS"			
Drawn: XX	Approved: XX	Plan No.	
Scale: X:XX	Date: XX/XX/XX	XXXX	