

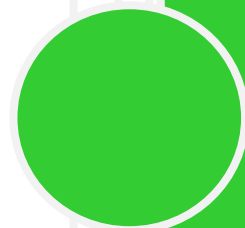
SITE PLAN PROCESS

SITE PLAN DRAWING CHECK LIST



The City of Cornwall – Planning Division

Revised 2013



Site Plan Approval Check List

This check list is used by City staff to review your submission. Insufficient or missing information may delay the processing of the application.

Submission Requirements

- Covering letter of brief resumé of project
- Completed Site Plan Application Form
- Owner's Authorization (if applicable)
- Application Fee
- 9 Folded Copies** of Required Plans
- 2 Folded Copies** of Elevations and Floor Plans
- 1 copy of Site Plan 8½" x 11" or 14"**
- Approvals from other Agencies or Ministries
- 1 Folded Copy of Ontario Land Survey (reference plan)
- Designer Information form (Bill 124)**

Note: Submitted drawings need to be folded to 8½" x 11" or 14"

Drawing Set Up

Title Block

- name of development
- title of drawing
- name of designer
- revision dates
- legal description of property
- Municipal address of property

Drawing Specifications

- Ontario Building code review (see attached sample)
- Zoning (see attached sample)
- north arrow
- location map
- metric scale
- property lines (bearings & dimensions)
- adjacent street name(s)
- lease lines
- easements, right of way
- notes

Existing Conditions

Dimension

- boundary dimensions, property lines
- location of all existing buildings and structures
- total area of property
- fire hydrants, utilities
- location and width of existing driveways
- signs and fences
- existing grades for entire property
- paved area(s)
- landscaped areas
- setbacks
- streets and rights of way
- curbs and sidewalks
- easements
- natural features (existing trees, landscaping etc)
- water courses, ditches, berms

Proposed Development

Building and Structures

- overall dimensions
- setbacks (front, side & rear)
- OBC Classification and review (form)
- location of main entrance and other entrances
- all accessory buildings and structures
(signage, retaining walls, garbage disposal facilities)
- handicap access
- finished ground floor elevation
- location of rooftop units & method of screening

Driveways, Entrances, Parking Lots

- dimension all requirements
- public sidewalks (surface materials)
- fire hydrants
- driveways access, curb cuts
- drive-through & pick -up lanes, turning radii
- loading area, truck turning radii
- fire access route complete with radii
- ramps, traffic circulation, traffic signs, curbing
- parking spaces, location, number, handicap spaces, aisles
- on-site sidewalks (surface material)

Sanitary and Storm Systems

- sanitary sewers, invert elevations, discharge point
- manhole & clean-out locations
- grading and storm drainage
- geodetic grades, spot elevations or contour lines
- storm sewers and catchbasins (on and off site)
- top and invert elevations of all manholes & catchbasins
- type, size, grades, class and C.S.A. standard for all pipes, location and slope
- water courses, ditches, culverts, swales
- storm system discharge point
- Stormwater Management as required

Water

- water lines
- all hydrants and siamese connections
- Type of pipe, diameter, location
- shut off location
- backflow prevention

Utilities

- location of light standards
- location of wall mount fixtures
- spread pattern of illumination
- location of freestanding and fascia signs with illumination

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
- substantial landscaping is proposed, include a plant materials list showing size, quantity, standard botanical name & common name of all plantings
- location and details of all planters indicating size and type of construction
- location and dimensions of all fences, trellises, garden walls, benches and similar structures, and include details specifying type of materials
- sodded areas
- location and dimensions of all walkways, patios, sun decks, and similar facilities and specify in detail as to construction
- dimensions of all earth berms, embankments or similar features
- recreational facilities
- method of screening garbage receptacle