

# SITE PLAN PROCESS

SUBMISSION REQUIREMENTS

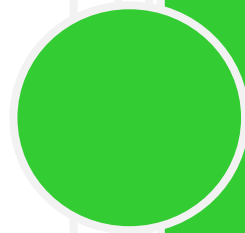
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DESIGN GUIDELINES



The City of Cornwall – Planning Division

Revised 2016



## SITE PLAN APPROVAL GUIDELINES

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

| Table of Contents  | Page  |
|--|-------|
| What is Site Plan Approval?  | 2     |
| Key Steps  | 4     |
| Other Agencies   | 5     |
| Site Plan Requirements<br>Legend<br>Submission Requirements  | 5-6   |
| Planning and building Requirements<br>Building<br>Parking areas<br>Landscaping<br>Fencing<br>Sidewalks<br>Exterior Lighting<br>Signage                       | 6-13  |
| Infrastructure and Municipal Works Department<br>Grading, Storm Drainage & Stormwater Management<br>Sanitary System & Water Services<br>Utilities<br>Traffic | 13-17 |
| Attachments  | 18    |

**Note:** Applicants are advised to read the Guidelines carefully to ensure that City requirements are satisfied. This will expedite both the processing and approval of the Site Plan Agreement.

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 Cornwall Site Plan Coordinator at (613) 930-2787 ext 2365.

## What is Site Plan Approval?

The City uses Site Plan Approval and these Guidelines to address and resolve design matters related to the proper development of any site. Site Plan Approval works in conjunction with other approvals such as Zoning or Building Permit approval to provide for well designed and functional sites.

The City's general objectives for design are found in the City's Official Plan Chapter 9, **Visual Environment and Urban Design** as well as throughout other parts of the Official Plan (Waterfront, Heritage Resources). A copy of the Official Plan or excerpts is available from the Planning Department.

Site Plan Approval is a Site-specific type of development control authorized under Section 41 of the Planning Act. The Site Plan By-law of the City of Cornwall was approved by Council July 13, 1981 to establish Site Plan Control within the City.

These guidelines are provided to assist a proponent to understand the City's requirements and the types of issues that will be reviewed for approval.

Special consideration must be given for unique or special areas such as the waterfront and heritage properties. Items to be given this attention include protection of easements and promotion of a high quality design and building material usage.

**NOTE:** The following guidelines do not exempt the developer from complying with any City By-law and should, in fact, be used in conjunction with such By-laws

## Applicability

Site Plan Control generally applies to site design and layout for all construction, development and re-development within the boundaries of the City of Cornwall, there are some exceptions. They are:

1. Residential buildings containing four or less family dwelling units and accessory buildings or structures thereto, in any residential zone;
2. Buildings containing 8 units or less developed on lots in Plans of Subdivision registered after July 22, 1974
3. Less than a total of three (3) temporary portable classrooms accessory to a school
4. Additions which contain less than 150 m<sup>2</sup> (1614 sq. ft) of floor space unless they are drive-through facilities, car wash bay additions, or similar uses which require queuing of vehicles

5. Works which result from the requirements of the Fire Marshall's Act or an Order issued by the Fire Chief
6. Under the provisions of this By-law, the Appointed Officer has the discretion to exempt development which would have negligible site impact, from all or part(s) of the City's Site Plan procedures on the basis of the definition of development as described in Section 1, and on the basis of the guidelines outlined in the City's Site Plan Manual.

**NOTE:** The applicant should verify with the Zoning & Site Plan Coordinator to specifically determine whether a proposal is subject to Site Plan Approval.

## Key Steps

1. Preliminary Review by Site Plan Committee to provide initial comments on concept plan
  - **Time Frame....Varies**
2. Complete application submitted to Site Plan Coordinator Application circulated to Site Plan Committee Comments received and reviewed and forwarded to applicant (Where applicable Ontario Disabilities Act)
  - **Time Frame....10 Business Days**
3. Revised Site Plan Submission(s) made if necessary and re-circulated to the relevant members of the Site Plan Committee
  - **Time Frame....10 Business Days / Date received subsequent submission**
4. Submission of Final Drawings / Site Plan Agreement prepared by Coordinator / Letter of Credit is received / Agreement is signed by Owner and returned
  - **Time Frame....2 Business Days**
5. Forwarded to Building Section to clear Site Plan Approval condition necessary prior to building permit issuance
  - **Time Frame....Once Site Plan Agreement is signed**

**NOTE:** If the application and submitted plans are complete and accurate, the process will proceed at more rapid pace. The total processing time may vary depending on the complexity of the proposal and issues encountered.

**Where applicable, development cannot proceed without approved Site Plan Drawings, an executed Site Plan Agreement and until all financial requirements have been met.**

## Other Agencies

It is the responsibility of the applicant to obtain approvals and permits from other agencies. Proof of approval or a permit from these authorities is required to be provided to the City prior to final site plan approval and /or the issuance of a building permit.

- Eastern Ontario Health Unit
- Raisin Region Conservation Authority
- Ministry of Natural Resources
- Ministry of the Environment
- Ministry of Transportation
- Public Utilities - Bell Canada, Cornwall Electric, COGECO Cable

The approvals by these agencies may vary according to the project. Not all approvals will be required for all projects. Some Agencies have separate fee requirements for plans review.

## Site Plan Requirements

### Site Plan Legend

- A legend is to be completed and included on the Site Plan
- Plan scale of 1:500 or less.
- All measurements to be in metric.

### Site Plan Legend - Items

- Municipal Address
- Legal description
- Ontario Building Code Classification
- Building area m<sup>2</sup>
- Mezzanine area,
- Building Use & Classification Number of storey's,
- Number of Streets facing
- Sprinklered
- Designer Information, Declaration of Designer
- Zoning and use
- Lot Area m<sup>2</sup>, frontage, depth, rear
- Setbacks - Front, rear, sides
- Parking spaces required & provided  
(Dimensions & detailed calculations to be shown)
- Loading spaces required and provided

(Dimensions & detailed calculations to be shown)

- Landscaped area m<sup>2</sup>, percentage of site
- Paved area m<sup>2</sup>

**NOTE:** Please see attached example for Ontario Building Code Review and Zoning

## Submission Requirements

Please consult with the Site Plan Coordinator at the Planning and Housing Department before submitting an application. Before an application will be considered as complete, it will be necessary for the applicant to submit all the following required documentation to the Site Plan Control Coordinator.

The basic Site Plan submission requirements include:

- Covering letter or brief résumé of project
- Completed Site Plan Application Form
- Owner's Authorization (if applicable)
- Application Fee
- 9 Folded Copies of Required Plans - **Plans are to be folded**  
Include: existing Development, Site Plan, Landscaping Plan, Site Servicing, Grading and Drainage Plan including detention pond calculations. Refer to checklists contained in this package for information to be shown on plans.
- 2 Folded Copies of Elevations and Floor Plans
- 1 copy of Site Plan 8½" x 11" or 14"
- 1 Folded Copy of Ontario and Survey (reference plan)
- Submitted drawings need to be folded to 8½" x 11" or 14"
- A digital copy of approved final plans

## Design Guidelines Planning and Building Requirements

### Buildings

The sitting, massing, orientation and design of buildings are to promote a compatible neighborhood, well designed sites and streetscapes and in general, to reflect good urban design principles.

In sitting of buildings, one should ensure that the more objectionable aspects of a development such as loading, service and delivery areas, parking ramps, blank walls, garbage receptacles and the like, are properly screened from view and/or occupy less

prominent areas of the site and do not adversely affect adjacent land uses or pedestrian flows.

Building form might show variety, quality and relief in design and materials to enhance the development. Materials such as plain metal siding or plain concrete block will be discouraged.

Entrances to buildings should be clearly defined and so noted on the drawings submitted.

Rooftop mechanical units are to be located out of view or screened from sight. The method of screening should be compatible with the building design.

Garbage enclosures should be integrated into a building; failing this, the enclosure design (material, finish etc.) is to be sympathetic to that of the building. Garbage receptacle storage must be properly screened and located in such manner as to not create a nuisance/detriment to abutting landowners. (Property Standards By-law requirement).

Note the position of other structures such as retaining walls, fences, tennis or basketball courts, swimming pools, recreational facilities and ancillary structures.

## **Parking Areas**

Parking lots are to be designed to not only accommodate sufficient number of parking spaces but also allocate sufficient area not designated for parking for the manoeuvring of trucks on site including access to garbage receptacles.

Loading ramps, docks, areas and doors should be situated away from the front yard and not adjacent to residential uses, or the street frontage.

Paving of driveways and parking lots (for more than four vehicles) is required with a clear definition of entrance ways.

Traffic islands to define ends of rows of parking are to be raised and should be designated for low maintenance, but parking landscaping is encouraged.

Curbing, minimum 150 mm (6 inches) high, is required to separate all driveways and parking areas from landscape areas, traffic islands, sidewalks, and drainage purposes. For drainage purposes, in areas of rural road cross sections and roadside ditches, curbing may be optional. Provide curb depressions for handicapped access.

Indicate location and overall size, width of aisles, number and size of stalls, and differentiate between employee/residential and customer/visitor parking area. Also indicate parking lot surface type, drainage direction and direction of traffic.

**All parking and loading requirements are outlined in the City’s Zoning By-law, No, 751, 1969 as amended, Subsection 01-3. The Zoning By-law Officer should be consulted for an official interpretation of the By-law. Any deviation may be discussed with the City; however, any variance from the Zoning By-law requires Committee of Adjustment approval. Contact the Building Department for assistance in determining parking requirements.**

|  |   |
|--|---|
| Typical parking space                        | 16.7 square metres<br>Minimum width 2.75 metres<br>Minimum length 5.5 metres  |
| Off-street loading space<br>Access Driveways | 3.7 metres x 10.7 metres height clearance 4.3m<br>6 metres width for 2-way traffic<br>3.7 metres width for separate entrance and exit |
| Aisle Widths                                 | 3 metres for parallel parking<br>5 metres for diagonal parking<br>6.7 metres for 90-degree parking                                    |

When provision of physically challenged parking spaces is required: They shall be provide at the rate of one (1) parking space for every fifty (50) required spaces; minimum width of 3.5 metres and a minimum length of 6 metres are as per the Zoning Bylaw.

A reduction of up to 0.6 m, from the 6m in length, is possible for parking stalls if the overhang area can be dedicated to the parking stall itself (not a sidewalk, etc.).

## **Landscape Areas**

For parking lots a three metre (3m) wide landscaped strip shall be provided adjacent to all streets, or as otherwise stated by the applicable by-law.

A high degree of landscaping is encouraged on-site which includes planting of a variety of species and callipers. There is a key focus on landscaping major streets and city entrances.

Planting materials should be both low maintenance and able to withstand the physical conditions of their locations.

Sod is required in the front and side yards, if hydro seeding is used, the Letter of Credit will be held until seed has taken.

On corner lots, special landscape treatment will be required at the intersection of 2 or more streets. The proposed planting should not interfere with required sight triangles are deemed necessary by the Traffic Section.

The landscape plan (which may be included on the site plan) is to locate all existing and proposed plant materials including trees, shrubs, planted bed and sodded areas. These should include a plant list.

Every effort to protect and preserve existing mature trees shall be made where practical. It should be noted that removal of trees from the site will likely mean that a higher level of landscaping will be required to compensate. Existing trees on the site to be retained shall be protected during construction by means of a protection barrier (snow fence) erected no closer to the trunk of the tree than the drip-line.

**All plant material to be nursery stock quality.** The following are the minimum sizes for plant material. Larger sizes may be required to ensure survival or provide a landscape effect.

- Shade trees                    70 mm calliper                    1.82m height
- Ornamental trees        70 mm calliper                    1.82m height
- Evergreen trees            1.8 m height
- Shrubs                            14 litre container

Indicate swales and drainage pattern in sodded areas. No planting permitted in swales.

The planting of landscaped areas adjacent to parking areas should consider the effect of snow piling during the winter season.

#### Standard Planting Setbacks

Minimum distances between trees/large shrubs and the following typical roadway elements:

- street intersections                    10.0 m
- light standards                        3.0 m
- traffic signs(stop, yield, etc)        3.5 m
- private approaches                    1.5 m
- fire hydrants / transformers        3.0 m
- hydro poles                            3.0 m
- bus stops                                3.0 m
- manholes                                3.0 m
- sidewalks                                0.75 m
- underground utilities                1.0 m
- buildings                                1.5 m

At the intersection of roadways or vehicular access points, no plant material with a mature height greater than 750mm shall be planted within the visibility triangle, measuring 10m along the boundary along each of the intersecting roadways, measured from the point of intersecting curb lines, except where engineering standards indicate and permit otherwise.

No tree planting is permitted where the distance between a curb and a detached sidewalk is less than 1.2m. In addition a planting area defined by two curbs, a curb and a fence or sidewalk and fence must be 1.2m wide if street trees are to be planted.

Public tree planting must be accomplished by the balled and burlaped, tree spade or container method. Bare root plantings are not permitted without written approval of the Parks Supervisor.

No street tree planting is to be made closer to the street than 750mm behind the face of the curb. The face of the curb is the street side of the curb.

Larger maturing trees should be spaced approximately 10m apart, medium trees spaced approximately 8m apart and smaller maturing trees spaced 6m apart. The Parks Supervisor may require wider spacing if it is necessary for development of the tree or for safe use of the street or sidewalk. When space is limited or to achieve certain design effects, closer spacing's may be considered.

No tree shall be planted closer than 1.5m from any driveway or alley nor shall a tree or shrub be planted in such a manner that its eventual growth cannot be reasonably controlled so as to avoid interference with or obstruction to any improvements installed for public benefit.

Tree plantings made in the sidewalk must have a minimum of 3.0 m<sup>2</sup> of cut out area. The tree must be set back from the street a minimum of 750mm from the face of the curb.

## **Fencing**

The type, height, location, and detail of all existing and proposed free standing walls and fencing, are to be clearly indicated on the site plans.

Screening fence is required when industrial, commercial or multiple-residential development is adjacent to Residential development. Parking areas in particular are to be screened in such a case. Fence screening is mandatory for certain zones, as well as noise barrier acoustic fencing.

Fencing for screening is to 1.8 m high. Refer also to Fence Bylaw.

## **Sidewalks**

On-site pedestrian access, particularly for shopping centres, should provide for an enhanced site by changes in materials and layout, while at the same time having regard for the specific needs of the physically challenged user (i.e. ramps).

Recommended minimum widths of 1.2 m for sidewalk access from the parking area, to the building entrance way. When sidewalk runs adjacent to a row of parking this minimum width should be increased to 1.8 m.

Surfaces for all walkways are to be of a hard surface material other than asphalt, with the exception of park path connections.

In some instances, the owner may be required to extend internal private sidewalks beyond the property to connect with existing or proposed public sidewalks, or extend public sidewalks to ensure complete pedestrian systems.

## **Exterior Lighting**

The nature, design, spread pattern and location of on-site exterior lighting should be designed so as to be directed down and away from adjacent and neighbouring properties and public roads particularly where the amenity, enjoyment or proper usage of the nearby area is affected, to avoid light pollution. Particular attention should be made to “Wall Pak” lights to ensure they do not provide unacceptable glare to streets or adjacent properties.

Depending on the type of project and location, the City may require a lighting distribution plan, including expected luminance levels (minimums, maximums and averages) and compliance with criteria for acceptable levels for both, the site and transient lighting (glare) towards adjacent neighbourhood.

## **Signage**

A Municipal Addresses Bylaw #097-2002, requires that land owners affix numbers of their assigned municipal address on their main building. These numbers must be clearly visible and must meet a minimum character size/setback. (See attached)

The design and location of free-standing and fascia signs is critical to the overall success of the development. Details and locations of all exterior signs are to be included on the plans.

Generally, only one free-standing sign per property is recommended unless on a corner lot. Reference should be made to the City’s Signs By-law for further details.

Separate permits for the erection of signs are required as per the current Signs By-law.

Free-standing message boards or read-o-graphs will not be permitted. If desired, these should be incorporated as an integral part of the permitted pylon sign. Guideline: restrict changeable message board to 25% of the sign’s overall sign face area.

## **Not Permitted**

Signs intended to be lit must not cause hazardous glare on traffic on adjacent roadways, No FLASHING lights of any kind will be permitted.

## **Fire Route Designation**

- The authorized fire route sign see attached.
- Fire route signs shall be mounted such that the maximum spacing of the signs does not exceed 30 metres.
- The fire route sign must be permanently legible.
- Sign posts and their foundations shall be constructed to hold the fire route signs in their property and permanent position.
- Fire route signs may be affixed to a building wall, pillar, fence post or other suitable backing, at a height of not less than 1.5 metres and not more than 2.5 metres, measured from the bottom of the sign to the sidewalk or parking lot surface.
- Where conditions do not permit the proper placement of a fire route sign at the height required above, the sign is to be placed at a height as close as possible to the required height, but in no case is the height of the signs to exceed 2.75m.
- Notwithstanding the provision of height requirement above, any official fire route sign erected or installed prior to July 31, 1987 which does not meet the specified height requirements shall be considered valid and fully enforceable

## **Barrier Free Parking and Signage**

- Loading zone for physically disabled
- No parking: physically disabled parking space
- Physically disabled parking space: fine and time limits
- See attached sign samples

A parking space designated for the use of the physically disabled shall be provided and signed in accordance with the requirements of the Highway Traffic Act and Traffic & Parking Bylaw and its regulations; said spaces are to be:

- 3.5 metres minimum width with a minimum length of 6 metres
- Hard surfaced, maximum slope of 1% gradient
- Located so as to be readily accessible to physically disabled persons, whether via ramps, depressed curbs or other means, and, where the public parking areas is intended to serve a particular building or complex, located within easy access of said building or complex;
- Identified by signs conforming to the requirements of the Highway Traffic Act; and signs required under subsection (1) (e) to be mounted on a permanent post with the bottom of the sign a minimum of 1.2 m and a maximum of 1.8 m above ground level,

with said post to be located at the end of the designated parking space at a point marking the midpoint in width of the parking space or spaces.

- Kept free from obstructions, kept clear of snow, and be otherwise maintained to the same standards as all other parking spaces in the same public parking area.
- Every owner or operator of each public parking area in which signs are located pursuant to the Highway Traffic Act and this Section shall be responsible for the procurement, installation and maintenance of the said signs and for ensuring that said signs conform to the provisions of the Highway Traffic Act and this Section.

**NOTE:** Refer to Zoning Bylaw No. 751, 1969 as Amended, Section 01-03-14 for physically disabled parking Bylaw provisions, for size of parking space and quantity required.

Provide barrier free access to the buildings as per the requirements of the Ontario Building Code including provision of parking spaces, curb depressions, and access to building entrances, ramps, railing.

## Infrastructure and Municipal Works Department

### Grading, Storm Drainage & Stormwater Management

Lot grading shall be such that runoff from paved area and large grassed areas is not directed toward adjacent lands, including the municipal road allowance.

Where overland flow from adjacent property is tributary to the development site, it must be accommodated in design (i.e. no damming of flow).

Storm runoff shall be collected and discharged to a suitable outlet, i.e. municipal ditch or storm sewer.

Discharge must be controlled to prevent hydraulic overloading of the receiving sewer system. Usually the outflow rate is equivalent to the pro rated sewer capacity.

The development shall utilize a piped storm system where a municipal storm/combined sewer is available, or where a municipal storm sewer can be extended to service the property.

Commercial and residential developments in semi-urban area (where no storm sewer exists) should utilize a piped storm system out-letting to the roadside ditch providing it has sufficient depth. Should the roadside ditch be too shallow, an on-site ditch conveyance system shall be acceptable.

Industrial development occurring where there is a rural type road cross-section may employ either a piped system or a ditch drainage system.

Where ditch conveyance is used, ditch side slopes should be grassed to prevent erosion. They should be no steeper than 3:1 to enable grass cutting.

Where storm flow is discharged to a ditch, appropriate erosion control at the sewer outlet or ditch junction is required.

The development should comply with the watershed Master Drainage Plan or be consistent with standard practices for the particular watershed in which the development occurs where no Master Drainage Plan exists. Although stormwater practices vary depending on the watershed, some type of stormwater control will be required for most development proposals. Stormwater requirement may be generalized as falling into one of two categories:

- The minor system shall be designed for 1:5 year storm frequency. Any storage requirements due to insufficient outlet capacity of receiving sewer or ditch shall be to 1:5 year protection level and shall be contained within the development site. Less frequent events overflow to the major system.
- Zero runoff increase- in this case, post-development flows would be attenuated to peak pre-development levels for the 100 year storm.

Depending on the area of land being developed and the complexity of stormwater management, the City may require a brief stormwater management report prepared by a qualified Consulting Engineer. This report would identify stormwater elements including post-development hydrograph, allowable discharge rate, stormwater storage requirements, location and physical design of storage facility, and type of flow control. Design information to assist in preparation of this report is available at the Department of Engineering Services Office.

For storm sewer connections, indicate catch basin position and grate elevation, manhole position, proposed pipe location and diameter, and slope with lengths and invert elevations, location and diameter of any culverts; indicate drainage outlet.

#### Catchbasin Manhole Grate Covers

For all person accessible manholes that are also to be used as catchbasins, square fliptop catchbasin grates (OPSD 400.040 and similar) are not acceptable grate covers. Round open grate removable covers (OPSD 401.010 Type B and OPSD 400.070) are the only type of acceptable grate covers that will be permitted to be installed on a development site.

Stormwater quality control may be required on larger developments dependant on potential contaminant contribution and impact. Urban environments affected will require sediment and hydrocarbon interception with stormceptor (or equivalent) to the level of 70% total suspended sediments removal. Rural environments affected will be permitted stormwater quality swales and/or ponds with equivalent removal levels. Maintenance provisions will be required on all storm water quality facilities.

Works required on City lands - when servicing a site requires extending existing or building new City services on City owned land or Right of Ways, a Service Extension Agreement may be required for these works.

## Sanitary System & Water Services

For sanitary sewers, indicate any manhole or clean out location, pipe location and diameter and slope with length and invert elevations; show discharge point.

For water service connection, indicate diameter, location, type and pipe to be used, location of meter and appurtenances and design flow ( if required); show the diameter and location of watermain to be connected to and location and size of tap desired.

## Utilities

All new development must provide underground electrical service including Bell, and Cable (even if accessed from overhead on street).

Relocation of utilities necessitated by the proposed site plan is the responsibility of the owner.

## Traffic

Depending on the magnitude, complexity, type and nature of the proposed development, the City may require a **Traffic Impact Assessment** (TIA) prepared by a qualified consulting engineer. Results of an independent or City initiated Traffic Impact Assessment may result in the developer being required to incorporate improvements on the City infrastructure.

All sites should have one driveway **entrance** up to **10.0 metres** in width with proper tapers and radiuses as to accommodate the largest expected vehicle. The Proponent could also provide own entrance design based on appropriate templates for expected types of vehicles that would use the entrance. (*Sample driveway access requirements attached*)

Additional entrances will only be considered if need can be shown or to provide more efficient use of lands. In any case, the additional entrances will not be permitted where they will have a negative impact on traffic flow of adjacent roadways. Existing entrance's location and design will also be reviewed.

Driveways (on municipal right-of-way) are to be paved in all cases to the property line and preferably to the front of the proposed building by the owner.

Entrances will not be permitted within 30 metres of an intersection and in case of signalized intersections, within 40 metres, where feasible.

Sidewalks and curbs on City streets must be continuous through all entrances and exits. New sidewalks to be steel reinforced across all entrances.

In high volume parking lots open to the public, such as shopping malls, an internal roadway and pedestrian path system must be established to allow safe and efficient internal vehicular and pedestrian traffic. Such internal roadways must be well defined with barrier curbs and signed appropriately. Use of speed bumps or humps is encouraged at pedestrian crossings.

The driveway grade will be compatible with the existing or future sidewalk and a curb depression will be provided for each entrance.

On the site Plan, indicate traffic flow, all pavement widths, all curve radii, width and length of drive-through and pick-up lanes.

In a controlled access parking lot the control booth shall be located as to provide a minimum on-site storage of 20m or as not to interfere with traffic flow on adjacent streets.

The existing road allowance i.e. the total width of the municipal right-of-way should be clearly shown and dimensioned on the site plan. Within this right-of-way, indicate the existing roadway including curbs, shoulders, public sidewalks. Locate all municipal services and utilities. Arterial roadways having a right-of-way less than 30m and collector roads having a right-of-way less than 25 m may be subject to a road widening dedication as a condition of site plan approval at no cost to the Municipality.

All Drive-thru portions of the site will be fully reviewed for stacking, radius, safety etc.

## **Curbing**

**Note:** the curbing referred to in this section is for elevated paved or pre-cast interlocking types.

Generally, curbing should not exceed a height of 150 mm at grade, as indicated previously in Parking Areas.

On the private side of a property abutting Municipal boulevards curbing is required.

Curbing to define Traffic Flow areas and access control (points of ingress and egress) is necessary.

The containment of stormwater on-site in part by means of curbing may be necessary based on such matters as the extent of proposed parking area and nature of surrounding development.

The Protection of Walkways/Sidewalks, Building, Fencing, Landscaping and Landscaped Strips by means of curbing is required.

In conjunction with the Building section of the Site Design Guidelines, garbage receptacle areas shall be on elevated concrete pads, unless otherwise determined not be beneficial to the overall functioning of the development.

Curbing is required in parking lots of all Shopping Centres.

On minor roadways within private sites, whether for Commercial or Residential use, curbing on both sides of the street is required.

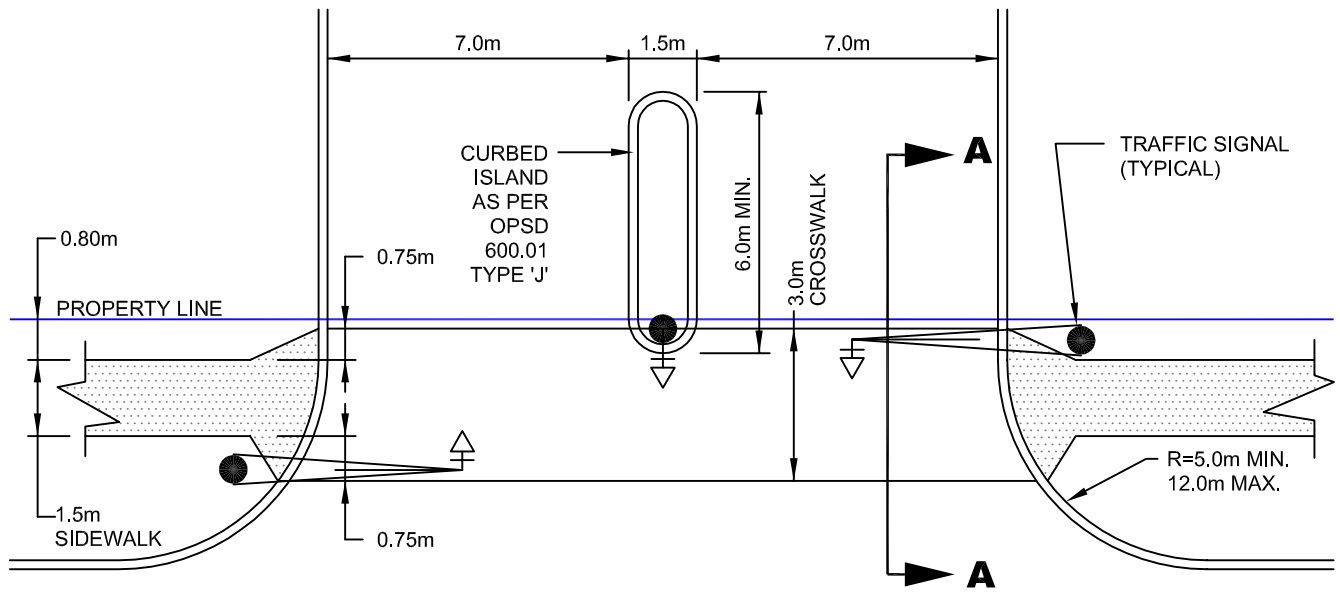
Where parking is proposed within 1.0 m of an abutting lot, it must be curbed.

As a follow-up to the Parking Areas section, where a parking lot stall measuring a maximum of 4.9 m is proposed, 0.6 m can be used (in a parking stall size calculation) on the overhang, but such an overhang must be curbed.

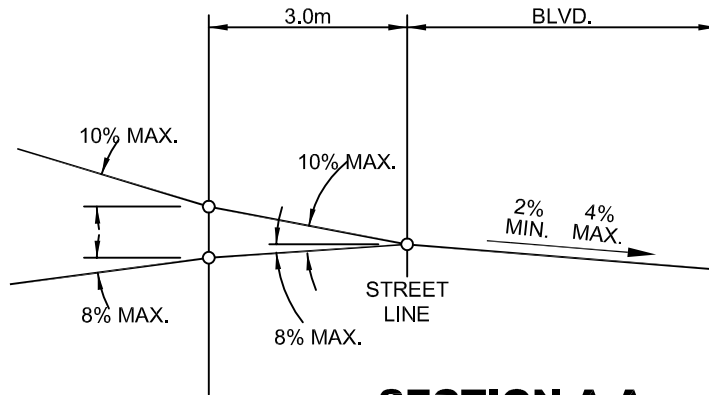
When curbing to more 75% of the subject site is required under the preceding criteria, then the remaining portion should be completed with curbing as well.

## **Attachments**

- Type 'A' - High Volume Access Signalized (CC -112)
- Type 'B' - High Volume Access (CC -113)
- Type 'C' - Low Volume Access (CC -114)
- Type 'D' - Low Volume Entrance; Rural Road Section (CC -115)
- Type 'E' - Urban Private Driveway Entrance (CC -115)
- Type 'F' - Urban Private Driveway Entrance; Monolithic Sidewalk (CC -117)
- Type 'G' - Rural Section (CC -118)
- Type 'H' - Rural Section (CC - 119)
- Type 'I' - Semi-Rural Section (CC – 120)
- Loading Zone Signage
- Physically Challenged Signage
- Fire Route Signage
- Municipal Addresses Bylaw





**PLAN VIEW**

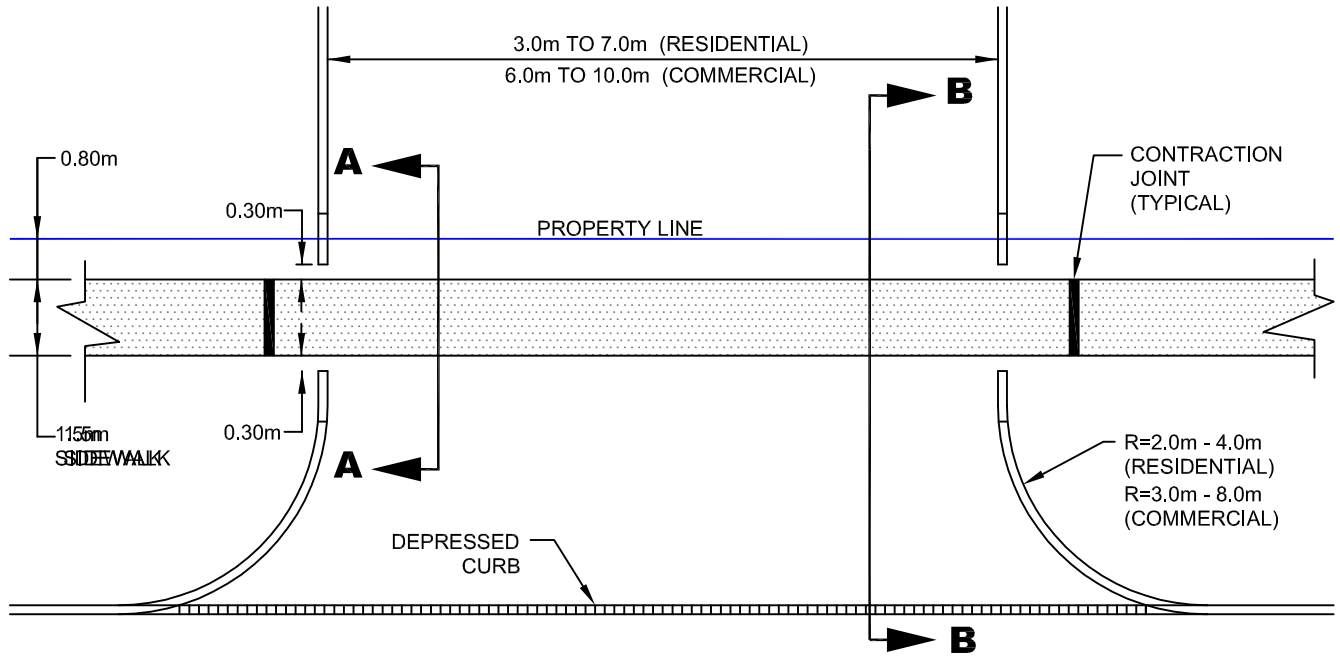


**SECTION A-A**

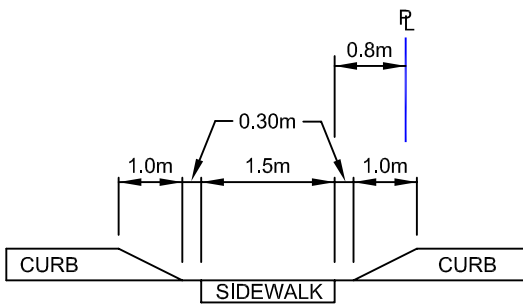
**NOTES:** 1. FOR USE ONLY ON MAJOR ACCESS POINTS TO COMMUNITY PLAZAS OR MAJOR INDUSTRIAL PLANTS. MTO TRAFFIC CONTROL SIGNAL WARRANTS MUST BE SATISFIED.

2. HAZARD MARKER  AND KEEP RIGHT SIGNS  REQUIRED ON ISLAND.

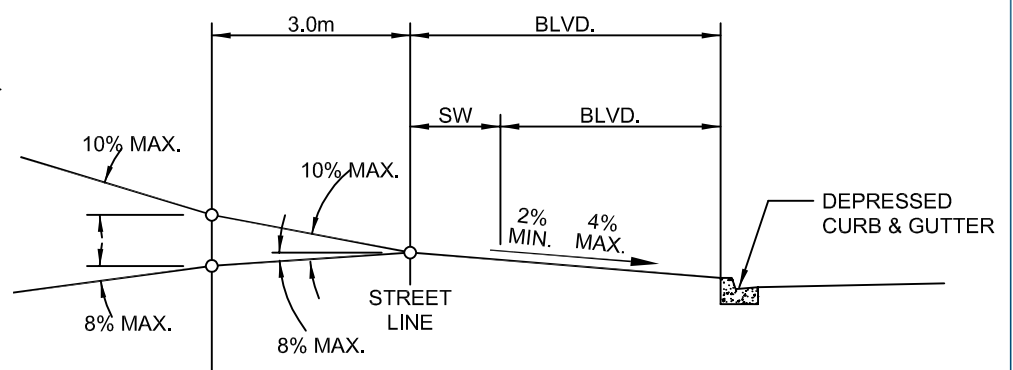




**PLAN VIEW**



**SECTION A-A**

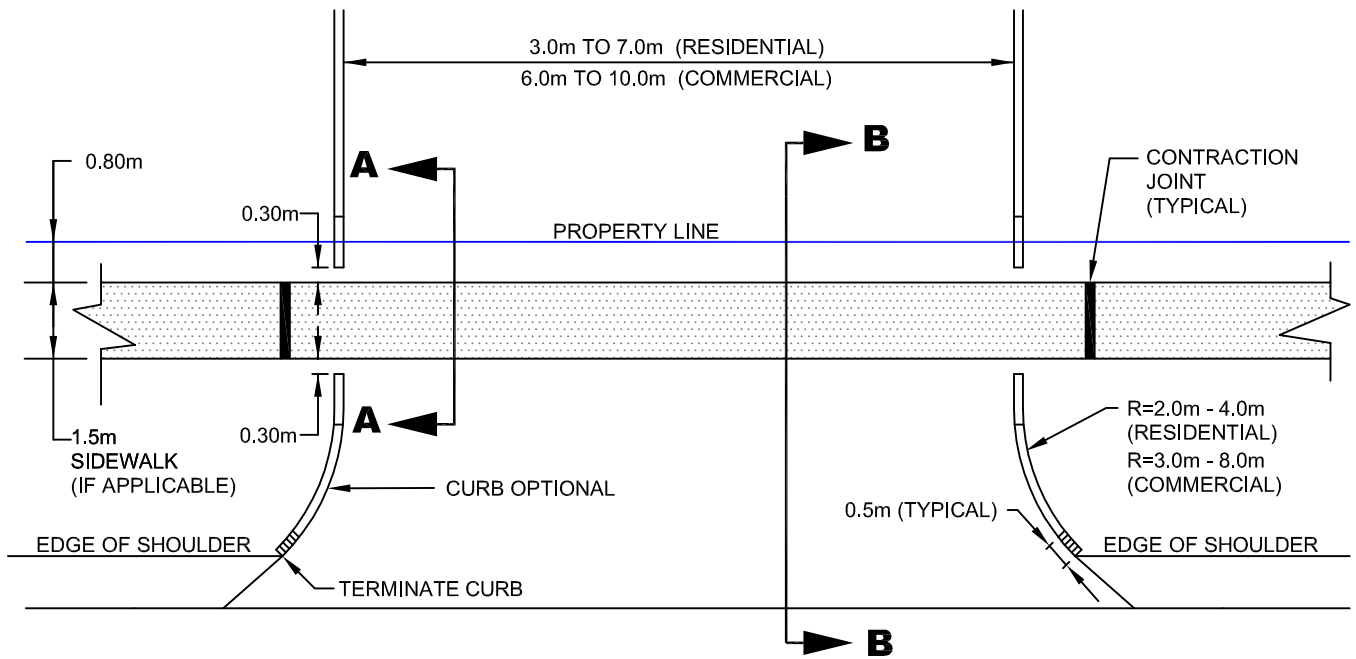


**SECTION B-B**

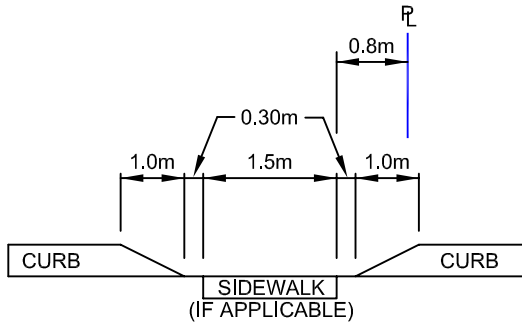
- NOTES:**
1. COMMERCIAL REFERS TO PLAZAS, INDUSTRIAL SITES, SCHOOLS AND APARTMENTS ABOVE 30 UNITS.
  2. RESIDENTIAL REFERS TO APARTMENTS OR COMPLEXES WITH 6 TO 30 UNITS.



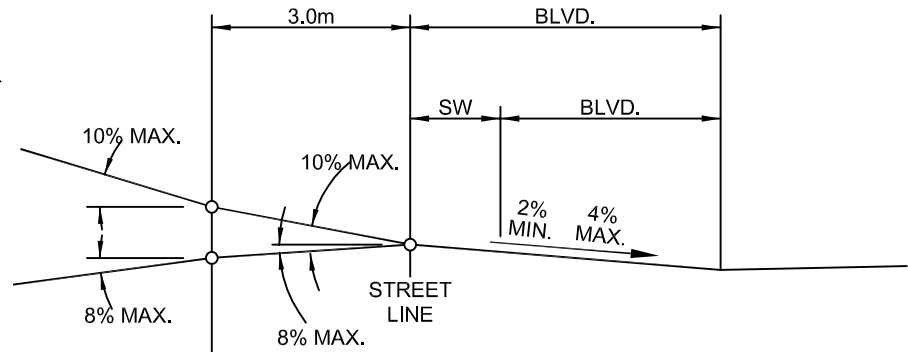
|   |                    |
|---|--------------------|
| STANDARD DRIVEWAY ENTRANCE<br>TYPE 'C'<br>LOW VOLUME ACCESS | DRAWN BY: A.J.A.   |
|   | DATE: JUNE 17-2009 |
|   | SCALE: N.T.S.      |
| <b>CC-114</b>   |                    |



**PLAN VIEW**

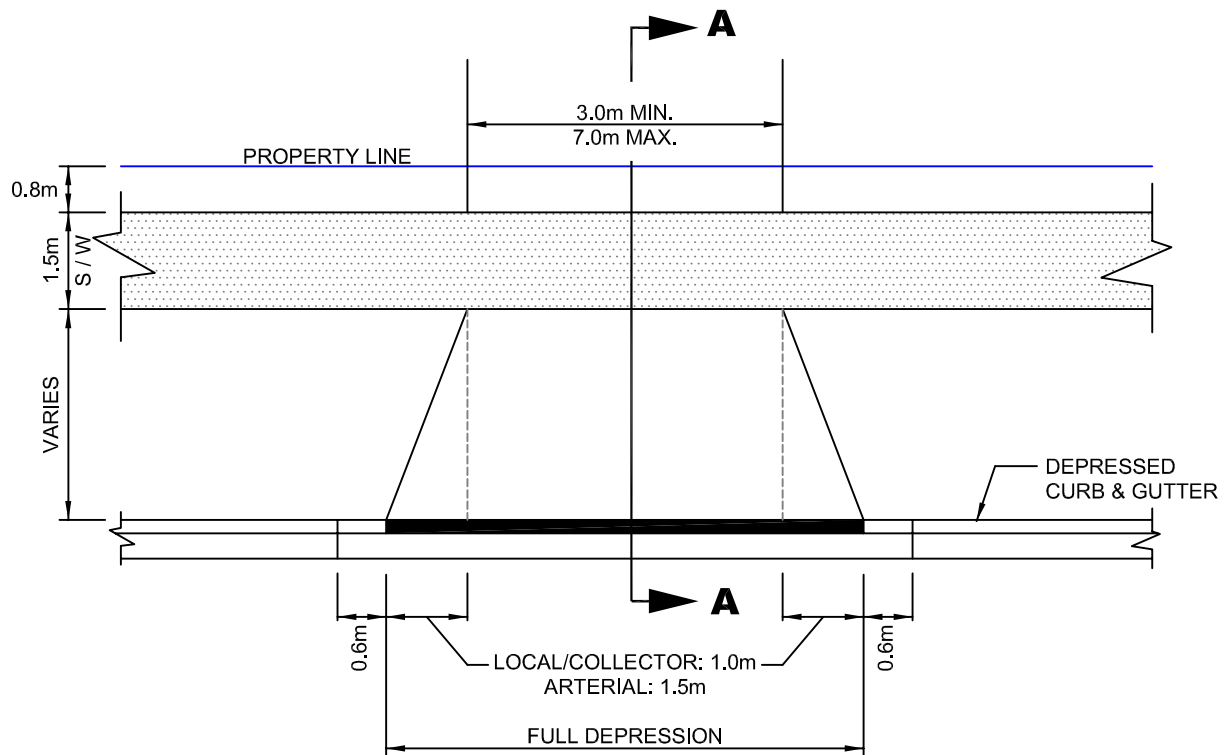


**SECTION A-A**

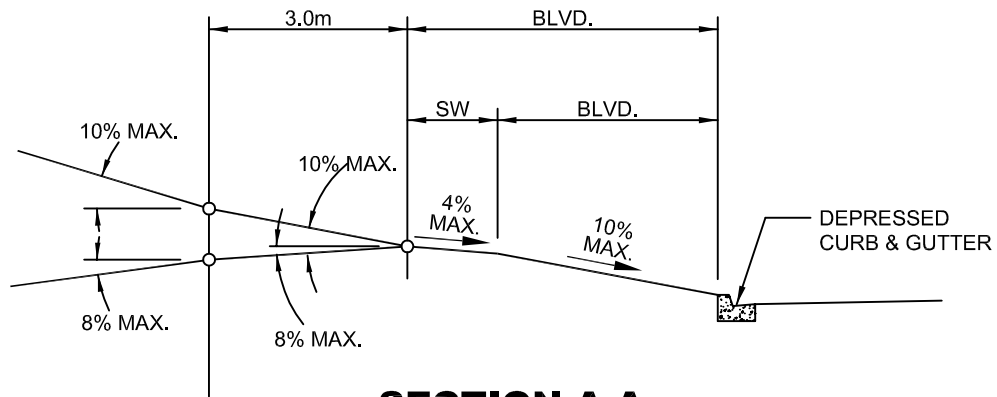


**SECTION B-B**

- NOTES:**
1. COMMERCIAL REFERS TO PLAZAS, INDUSTRIAL SITES, SCHOOLS AND APARTMENTS ABOVE 30 UNITS.
  2. RESIDENTIAL REFERS TO APARTMENTS OR COMPLEXES WITH 6 TO 30 UNITS.



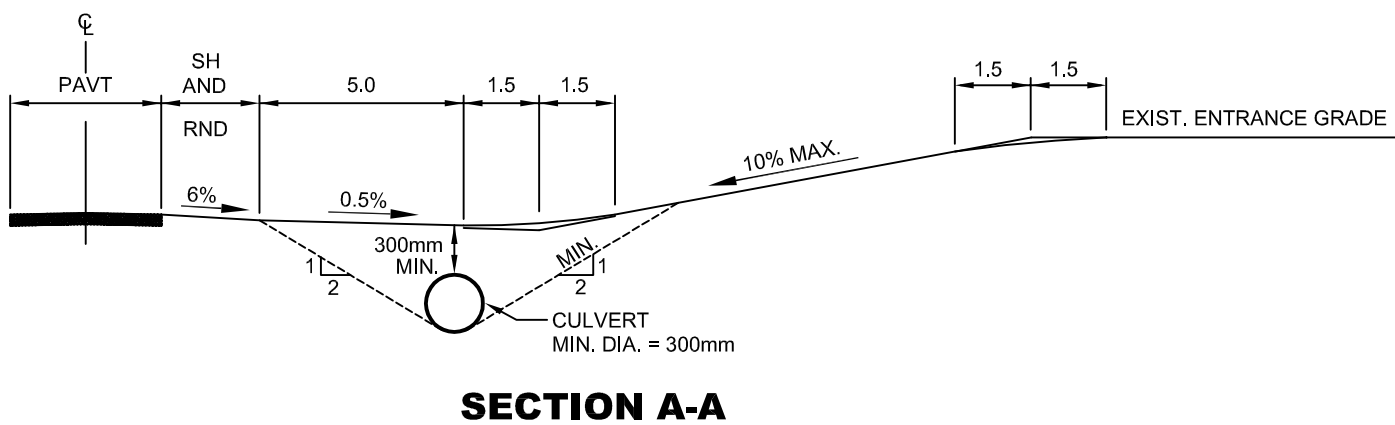
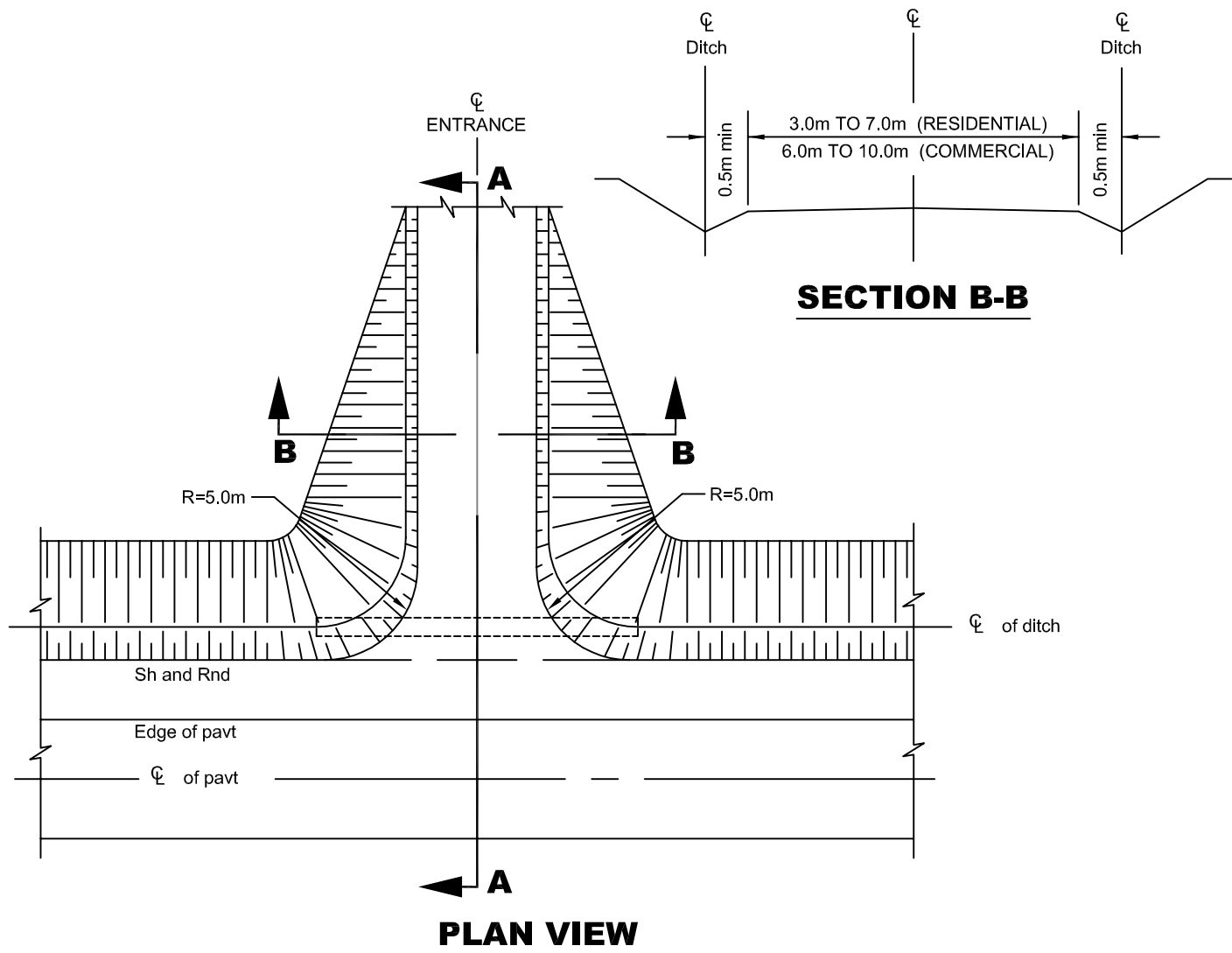
### PLAN VIEW

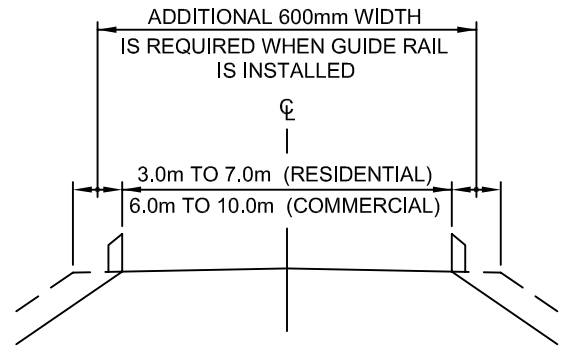


### SECTION A-A

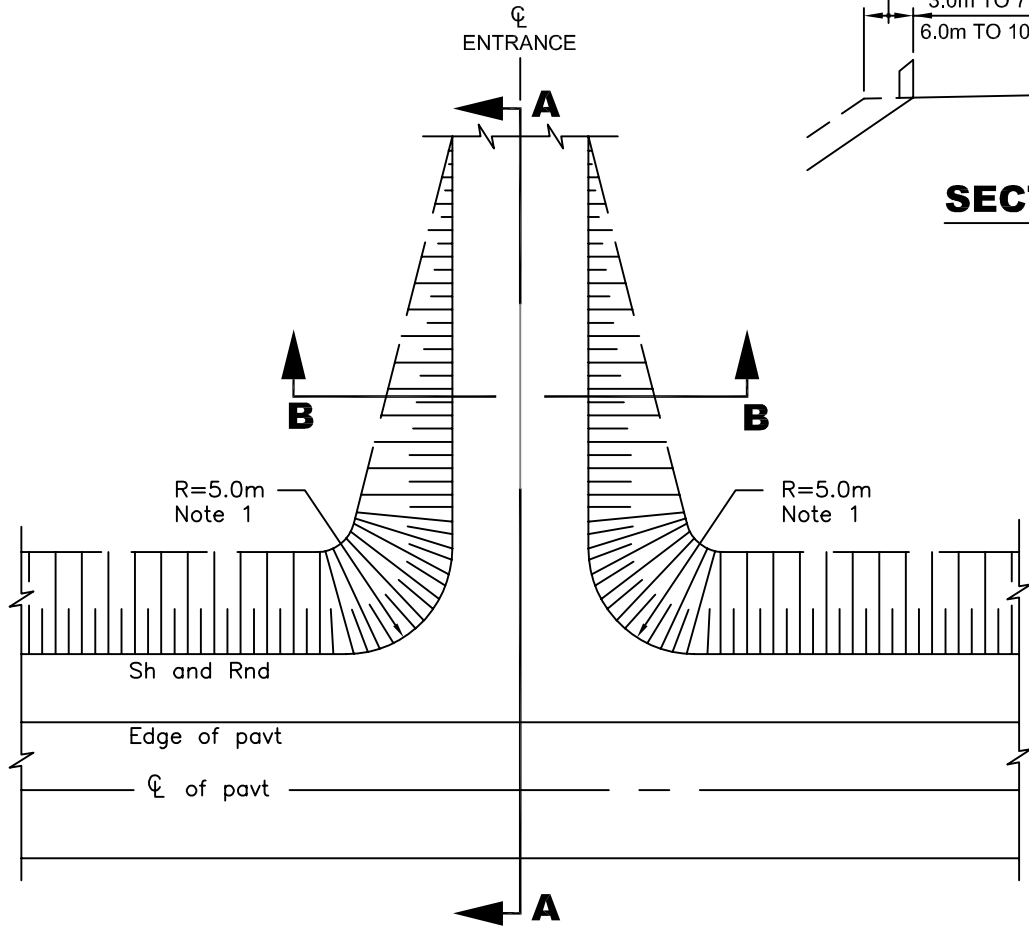
- NOTES:**
1. FOR PRIVATE DWELLINGS AND UTILITY ENTRANCES.
  2. DRIVEWAY/UTILITY CLEARANCES-THE MINIMUM CLEARANCE FROM THE EDGE OF THE DRIVEWAY TO ABOVE AND BELOW GROUND UTILITIES SHALL BE AS FOLLOWS:
    - a) UTILITY POLES-STREET LIGHTS: 1.0m
    - b) HYDRO VAULTS, GAS PEDESTALS: 1.0m
    - c) TREES, HYDRANTS: 1.2m
    - d) UTILITY PEDESTALS (EXCEPT GAS) AND HANDHOLES: 0.6m



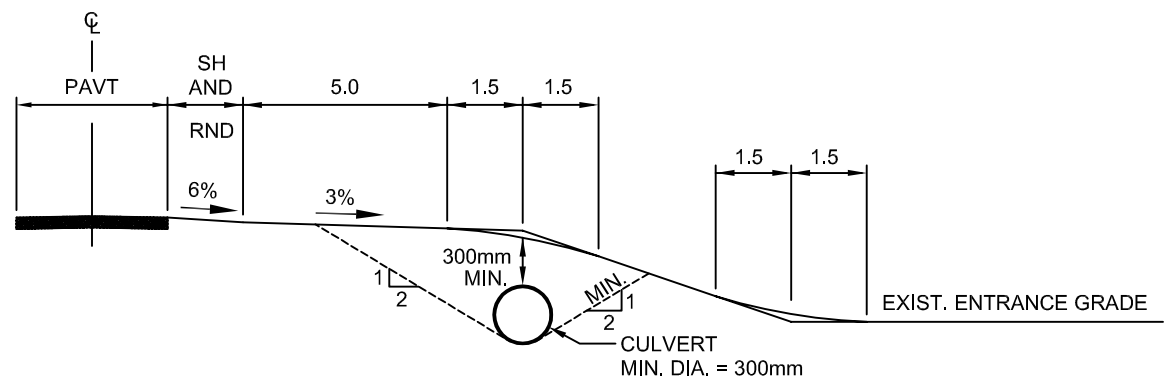




**SECTION B-B**



**PLAN VIEW**

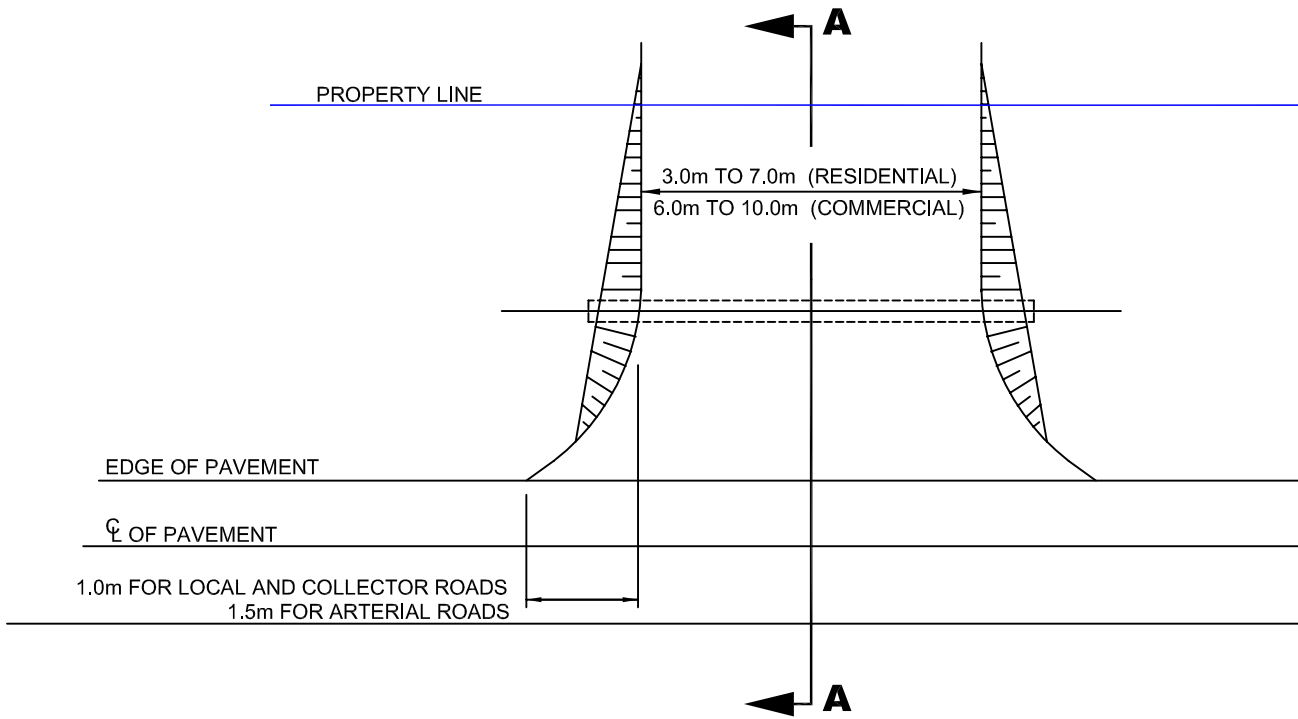


**SECTION A-A**

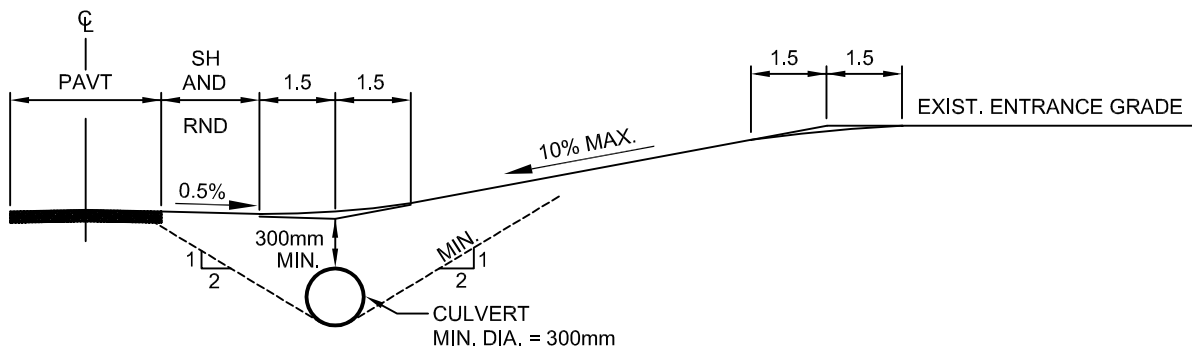


STANDARD DRIVEWAY ENTRANCE  
TYPE 'H'  
RURAL SECTION  
TO ROADS ON FILL  
WITH CULVERT INSTALLATION

|               |              |
|---------------|--------------|
| DRAWN BY:     | A.J.A.       |
| DATE:         | JUNE 17-2009 |
| SCALE:        | N.T.S.       |
| <b>CC-119</b> |              |



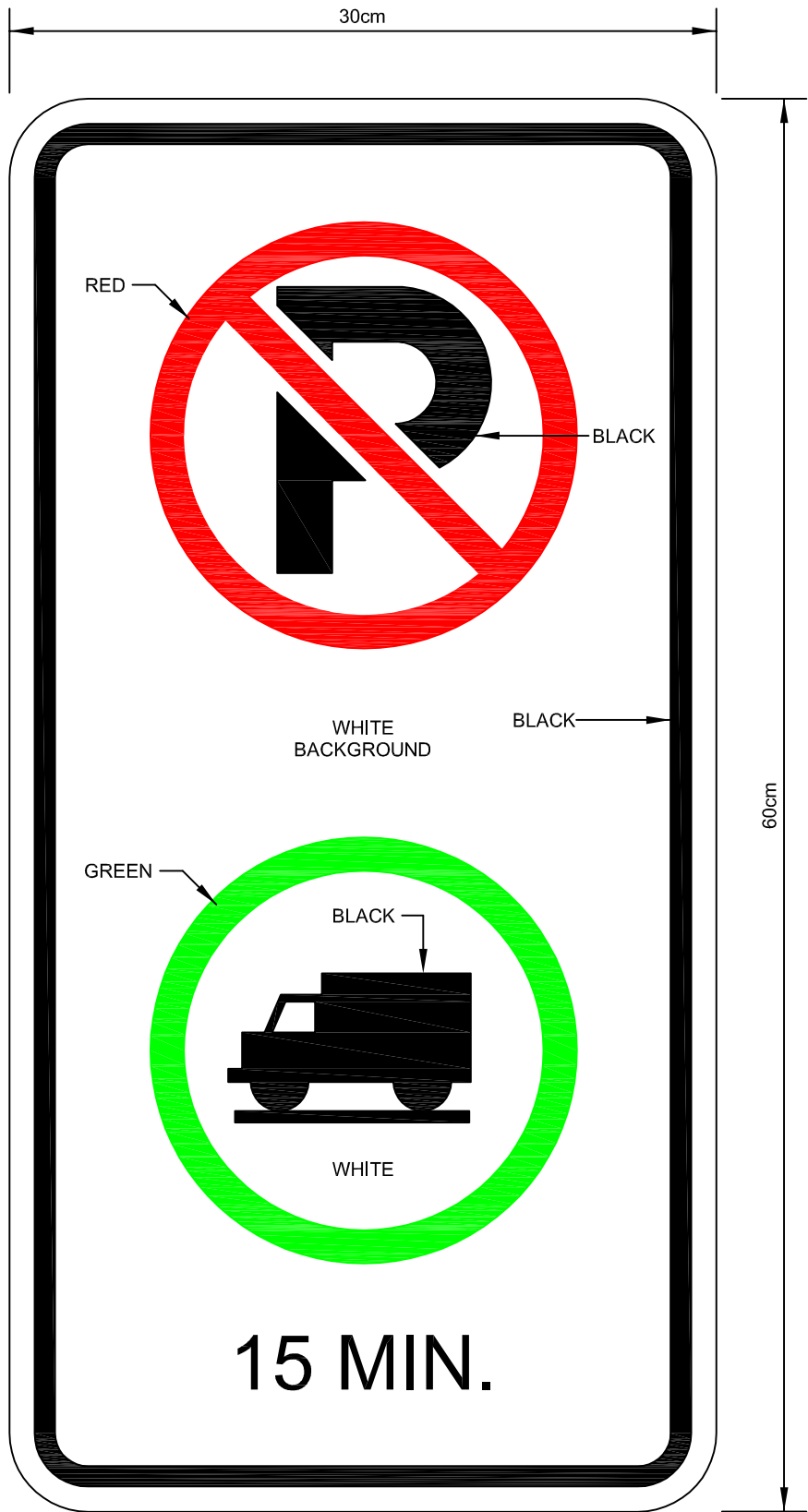
**PLAN VIEW**



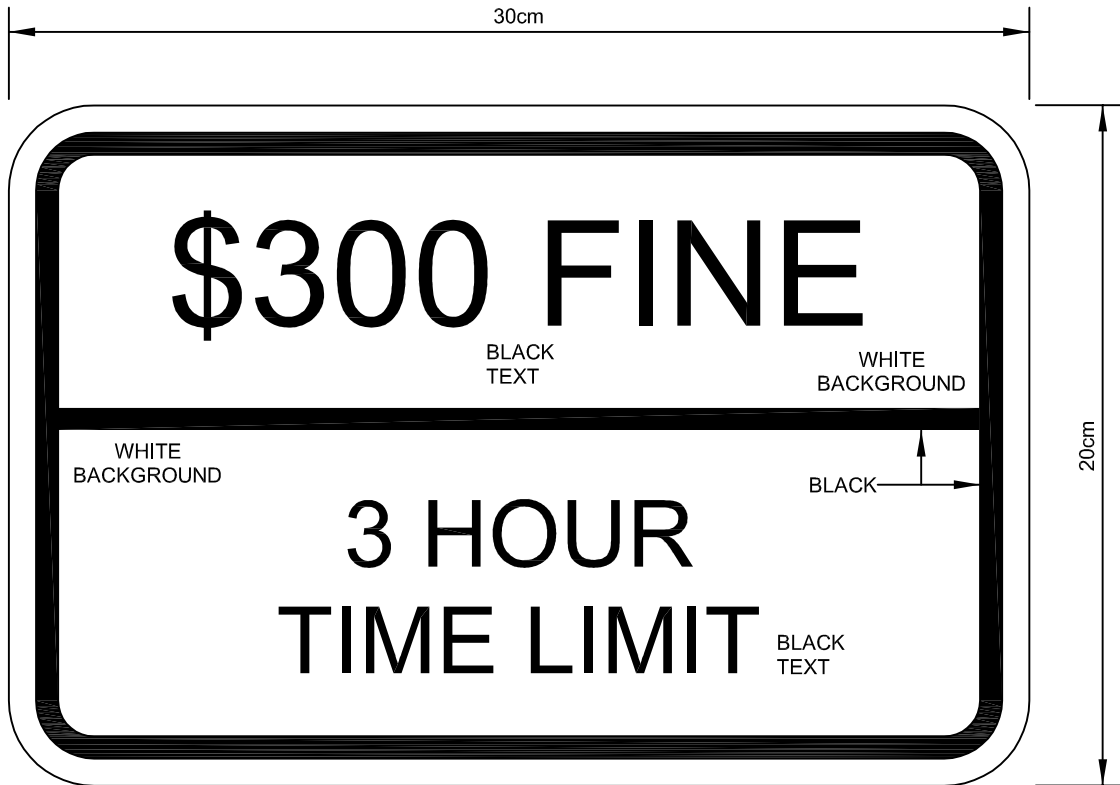
**SECTION A-A**

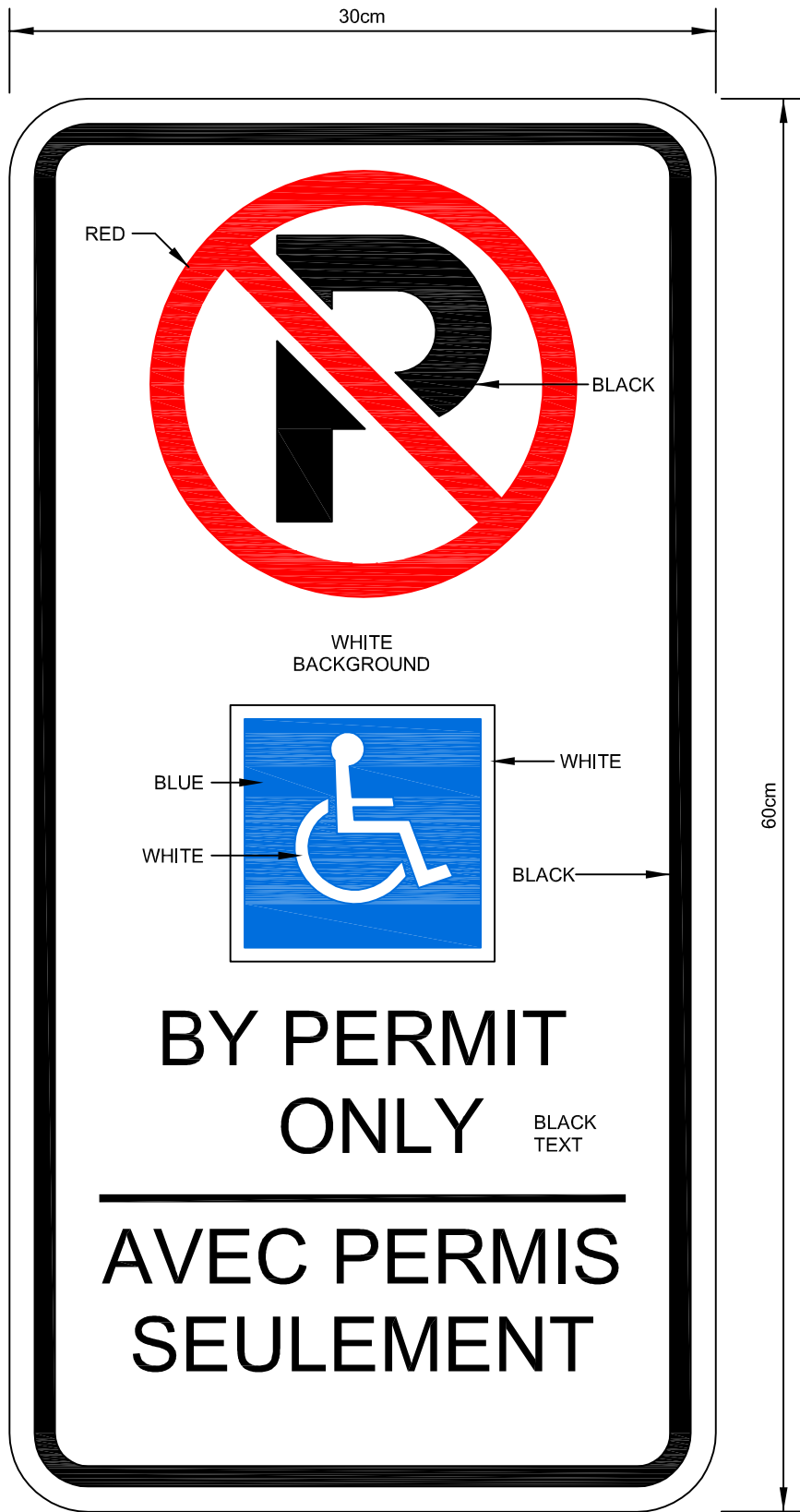
**NOTES:**

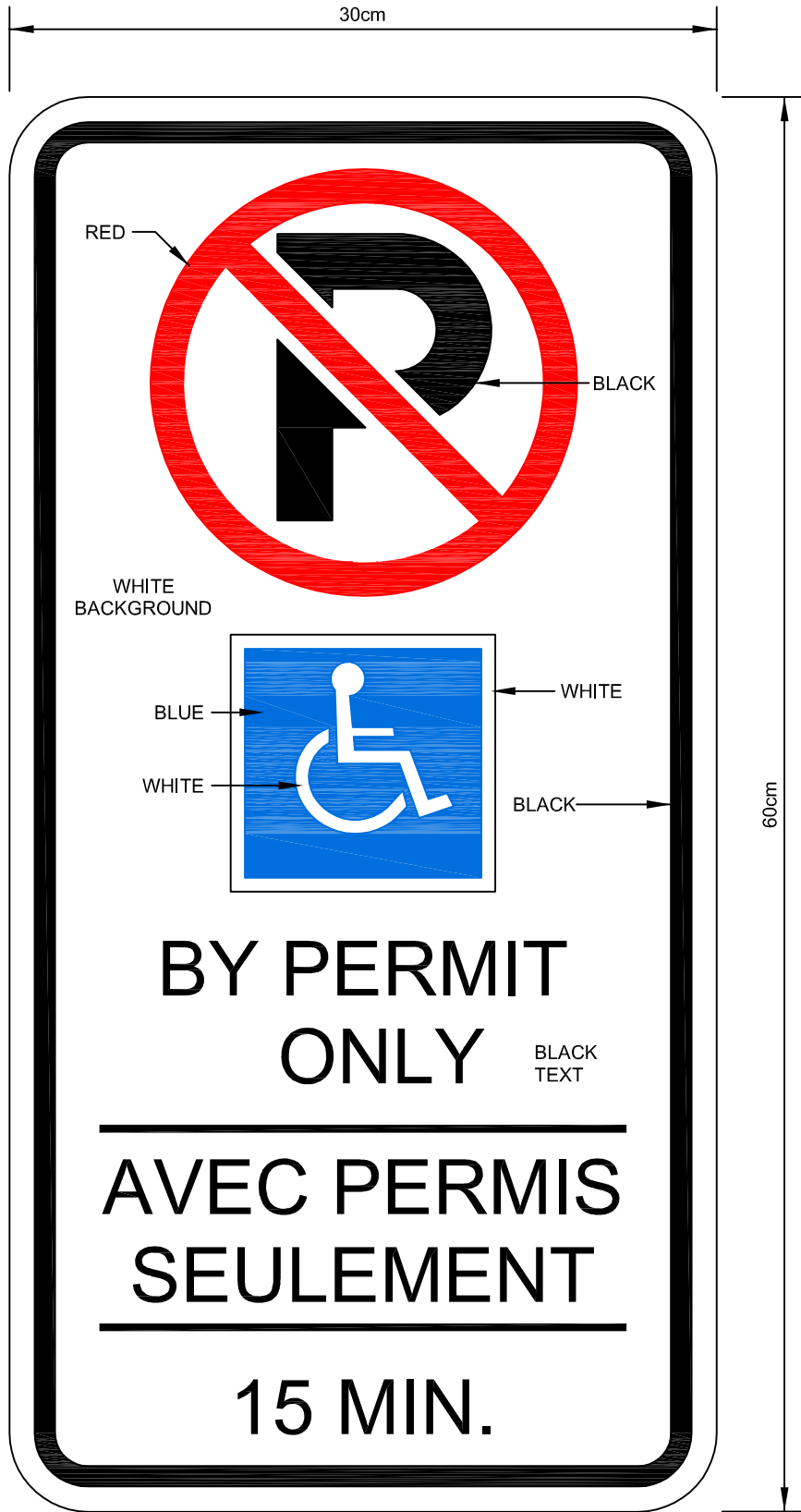
- 1. TYPICALLY USED ON ROADS WITH "TEMPORARY ASPHALT".



|           |              |
|-----------|--------------|
| DRAWN BY: | A.J.A.       |
| DATE:     | JUNE 17-2009 |
| SCALE:    | N.T.S.       |









# MUNICIPAL ADDRESSES BYLAW # 097-2002

On June 10, 2002, City Council passed a new Municipal Addresses Bylaw #097-2002. The bylaw requires that land owners affix numbers of their assigned municipal address on their main building. These numbers must be clearly visible and must meet a minimum character size/setback. The general guidelines for these requirements are as follows:

| Minimum Character Size                                 | Maximum Setback from Roadway           |
|--|--|
| 100 mm (4 inches)                                      | Up to 5 metres (16 feet)               |
| 125 mm (5 inches)                                      | 5 metres to 15 metres (16 to 49 feet)  |
| 200 mm (8 inches)                                      | 15 metres to 25 metres (49 to 82 feet) |
| Municipal number must be posted at the street - 200 mm | Over 25 metres (82 feet)               |

**Special Notes:**

- a) *The typical setback for the City of Cornwall would be from 5 to 15 metres which in turn would require a minimum character size of 125 mm.*
- b) *A number on the building must be visible at all times from the street from either direction.*
- c) *The number must be in a numerical format (cursive or roman numerals are not acceptable)*
- d) *The number and background must be contrasting colour, e.g. black on white, white on green, etc.*

\* There are other restriction requirements set out in Bylaw 097-2002.  
 \*\*For Rural Properties: Signs can be used for numbering display, subject to specific requirements.