

Initial Site Plan Meeting Application Form



Prior to submitting a mandatory site plan pre-consultation application, the Site Plan Review Committee (SPRC) is available to discuss your proposed concept plan. Your proposal will be reviewed by SPRC members and verbal feedback will be provided at an initial meeting to assist you in preparing your mandatory site plan pre-consultation submission.

To request an initial site plan meeting please submit the following materials digitally to planning@guelph.ca:

- A completed initial site plan meeting application form
- A concept site plan for the proposal (which includes the property location, boundary/property survey, proposed access, parking areas and existing and proposed building locations, building elevations) – see Table 1 for further information/details)
- Any other information that may be applicable

Subject Site

Site address: _____

Site legal description: _____

Site area: _____ Site frontage: _____

Current Zoning: _____

Current Official Plan Designation: _____

Registered Owner

Company name: _____ Contact name: _____

Address: _____ Email: _____

City: _____ Phone: _____

Postal Code: _____

Applicant (if different from above)

Company name: _____ Contact name: _____

Address: _____ Email: _____

City: _____ Phone: _____

Postal Code: _____

Brief description of the proposed development:

The information included in Table 1 is intended to assist you develop your proposed concept plan. The information included in Table 1 does not need to be shown on your concept plan for the purpose of having an initial meeting with the SPRC, however the more information you are able to provide, the more productive the discussion will be.

Please refer to the City's [development application forms, guidelines, templates and manuals](#) webpage for links to relevant resources.

Table 1: Site Plan Information

Yes	No	Information in the Title Block
		Drawing title - SP-1 – Site Plan.
		Municipal address and legal description of the subject lands.
		Metric scale (1:100, 1:200, 1:250, 1:300, 1:400, 1:500) and bar scale.
		North Arrow (including construction North).
		Key plan showing the location of the site within the City of Guelph with reference to the nearest intersection of public roads.
Yes	No	Information for the adjacent lands
		Zoning of the adjacent lands (ie. R.2).
		Existing land use of the adjacent lands (ie. vacant).
		Illustrate & dimension the municipal road(s) abutting the subject lands including the existing lane configuration, curbs, sidewalk, bike lanes or bicycle paths, boulevard and/or ditch, sidewalks, bus stops, bus shelters, transit pads, laybys, etc.
		Adjacent street names.
		Location of any existing buildings or structures on the adjacent lands.
		Illustrate the location of existing driveways for the adjacent lands, including any driveways opposite the subject lands. Design Requirement: Where applicable, the centerline of a proposed access must be aligned with the existing access opposite the subject lands (in accordance with the Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads). Please illustrate the centerline alignment.
		Existing & proposed above ground utilities within the City’s right-of-way, including fire hydrants, utility poles, guy wires, traffic signalization and equipment, lighting, street signs, transformers, utility pedestals etc. Design Requirement: A minimum clearance of 1.5m is required from an access to the outside edge of any above ground utility structures. Dimension the setback to any existing or proposed utilities near the existing & proposed access (in accordance with the City’s Development Engineering Manual (DEM))
Yes	No	Information for the subject lands
		Surveyed property limits including bearings and dimensions.
		Clear delineation of the limit/ scope of work of the proposed development (where development is proposed for a portion of the subject lands).
		Limit of any Natural Heritage Features, Natural Hazards and buffers (as applicable) including significant woodland, significant wetland, top of bank, watercourse, etc. and reference to the applicable document or source ie. Environmental Impact Study (EIS), Grand River Conservation Authority (GRCA) etc.

	<p>Identify and dimension any road widening(s) and/or intersection improvement(s), required under Table 5.1 and Table 5.2 of the City's Official Plan.</p> <p>Note: Where a land dedication is required, all measurements must be from the ultimate property line as the dedication will be required prior to Site Plan approval.</p>
	Location of all existing & proposed easements
	Existing & proposed buildings and structures (including accessory structures), and any parts of the building which overhang the ground floor including cantilevers, canopies, balconies, etc.
	Where multiple buildings are proposed on the subject lands, dimension the distance between buildings.
	Location of all existing & proposed principle and secondary building entrances.
	Existing & proposed limits of underground parking structures and ramps (include dimensions/ setbacks on site plan).
	Dimensions of all yards and setbacks (in metric), including the setback of underground parking (to confirm zoning compliance).
	<p>Summary Statistics Table, including:</p> <ul style="list-style-type: none"> • Gross Site Area (in m2) • Existing floor area to be demolished (in m2) • Gross Floor Area (existing & proposed), including a breakdown of the existing & proposed floor area for different uses (in m2) • Detailed Parking Calculations (in accordance with the uses proposed and the Zoning By-law requirement) • Quantity and type of bicycle parking spaces proposed (in accordance with the Site Plan User Guide, where there is no Zoning By-law requirement)
	Where the subject site has multiple zones that apply to it, show the limits of each zone on the site plan and label them accordingly.
	<p>Zoning and regulations compliance chart (see Appendix B of the Site Plan User Guide for an example). The chart should include four (4) columns:</p> <ul style="list-style-type: none"> • The zoning regulation • The Zoning By-law requirement • What is proposed • Conforms (Yes/No) column to confirm whether what is proposed conforms with the Zoning By-Law <p>If there is any site-specific zoning, further to a Zoning By-Law Amendment application and/or minor variance application (which are approved and in force and effect), the zoning and regulations compliance chart must reference these requirements that than the requirement of the general zone.</p>

		Where outdoor common amenity space is proposed and is required per the Zoning By-law, the limits of each proposed outdoor common amenity space must be clearly illustrated/outlined and dimensioned, and the total area (in m2) must be noted for each common amenity space (to confirm zoning compliance).
		Sight line triangles (in accordance with the Zoning By-law and DEM).
		Existing & proposed above ground utilities on the subject lands, including fire hydrants, lighting, transformers, utility pedestals etc.
		Illustrate the location of existing & proposed stormwater management facilities (ie. infiltration galleries).
		Illustrate the limits of existing & proposed slopes and berms.
		Snow storage area(s)
Yes	No	Pedestrian Circulation
		<p>Illustrate existing & proposed pedestrian walkways, sidewalks, pathways, patios, stairs & ramps (including dimensions), within the City's right-of-way and on the subject property.</p> <p>Design Requirement: Accessible routes must have a minimum 1.50m clear width, the clear width can be reduced up to 1.20m to serve as a turning space where the exterior path connects with a curb ramp in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).</p> <p>Design Recommendation: Where cars park and can potentially overhang the route, the accessible route should be 2.0m wide. If not possible, curb stops within the parking spaces are to be provided to ensure the accessible route is not narrowed by parked vehicles. Despite the AODA requirement (noted above), the minimum preferred width for all accessible routes is 1.83m.</p>
Yes	No	Bicycle Parking & Circulation
		<p>Illustrate, dimension, and specify the number of existing & proposed bicycle parking spaces (at grade and internal to the proposed building). Where indoor bicycle parking is proposed, label how visitors/ employees/ residents can access the proposed indoor bicycle parking.</p> <p>Design Recommendation: Short term (outdoor) bicycle parking spaces should be located close to the principle building entrance without obstructing any accessible routes. Where multiple buildings are proposed, bicycle parking should be evenly dispersed and provided by each principle building entrance. Where there is no bicycle parking requirement in the Zoning By-law, refer to City's Site Plan User Guide for the recommended number of bicycle parking spaces.</p>
Yes	No	Vehicular Access, Driveways & Parking
		Limit of all 0.3m (1') reserves

	<p>Location of existing & proposed access(es). Specify for any proposed access(es): the width, curb radii (in accordance with the City’s DEM) and clear throat length (in accordance with Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads). For any proposed access(es), illustrate and dimension the clearance from the proposed access(es) to the existing access(es) and intersection (in accordance with the Development Engineering Manual)</p> <p>Design Requirement: The angle of intersection between a proposed access, and the intersecting roadway should be at 90 degrees, or as near to right angle as practical for the overall safe operation of the site and roadway (in accordance with Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads).</p> <p>Design Requirement: Where applicable, the centerline of a proposed access must be aligned with the existing access opposite the subject lands (in accordance with the Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads). Please illustrate the centerline alignment.</p> <p>Design Recommendation: Where possible, the proposed access should be located on the side street.</p>
	<p>Location and dimension all existing & proposed driveways, drive aisles and parking spaces (denoting EV parking, accessible parking, accessible access aisle(s) and carpool parking, where applicable).</p> <p>Design Requirement: Driveways and drive aisle widths are to be designed in accordance with the Zoning By-law and the DEM) – minimum 6.0m wide where no parking is proposed on either side of the driveway/ drive aisle, 6.5m single loaded parking and 7.0m double loaded parking.</p> <p>Design Requirement: Accessible Parking spaces must be provided and designed in accordance with the AODA. The accessible parking count included in the City’s Facility Accessibility Design Manual (FADM) is the AODA provincial standard just in a user-friendly format (refer to Section 4.3.12). As per the AODA, Accessible parking must provide the following two (2) types of parking spaces for the use of persons with disabilities:</p> <ul style="list-style-type: none"> • Type A, a wider parking space which has a minimum width of 3.4m and signage that identifies the space as “van accessible”; and • Type B, a standard parking space which has a minimum width of 2.4m. <p>All accessible spaces must have an adjacent access aisle that is 2.0m wide and extends the full length of the parking space. The access aisle must be marked with high tonal contrast diagonal lines. Access aisles may be shared by two (2) accessible parking spaces.</p>

		<p>Design Recommendation: The access aisle be provided on the passenger side of a Type A space when a vehicles is pulled in forward (nosed into) the space.</p> <p>Design Requirement: Parking spaces must meet the minimum dimensions set out in the Zoning By-Law. Any proposed parallel or angled parking spaces, must adhere to the standards set out in the City’s DEM, see Figure 7 in the DEM.</p> <p>Design Recommendation: The provision of EV-Ready & EV parking spaces are strongly encouraged. Further, plotting at least one EV parking space as an accessible parking space (either Type A or Type B) with a 2.0m access aisle and connected to an accessible route is strongly encouraged.</p>
		<p>Where a drive-through is proposed, or alterations to an existing drive-through are proposed, clearly dimension the required queuing spaces up to the first service window. Drive-throughs are to be designed in accordance with the Zoning By-law, the City’s Commercial Built Form Standards and the DEM.</p> <p>Design Requirement: The stacking/queuing must comply with the Zoning By-law (where applicable) or the DEM (where no Zoning By-law Requirement). The DEM states the minimum size of a queuing space shall be 2.75m X 5.50m.</p>
Yes	No	Fire Routes
		<p>Label existing & proposed fire route(s)</p> <p>Design Requirement: A minimum 12m centerline radius must be provided along the designated fire route in accordance with the OBC. Dimension the centerline.</p> <p>Design Requirement: If the fire route is more than 90m long, provide turnaround facilities for any dead-end portion of the access in accordance with the OBC.</p>
Yes	No	Loading Areas & Circulation
		<p>Label and dimension (on the site plan) all loading areas (ie. truck loading areas, garbage collection areas, accessible passenger loading and drop-off areas, move-in & delivery loading areas).</p> <p>Design Requirement: All vehicles must enter and exit the site in forward motion. Reversing onto and or from public roadways is not permitted.</p> <p>Design Requirement: To facilitate waste collection for all multi-residential developments, the internal road layout should be designed to permit continuous collection without the waste vehicle needing to reverse (other than in the loading zone). Where the requirement for continuous collection cannot be met, a cul-de-sac, “T” turnaround or three-point turn allowance in</p>

		<p>accordance with the specifications shown in Appendix D of the City's Waste Collection Guidelines for Multi-Residential Developments must be provided.</p> <p>Design Requirement: To facilitate waste collection for all multi-residential developments, a minimum overhead clearance throughout the property of 4.5m must be provided. The minimum unencumbered vertical clearance for the entire loading area (which is the length of a collection vehicle), must be 6.5m to accommodate front-end collection vehicles.</p>
Yes	No	Waste
	<input type="checkbox"/>	<p>Illustrate the location of all existing & proposed outdoor waste enclosures/ carts (garbage, recycling & organics). Note: for multi-residential developments, carts must be provided for organics to facilitate municipal waste collection.</p> <p>Design Requirement (for multi-residential developments): Adequate storage volume space must be provided for a minimum of one (1) week for recyclables, organics, and garbage.</p> <p>Design Requirement (for multi-residential developments): All communal waste containers (in-ground, surface or carts) must be flush with the ground for truck maneuverability, safe tipping and accessibility for all residents or staff.</p>
Yes	No	Landscaping
		<p>General location of existing & proposed soft and hard landscape elements, including: asphalt, shrub and perennial beds, sod, etc. Elements to be labeled.</p>
		<p>Height and design (material) of existing & proposed fences and walls (including: boundary retaining walls etc.).</p>