

Conceptual Site Plan

Terms of Reference

PREAMBLE

The purpose of the Site Plan is to illustrate key elements of the site and the proposed development, including building footprints, driveways/access, abutting roads, property lines, landscaped areas, snow storage areas, and pedestrian, bicycle and vehicular networks. The Site Plan is to be used as the base for other drawing submissions, including the Site Grading Plan, Landscape and Planting Plan and Lighting Plan, with detail removed as appropriate.

REQUIRED BY LEGISLATION

- Planning Act, R.S.O. 1990, c. P.13
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WHO SHOULD PREPARE THIS PLAN?

Site Plan Drawings must be prepared and stamped by a Registered Architect, Professional Engineer, a Registered Landscape Architect or holder of a BCIN as required by Division C of the Ontario Building Code.

WHEN DO WE NEED THIS PLAN?

To support the following applications:

- Official Plan Amendment
 - Zoning By-law Amendment
 - Draft Plan of Subdivision
 - Site Plan Applications
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HOW SHOULD THIS PLAN BE PREPARED?

At a minimum, the Conceptual Site Plan shall contain the following:

Site Characteristics

- Lot boundaries, bearings, and dimensions from a legal survey, prepared by an Ontario Land Surveyor (OLS).
 - Adjacent land uses and existing structures within 10 m of the property boundary.
 - Locations of easements, site triangles, road widening and land dedications.
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- Abutting road right-of-way widths, including traffic islands.
- Basic grading information.
- All open storage areas, including notes related to height and screening.
- Surface finish materials.

Proposed / Existing Building(s)

- Proposed building footprint and location of all buildings or structures on the site.
- Existing buildings to be shown in dashed line if demolished.
- Existing and proposed underground and overhanging structures.
- Distance to buildings and structures (above and below grade) from all property lines.
- Dimensions of buildings, structure and building entrances.
- Relationship of the proposed buildings to adjacent buildings, streets, and exterior areas to which members of the public have access.

Utilities and Services

- Location of septic tank/systems, wells, municipal services and utilities.
- Spot elevations surrounding and on top of the planting bed.
- Setbacks from existing and proposed utilities and services.
- Exterior waste storage and handling areas (Note: If interior waste storage is to be provided, a note is required on the Site Plan drawing).

Site Circulation

- Location, dimensions and details of existing/proposed pedestrian circulation in the road allowance and on site, including sidewalks, walkways, patios, stairs and ramps.
- Indicate in plan and section, existing/proposed pedestrian clearway width.
- Location, dimensions and details of existing/proposed bicycle circulation, parking, and access to parking and storage (indoor and outdoor).
- Location, dimensions and details of publicly accessible areas on site and within the building, including parks and open spaces, public amenities, walkways, pedestrian connections, etc.
- Pedestrian and cycling amenities including rest areas, bike repair stations, etc.
- Existing or proposed transit stops, access to transit, including station entrances.

Driveways, Access and Parkway

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- Location, dimensions and details (e.g. curb cuts, grading, turning radii, traffic signs) of existing/proposed vehicular circulation in the road allowances and on-site including driveways, ramps, laneways, surface parking, loading and service areas.
- All parking areas, including barrier-free parking location and proposed barrier-free signage (refer to the Town's Accessible Parking By-law 2019-22 as amended and the By-law 2010-050 as amended).
- Grading information for ramps and walkways, including AODA requirements.
- Pedestrian and cycling circulation routes.
- Traffic calming measures such as crosswalks, bollards, etc.
- Boulevard treatment (if applicable).
- Vehicle access and driveway locations are indicated with width, turning radii dimensions and type of curbing.
- Items which may impact vehicle access (i.e. traffic signals, turning lanes, centre medians, etc.).
- Location, dimensions and details for parking areas, including tree planting, planting islands, screening, car share locations, electric vehicle charging.
- Location of driveways to adjacent properties abutting and/or across from the subject site.
- Location of fire routes and proposed fire route signage as per Town Fire Route By-Law 2025-16 or successor there to.

Landscaping and Site Features

- All landscaped areas
- Location and dimension of all outdoor hard surfaces and type of materials proposed
- Indicate physical and visual proximity to parks and open space
- Watercourses and rock outcroppings
- Retaining walls, fences, stairs and berms
- Ground signs
- Amenity space
- All exterior lighting

SUBMISSION INSTRUCTIONS

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- Follows the Digital File Naming Convention
 - Follow Accessible Document Standards
 - Digital drawings in PDF format to a metric scale of 1:100, 1:200 or other standard scales
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WHAT OTHER RESOURCES ARE THERE?

- To hire a Registered Professional Planner (RPP), please review the Hire a Planner section of the [Ontario Professional Planners Institute \(OPPI\)](#)
 - To hire a Professional Architect, please review the [Ontario Association of Architects \(OAA\)](#)
 - To hire a Professional Engineer, please review the [Professional Engineers of Ontario \(PEO\)](#)
 - To view the Town's current comprehensive Zoning By-law, please visit [BWG Zoning Website](#).
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About these Terms of Reference:

These Terms of Reference were developed by the Town of Bradford West Gwillimbury.

Notes:

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the changes and whether the recommendations and conclusions are the same (Note: this is subject to the extent of the revisions).

A peer review may be required.

If the submitted study is incomplete, is authored by an unqualified individual or does not contain adequate analysis, the applications will be considered incomplete and may be returned to the applicant.