



## STAMP PLAN 'A' APPLICATION

Development & Housing Approvals

200 King Street West, 6th Floor P.O. Box 1118, Kitchener ON N2G 4G7  
519-741-2426; [planning.applications@kitchener.ca](mailto:planning.applications@kitchener.ca)

### USING THE APPLICATION FORM

This application form is to be used by any person wishing to develop a site for one of the following or other proposals of similar scope:

- a minor building or structure addition
- minor building renovations such as those associated with a change of use that includes site works
- a temporary sales centre

It is not required for the construction of a farm building or a residential building on a parcel of land containing a total of 10 residential units or less.

### COMPLETENESS OF THIS APPLICATION

The information requested in this application must be provided by the applicant and will be used to process the Site Plan under Section 41 of the Planning Act. If the information, including copies of the required plans and the applicable fees are not provided the City may return the application or refuse further consideration of the application until receipt of all the required information and fees have been provided.

A Pre-Submission Consultation Meeting is required prior to the acceptance of a Site Plan Application. Application forms for pre-submission consultation meetings are available from the Development Services Department, 6<sup>th</sup> floor Kitchener City Hall or at <https://www.kitchener.ca/en/development-and-construction/pre-submission-consultation.aspx>

Please note that this application contains three sections which must be completed by the applicant.

- Submission Requirements and Fees
  - Please complete the fee calculation to ensure you have submitted the appropriate fee
- Application Information
  - Please complete in full and sign as appropriate
- Site Plan Drawing Submission Requirements
  - Please complete the Applicant's Acknowledgment page

### RELATED APPLICATIONS

Any applications for a plan of subdivision, official plan amendment and/or zoning by-law amendment that are required for a site plan application must have received a Council decision prior to the submission of the site plan application.

### SUBMISSION REQUIREMENTS & FEES

**Failure to comply with submission requirements will delay the acceptance and processing of the site plan application.**

#### Digital Submission Requirements:

- A completed application form and copy of the application fee cheque
- Site plan and other plans, studies and reports as required through the Record of Pre-submission
- Copy of the Record of Pre-submission
- City standard template site plan in PDF and .DWG (AutoCAD) or .DGN (MicroStation)
- All submission materials shall be provided in one email through [planning.applications@kitchener.ca](mailto:planning.applications@kitchener.ca) (maximum 10MB); for larger files please upload directly to the City's **ShareFile** account with corresponding email to advise that the application has been submitted. To get access to the City's ShareFile account contact **Garett Stevenson, Director of Development & Housing Approvals** (519-783-8922) [garett.stevenson@kitchener.ca](mailto:garett.stevenson@kitchener.ca) or the **File Planner**

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**Paper Submission Requirements:**

- Completed application form and fee (cheque) mailed or delivered to **City Hall, Planning Division** to the attention of **Garett Stevenson or the assigned File Planner** as listed in the pre-submission record. Appropriate Fee (as calculated below)

For **Model Homes** and **Temporary Sales Centres** the following additional requirements apply:

- Building floor plans
- Grading plans
- Location of in-service fire hydrant within 150m of development
- Engineering Consultant Compliance Letter for service locations, driveway locations and lot grading
- Additional requirements may be required depending on development proposal

**SITE PLAN APPLICATION FEE CALCULATION (please complete)**

Stamp Plan 'A' (base fee) \$ 3,937.00

**PLUS (Choose one or more of the options below):**

- |  |          |                        |
|--|----------|------------------------|
| a) # of Residential Units _____ X <b>\$114.00</b>                  | \$ _____ |                        |
| GFA new development (non-residential) (sq. m) _____ X              | \$ _____ |                        |
| <b>\$2.40</b>  | \$ _____ |                        |
| b) GFA renovations (sq. m. ) _____ X <b>\$0.55</b>                 | \$ _____ |                        |
| c) Com. Parking Facility, # of Spaces _____ X <b>\$77.00/space</b> | \$ _____ |                        |
|  |          | <b>TOTAL: \$ _____</b> |

**OTHER FEES**

The following are other fees that may apply to the application. These fees will be requested by staff if required and should not be submitted until requested to confirm applicable amounts.

- Plan Review Fee –**5% of the cost estimate for “Site Development Works”** The Plan Review Fee will only be applied where plans such as Landscape, Lighting, Irrigation, Grading and Erosion Control, Site Servicing, Fire Flow Demand Analysis, Storm Water Management, Multiple Unit Identification Signage, Building Elevations and Emergency Fire Route Plans are required prior to final site plan approval.
- Development Agreement Registration Fees:
  - \$ **771.00** for preparation of agreement plus Teraview fees and disbursements,
  - \$ **85.00** registration

**NOTE:** Fees are payable by cash or cheque only. Please make cheques payable to the “City of Kitchener”

**Additional agency plan review fees may apply. Please see below for more information and forward fees directly to the applicable agency, as required:**

**Region of Waterloo** – Planning and Development Services, Applications

<https://www.regionofwaterloo.ca/en/doing-business/applications.aspx>; (519-575-4400)

**Grand River Conservation Authority** – Planning & Development, Permit Fees

<https://www.grandriver.ca/en/Planning-Development/Planning-and-Development.aspx>; (519-621-2761)

**Acknowledgement of Drawing Requirements (please sign below):**

"I confirm that the required drawings have been completed and submitted as described. I understand that the application may not be accepted as 'complete' until such time as planning staff are satisfied with content and format of the required drawings."

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Applicant's Signature

---

Date

## APPLICATION INFORMATION

### a) Description of Property

Municipal Address:
Assessment Roll number:
Legal Description:
Lot Area (square metres):
Lot Width (metres): (the horizontal distance between the side lot lines measured at the minimum required front yard)
Are there any known easements, right-of-ways, restrictive covenants or other rights over adjacent properties (i.e. mutual driveways), affecting the subject property?
Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please identify the abutting lands: _____ _____

### b) Current and Proposed Land Use

Official Plan Designation:
Zoning: _____ Ward #: _____
Current use of the land:
Is demolition required? (please specify)
Proposed Tenure Type: <input type="checkbox"/> Condominium <input type="checkbox"/> Rental <input type="checkbox"/> Freehold
What is the proposed use of the subject lands and all buildings thereon including all accessory uses. _____ _____ _____

### c) Registered Owner

Name of Primary Contact:		
Company Name:		
Address:		
City/Province:	Postal Code:	Email:
Phone:	Ext:	Cell Number:

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**d) Applicant** (If other than the registered owner, written authorization from registered owner must accompany the application – see Applicant Authorization page)

The applicant is the primary contact during the site plan process until conditional site plan approval is granted.

Name of Primary Contact:		
Company Name:		
Address:		
City/Province:	Postal Code:	
Phone:	Ext:	Email:

**e) Planner (if known)**

Name of Primary Contact:		
Company Name:		
Address:		
City/Province:	Postal Code:	
Phone:	Ext:	Email:

**f) Architect or Designer (if known)**

Name of Primary Contact:		
Company Name:		
Address:		
City/Province:	Postal Code:	
Phone:	Ext:	Email:

**g) Landscape Architect (if known)**

Name of Primary Contact:		
Company Name:		
Address:		
City/Province:	Postal Code:	
Phone:	Ext:	Email:

**h) Site Grading Engineer (if known)**

Name of Primary Contact:		
Company Name:		
Address:		
City/Province:	Postal Code:	
Phone:	Ext:	Email:

**i) Other** (e.g. Heritage Consultant, Environmental Engineer, etc.)

Name of Primary Contact:		
Company Name:		
Address:		
City/Province:	Postal Code:	
Phone:	Ext:	Email:

**j) All persons or institutions who have any mortgage, charge or encumbrance on the property**

Name:		
Principal of Company (If Owner is a Company Name:		
Address:		
City/Province:	Postal Code:	
Phone:	Ext:	Email:

**k) Pre-submission Consultation**

<p>a) Has the proposed development been the subject of a Pre-submission Consultation Meeting?</p> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/>      Waived <input type="checkbox"/></p> <p>b) Have copies of the Record of Pre-Submission Consultation and receipt been included with this application?</p> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p><b>NOTE: The Record of Pre-Submission Consultation documents the required information and materials that must be submitted in conjunction with the application form and fees. The Record must be submitted with an application and is used by Planning Staff to determine completeness of application.</b></p>
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**I) Related Applications** (complete chart as applicable)

	Required	Submitted	File Number	Status of Application
Official Plan Amendment	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Zoning By-law Amendment	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Application for Plan of Subdivision	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Application for Minor Variance	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Application for Consent	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		

**NOTE:** Any applications for a plan of subdivision, official plan amendment, zoning by-law amendment that are required for a site plan application must have received a Council decision prior to the submission of the site plan application. Approval of a required minor variance and/or consent application may be required as a condition of final approval of site plan.

**m) Servicing**

i) Type of Servicing	Existing	Proposed
Municipal Water	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Municipal Sanitary Sewer	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Municipal Storm Sewer	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Well	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Septic System	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**n) Legal Survey Details**

**Complete the information source for the proposed site plan.**

Survey Date: \_\_\_\_\_

Surveyor's Name: \_\_\_\_\_

Surveyor's Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**o) Sale, Use, Handling and/or Storage of Propane**

Excluding non-commercial uses (such as propane BBQ's in a residential setting), is the sale, use, handling and/or storage of propane anticipated for the subject property?

Yes ☐ No ☐

If yes, please provide a description of the activities and proposed storage amount. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**p) Please complete only if the proposal includes COMMERCIAL or INDUSTRIAL uses**

<b>1. Gross Floor Area:</b> (all floor space measured to outside face of exterior walls excluding any floor area having a ceiling height of 2.0 metres or less)	Existing	Proposed	Total (Sq. m.)
<b>2. Building Height:</b> (per Zoning By-law Section 4.2)	Existing	Proposed	Total (Metres)
<b>3. Gross Leasable Commercial Space for Convenience Retail:</b> (i.e. variety store, bake shop, drug store, photo depot, florist, video film outlet)	Existing	Proposed	Total (Sq. m.)
<b>4. Gross Floor Area for Office Use:</b>	Existing	Proposed	Total (Sq. m.)
<b>5. Gross Floor Area for Restaurant Use:</b>	Existing	Proposed	Total (Sq. m.)
<b>6. Gross Floor Area for Basement:</b>	Existing	Proposed	Total (Sq. m.)
<b>7. Gross Floor Area for Mezzanine:</b>	Existing	Proposed	Total (Sq. m.)
<b>8. Gross Floor Area for Warehouse and Wholesale Use:</b>	Existing	Proposed	Total
<b>9. Number of Employees for Manufacturing Use:</b> (per shift)	Existing	Proposed	Total
<b>10. Number of Off-Street parking spaces:</b> i) Underground or Internal	Existing	Proposed	Total
ii) Surface	Existing	Proposed	Total
<b>11. Number of Off-Street Loading Spaces:</b>	Existing	Proposed	Total
<b>12. Number of Service Bays related to Automobile Servicing:</b>	Existing	Proposed	Total

**Is the proposed development a Plaza Complex?**

(i.e. a plaza is a group of 3 or more businesses excluding Manufacturing, warehouse or wholesale uses)

Yes ☐ No ☐



**q) Please complete only if the proposal includes RESIDENTIAL uses**

<b>1. Number of Dwelling Units:</b>	Existing	Proposed	Total (Sq. m.)
<b>2. Building Floor Area:</b> (all floor space measured to outside face of exterior walls, excluding basement or cellar)	Existing	Proposed	Total (Sq. m.)
<b>3. Number of parking spaces:</b> i) Underground or Internal	Existing	Proposed	
ii) Surface	Existing	Proposed	
<b>4. Number of Storeys</b> (floors)	Existing	Proposed	
<b>5. Building Height</b> (per Zoning By-law Section 4.2)	Existing	Proposed	

**r) Please complete only if the proposal includes INSTITUTIONAL uses (such as churches, schools hospitals, etc.)**

<b>1. Gross Floor Area:</b> (all floor space measured to outside face of exterior walls <u>excluding</u> any floor area having a ceiling height of 2.0 metres or less)	Existing	Proposed	Total (Sq. m.)
<b>2. Gross Floor Area of Basement:</b>	Existing	Proposed	Total (Sq. m.)
<b>3. Gross Floor Area of Mezzanine:</b>	Existing	Proposed	Total (Sq. m.)
<b>4. Building Height:</b> (per Zoning By-law Section 4.2)	Existing	Proposed	
<b>5. Number of Off-street parking spaces:</b> i) Underground or Internal	Existing	Proposed	
ii) Surface	Existing	Proposed	
<b>6. Number of Off-street Loading spaces:</b>	Existing	Proposed	
<b>7. Seating Capacity for Church</b> (if applicable)	Existing	Proposed	
<b>8. Seating Capacity for Auditorium / Hall</b>	Existing	Proposed	
<b>9. Number of Classrooms in Educational Establishment or Church</b>	Existing	Proposed	

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**s) Building Analysis Form** (The following information is requested to enable a preliminary analysis of the project in relation to the requirements of the Ontario Building Code and to ensure building location and access will comply with all relevant legislation)

- i) Project Location/Address: \_\_\_\_\_
- ii) Primary Use (i.e. Industrial – repair garage): \_\_\_\_\_
- iii) Other Uses (i.e. Offices, storage): \_\_\_\_\_
- iv) Existing Building Area (sq. m.) (Building area = foot print of building): \_\_\_\_\_
- v) New Building Area (sq. m.): \_\_\_\_\_
- vi) Total Building Area (sq. m.): \_\_\_\_\_
- vii) Gross Area (sq. m.) (Gross area = all floor area above grade): \_\_\_\_\_
- viii) Area of Existing Mezzanine (sq. m.): \_\_\_\_\_
- ix) Area of New Mezzanine (sq. m.): \_\_\_\_\_
- x) Number of Storeys: \_\_\_\_\_
- xi) Basement ☐ Yes ☐ No \_\_\_\_\_ include also sq. m.
- xii) Sprinklered ☐ Yes ☐ No
- xiii) Multiple Suites? \_\_\_\_\_
- xiv) No. of streets/access routes: \_\_\_\_\_
- xv) Building Code Classification (eg.3.2.2): \_\_\_\_\_
- xvi) Type of Construction proposed: Combustible ☐ Non-combustible ☐
- xvii) Hazardous Substances to be stored within building? ☐ Yes ☐ No
- If yes, please list substances: \_\_\_\_\_
- xviii) Standpipe System: ☐ Yes ☐ No
- xix) Municipal fire hydrant or private on site? \_\_\_\_\_
- xx) Setbacks (m): Front: \_\_\_\_\_ Right: \_\_\_\_\_ Left: \_\_\_\_\_ Rear: \_\_\_\_\_
- xxi) Intended Occupant Load: \_\_\_\_\_

The following information shall be noted on the submitted architectural site plan to confirm the above information:

- ☐ Location of fire hydrants
- ☐ Streets
- ☐ Fire access routes
- ☐ Principal entrance of building
- ☐ Setbacks to all property lines
- ☐ Building height
- ☐ Location of siamese connection
- ☐ Firewalls
- ☐ On-site sewage system location, if applicable

**t) Clean Water Act Requirements**

**Is the subject site located within a Source Protection Area?** Yes ☐ No ☐

If **YES**, has the following information been provided?

Notice of Source Protection Plan Compliance (Section 59 Notice) to be obtained from the Regional Municipality of Waterloo

For more information, visit the Region's website at: <http://www.regionofwaterloo.ca/sourceprotection>

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## REGIONAL MUNICIPALITY OF WATERLOO ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE

**This form is to be completed by the property owner(s) for all development applications Submitted to the City of Kitchener on behalf of the Regional Municipality of Waterloo.**

1. What are the current uses of the property? \_\_\_\_\_

2. Was the subject property ever used for industrial purposes?

**If yes**, please describe approximate dates and types of industry:

3. Was the subject property ever used for commercial purposes where there  
where there is potential for site construction (i.e. automotive repair, gas station,  
dry cleaning operation, chemical warehousing, etc.) Yes ☐ No ☐ Uncertain ☐

**If yes**, please describe approximate dates and types of commercial activity:

4a. Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property? Yes ☐ No ☐ Uncertain ☐

4b. **If yes**, when? \_\_\_\_\_

Please provide description of waste materials:

5. Have hazardous materials ever been stored or generated on the property  
(e.g. has HWIN registration or other permits been required?) Yes ☐ No ☐ Uncertain ☐

**If yes**, please summarize details:

6. Is there reason to believe that this property may be potentially contaminated based on  
Historical use of this or an abutting property? Yes ☐ No ☐ Uncertain ☐

**If yes**, please describe the nature of the suspected contamination:

7. Has the subject property or adjacent property ever been used as an agricultural  
operation where cyanide products may have been used as pesticides? Yes ☐ No ☐ Uncertain ☐

8. Are there or were there ever any above ground or underground storage tanks  
for fuels or chemicals on the property? Yes ☐ No ☐ Uncertain ☐

**If yes**, please summarize details:

9. Does this property have or ever had a water supply well, monitoring or geothermal well? Yes ☐ No ☐ Uncertain ☐

**If yes**, please provide details: \_\_\_\_\_

10. Does the property use or has it ever used a septic system? Yes ☐ No ☐ Uncertain ☐

11. Have any environmental documents been prepared or issued for this property, including but  
not limited to a Phase I & II Environmental Site Assessment, risk assessment, Record of  
Site Condition or Certificate of Property Use? Yes ☐ No ☐ Uncertain ☐

12. Will lands be dedicated to the Region as part of this application (including road allowances,  
daylight triangles? Yes ☐ No ☐ Uncertain ☐

## OWNER Submission Acknowledgements & Applicant Authorization

### I fully understand that:

1. This application and all studies in support of this application may be made available for public review pursuant to the provisions of the Freedom of Information and Protection of Privacy Act.
2. Information on this form is collected under the authority of the Planning Act and will be used to determine compliance with The City of Kitchener By-laws.
3. Plans submitted in conjunction with this application are not reviewed for compliance with the Ontario Building Code (O.B.C.) and related regulations. It is the responsibility of the owner/agent and designer to ensure that all plans submitted with this application comply with the basic requirements of the O.B.C. If you need assistance in determining whether your plans comply with the O.B.C. please contact the Building Division, Development Services Department, 200 King Street West, Kitchener.
4. All vegetation on the subject lands must be maintained during the processing of this application.
5. No re-grading is permitted onsite during the processing of this application.
6. There may be additional approvals (e.g. building permit, etc.) and additional fees and charges (e.g. plan review fee, building permit fee, cash-in-lieu parkland dedication, development charges) associated with any development approved in conjunction with this application.
7. Additional information may be required to assist the City in assessing the application and that the City may not be able to process the application unless the additional information is submitted.
8. Projects requiring site plan approval cannot obtain any building permit until final site plan approval has been granted by the City.
9. All submitted drawing(s) and information provided are to be accurate and current, Inaccurate drawings may cause a lack of compliance with City By-laws resulting in an invalid site plan approval. The City is not responsible for the accuracy of the submitted drawing(s).
10. Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting surveys and tests that may be necessary for the evaluation of this application.
11. **Further, I agree not to cut or destroy any vegetation on the subject lands (including vegetation both within and outside of woodlots) and not to re-grade the site during the processing of this application.**

12. I/we \_\_\_\_\_, the registered owner(s) of

\_\_\_\_\_ hereby authorize  
(Municipal address or legal description)

\_\_\_\_\_ to act as agent for the Site Plan Approval Application which  
relates to the above noted lands.

\_\_\_\_\_  
Owner Name (please print)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**AFFIDAVIT OR SWORN DECLARATION**

I, \_\_\_\_\_  
(Name of Applicant/Owner)

of the \_\_\_\_\_  
(City/Town or Township)

in the Region or County of \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true, the information contained in the documents that accompany this application is true and that the owner as of the day on which this application is made has unconditional ownership of the subject lands and has disclosed any agreements or encumbrances that apply to the subject lands.

Sworn (or declared) before me

at the \_\_\_\_\_

in the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Applicant Signature

The personal information contained on this form is collected pursuant to the Planning Act and will be used for the purpose of responding to your application. If you have any questions on the gathering of personal information, you can contact the City's Manager of Corporate Records Management & Archives Services (519-783-8159)

## SITE PLAN APPLICATION PROCEDURE

The City of Kitchener has a two-phase Site Plan application process:

1. **Phase 1 – Conditional Approval.** This completed application form and required application material is circulated to staff for review and confirmation that the site plan layout is acceptable. Through a 10-day staff and agency circulation, staff will provide comments to the applicant regarding any required changes to the site plan that are required to issue the Approval in Principle. Once the layout is finalized, a Conditional Approval letter will be sent to the applicant that confirms the required conditions to be satisfied in order to obtain full Site Plan Approval and any conditions that may be registered on title in a Section 41 Development Agreement.
2. **Phase 2 – Full Site Plan Approval.** The applicant will work with staff and agencies as appropriate to clear all of the required conditions of approval. Examples of typical conditions of approval are such items as landscape plans, lighting plans, engineering reports and drawings, cost estimate for site works and a letter of credit. Once all of the conditions are satisfied, Site Plan Approval will be granted and associated building permits may be issued.

An application generally requires about 4 to 6 weeks to achieve Conditional Site Plan Approval, depending on the complexity of the project. This process generally encompasses the following steps:

1. The application is received and reviewed by the Manager of Development Review to ensure all required information is provided on the application form, that the application is accompanied by a signed Record of Pre-Submission Consultation (or waiver), that the appropriate fee is submitted, and that drawings are submitted in accordance with the City's requirements.
2. The application undergoes a 10 - business day circulation to determine staff and agency comments on the site plan and the conditions required to be completed prior to full site plan approval. Staff will provide all comments to the applicant following the 10-day circulation.
3. The owner/applicant is required to forward an updated Site Plan to the Planning Division which shall include any changes necessary to address comments or concerns arising from staff comments. The revised plan must be in the City's standard template Site Plan format.
4. Following receipt of the finalized Site Plan from the applicant, a formal Conditional Site Plan Approval letter will be forwarded to the applicant. This letter includes the required conditions of Site Plan Approval.
5. The applicant will proceed to work with appropriate staff to clear all of the required conditions of approval in order to obtain Full Site Plan Approval.

## SITE PLAN DRAWING SUBMISSION REQUIREMENTS

Drawings submitted in support of this application must comply with the submission requirements. The Acknowledgement (pg. 9) must be signed in this regard.

### 1. Existing Site Conditions Plan

- Plans are required to be drawn in one of the following metric scales – 1:100, 1:200, 1:250, 1:300, 1:400, 1:500 or 1:1000.
- General requirements as follows:

#### Shown    N/A

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | North Arrow;  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of driplines, including location of existing landscaped areas and tree cover;  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing driveways, paved areas and gravelled-surfaced areas;   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of buildings to be demolished and buildings to be retained;  |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing topography of the land, showing contour lines. Severe slopes are to be clearly illustrated showing both top and bottom of banks; |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing service connections and on-site sewage system, if applicable;  |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing surrounding land use;  |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing streams, creeks, ponds, wetlands and marshes;  |
| <input type="checkbox"/> | <input type="checkbox"/> | ESPA boundaries;  |
| <input type="checkbox"/> | <input type="checkbox"/> | Flood line boundaries;  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing driveways on adjacent properties.  |

### 2. Proposed Site Plan

- Plans are required to be drawn in one of the following metric scales – 1:100, 1:200, 1:250, 1:300, 1:400, 1:500 or 1:1000
- All plans are required to be folded to legal size (8 ½" x 14") or smaller, with the title block visible in the lower right hand corner of the drawing sheet.

#### General requirements:

#### Shown    N/A

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | North Arrow;   |
| <input type="checkbox"/> | <input type="checkbox"/> | A key map showing the location of the property;  |
| <input type="checkbox"/> | <input type="checkbox"/> | True dimensions, bearings and area of the property;  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and dimensions of all existing and proposed buildings and structures including basements, mezzanines; electrical transformer pads and/or electrical transformer enclosures, |
| <input type="checkbox"/> | <input type="checkbox"/> | Street names, street lines and curb locations;   |
| <input type="checkbox"/> | <input type="checkbox"/> | Assignment of unique building identifiers (e.g. A, B, C or through addressing) where more than one building exists or is proposed on a lot;  |
| <input type="checkbox"/> | <input type="checkbox"/> | Building entrances and exit doors;   |

#### Zoning review:

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Dimensions of all yards (e.g. setbacks of all buildings, structures from property lines);  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of off-street parking (typical and barrier free) and loading areas including their dimensions and setbacks of such areas from property lines. (Note: All underground parking designs are to be shown on a separate plan); |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, height and type of fencing;  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of landscaped areas;  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of outdoor storage areas;   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and extent of easements, rights-of-way, restrictive covenants, etc., on the subject property. A note on the plan must explain the nature of the encumbrance.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and extent of any easements, rights-of-way over adjacent properties in favour of the subject property (e.g. mutual driveways). A note on the plan must explain the nature of the encumbrance;                             |

**Parking and Site Circulation:**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Required right-of-way widenings and property dedications;   |
| <input type="checkbox"/> | <input type="checkbox"/> | Required road improvements;   |
| <input type="checkbox"/> | <input type="checkbox"/> | Required 7.5 m corner visibility triangles;   |
| <input type="checkbox"/> | <input type="checkbox"/> | Required 4.57 m driveway visibility triangles, including those for existing driveways on adjacent properties  |
| <input type="checkbox"/> | <input type="checkbox"/> | New driveway entrances (and existing facilities to be removed or relocated to construct new driveways);   |
| <input type="checkbox"/> | <input type="checkbox"/> | Width of driveways and aisles at the entrance to the site, accessing parking stalls and loading areas;  |
| <input type="checkbox"/> | <input type="checkbox"/> | The location of outdoor containers and/or vaults, central storage and collection areas, or other facilities for the storage of garbage and other waste or recyclable materials; |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing and proposed sidewalks and pedestrian facilities, including connections to public sidewalks (identify surface type);                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of road intersections and driveways across the street and adjacent to the subject property;  |
| <input type="checkbox"/> | <input type="checkbox"/> | Directional traffic arrows on pavement, one way arrows, left turn arrows, etc.  |

**Other information:**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Storm water management area, if required (shown conceptually);  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of septic tile field;  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of Fire Department connection(s), if any, and the nearest fire hydrants; 6m centreline 12m turning radius and width of Fire Department access routes;  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, length and exposed height of retaining walls including height and type of guards at top (retaining walls higher than 1.0 metre will require a P.Eng. stamp during the building permit application process); |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, width and gradient of barrier-free access to the building entrance;   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of any wall openings located less than 1.2 metres from interior lot lines;   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing and proposed multiple unit identification signs, if applicable;  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of proposed firewalls (if any, if known);  |

**Title Block & Site Data Table Information:**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Title block including project title or proposed use of building, project address or location, owner's/developer's name and address, agent's name and address, scale, date of issue of drawing, title project (job) number, drawing number and revisions suffix and designer's name, address, telephone number and professional seal; |
| <input type="checkbox"/> | <input type="checkbox"/> | Number of dwelling units and total unit count by bedroom type;   |
| <input type="checkbox"/> | <input type="checkbox"/> | Number of parking (including barrier-free) and loading spaces required and proposed;   |
| <input type="checkbox"/> | <input type="checkbox"/> | Percentage (%) lot coverage of: buildings, concrete asphalt surfaces, landscaped areas and gravel surfaced areas;  |



The City of Kitchener's standard title block contains a title block border, north arrow, site statistics text, and title-block text. The file contains all required layers and their specific properties including colour, line-type, and line-weight. The title block layer names and content description can be found in the table *Standard Title Block Layer Properties and Content* to follow.

# DIGITAL SITE PLAN SUBMISSION REQUIREMENTS - EXAMPLE DRAWING

## CITY OF KITCHENER STANDARD SITE PLAN TITLE BLOCK

### SCALE TITLE BLOCK PROPORTIONALLY TO FIT SITE PLAN DRAWING

**SITE STATISTICS**

- Zoning- C of A Application-
- Lot Area- m<sup>2</sup>
- Building Coverage- m<sup>2</sup> (%)
- Landscaped Area- m<sup>2</sup> (%)
- Asphalt / Hard Surface Area- m<sup>2</sup> (%)

**MULTI-RESIDENTIAL**

- Parking Required-
- Parking Provided-
- Parking Space Minimum Dimensions- 2.6m x 5.5m

**COMMERCIAL**

- Total Gross Floor Area (including mezzanine)-

**INDUSTRIAL**

- Total Gross Floor Area (including mezzanine)-

**INSTITUTIONAL**

- Floor Space Ratio-

NOTE: ALL ASPHALT AREAS TO BE DEFINED WITH 0.15M HIGH POURED CONCRETE CURBING

<b>SITE PLAN</b>	OWNER'S NAME	REVISIONS:	SITE PLAN APPLICATION No.
	SITE ADDRESS	DATE: JANUARY 1, 2010	LEGAL DESCRIPTION
		 SCALE 1:1,000	
Update the title block to reflect the site address and owner's name. E.g.		<b>CAD FILE:</b> Stage	

**SITE PLAN**

Use a standard metric scale such as 1:250, 1:400, 1:1000, etc. (Generally use the largest scale possible to ensure all drawing details)

JOHN SMITH  
123 ANYWHERE ST.

Adjust the orientation of the drawing to maximize scale, with preference to North pointing to the top of the page.

Site statistics to be provided in square metres and corresponding percentages.

Indicate number of parking spaces required and provided, as well as how parking was calculated.

Complete only the section that applies to the site plan application and delete the others from the title block

KITCHENER  
Information Technology  
Corporate Services Department  
Phone: (519) 747-8282  
E-mail: j.pam@wppr.org@kitchener.ca

**Digital Submission Requirements:**

- The file must be prepared in .dwg (AutoCAD) or .dgn (MicroStation) and formatted using the City of Kitchener standard title block.
- All line-work for the site plan drawing should be contained within The City of Kitchener standard site plan title block (see example drawing below)
- Submit the site plan, on The City of Kitchener standard site plan title-block in MODEL SPACE
- Use only the applicable layers of Proposed Site Plan on the City of Kitchener Standard site plan title block.
- The drawing must be specifically formatted to be CLEAR AND LEGIBLE in an 8 ½" x 11" (letter) format printout using the City of Kitchener pen settings.
- The City of Kitchener Standard Site Plan Title-block must be scaled proportionally to fit the site plan drawing.
- Use only standard, true type, font types
- Edit the Title-block text to enter the site owner's name, site address, current date, site plan number (if known), and property legal description.
- Edit the Title-block text layer 'Site Statistics', as applicable,
- Drawing units are to be in metric.
- All data is to be contained on title block layers as described in the table entitled Standard Title Block Layer Properties, as applicable.
- Only the content described under each respective layer's "Description of Content" shall be allowed.
- Purge all old or extra drawing layers
- All line work should be closed. i.e. All lines that meet must be snapped together.
- Use of hatch pattern in CAD files should be kept to a minimum.

**Please Do Not:**

- overwrite the assigned symbology, or layer colours.
- redraw title-block
- use your own Site Statistics formatting.
- xref any files. (Bind xref files through the xref manager under the Insert menu.)
- attach any raster images to the CAD file submitted.
- include any layers other than those contained in the City of Kitchener standard site plan title-block

**Do not include the following on the submitted 8 ½" x 11" (letter) Digital Site Plans:**

(PLEASE NOTE: This only applies to the City's standard template site plan)

- Company Stamps or Logos
- Legends
- Key Maps
- Additional North Arrows
- References To Other Drawings
- Features '*To Be Removed*'
- Commercial Names
- Point Elevations
- Slopes
- Grading Lines
- Swales
- Trees
- Cross Sections
- Inside Building Details
- Bound Layers
- Empty Layers
- Truck Turning Circles
- Setback lines

**Special Consideration:**

- Label all Grassed or Sodded or Seeded areas as LANDSCAPED
- Include car stacking illustration for drive-through establishments
- Label all flush curbs and roll-over curbs

**Resources:**

Information regarding The City of Kitchener site plan submission requirements can be found on the City of Kitchener website at:

<https://www.kitchener.ca/en/development-and-construction/site-plans.aspx>

The City of Kitchener standard site plan title block and pen settings (.dwg file) can be found at:

[https://www.kitchener.ca/en/resourcesGeneral/Documents/DSD\\_PLAN\\_Standard\\_site\\_plan\\_title\\_block.zip](https://www.kitchener.ca/en/resourcesGeneral/Documents/DSD_PLAN_Standard_site_plan_title_block.zip)

Information regarding site plan digital submission requirements can be found at:

[https://www.kitchener.ca/en/resourcesGeneral/Documents/DSD\\_PLAN\\_Site\\_plan\\_title\\_block\\_instructions.Pdf](https://www.kitchener.ca/en/resourcesGeneral/Documents/DSD_PLAN_Site_plan_title_block_instructions.Pdf)

The City of Kitchener title block (.dwg file) and colour dependent plot style table (.ctb file) can also be received upon request by phone at 519-741-2200 ext.7851.