



Development Services – Planning Division
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Site Plan Application Submission Requirements – 4027 CR 121, Kinmount

Further to the request for Site Plan submission requirements for the proposed addition to the existing building for restaurant and residential uses, the City provides the following submission requirements for an engineering review for site plan approval:

CKL Development Services

- **Site Plan application** signed by the owner(s) of the property together with applicable Fee. Please note that if the application is signed by a company, the signatures must contain the names, titles, and authorizations to sign on behalf of the company. A Corporate Profile Report may be required in some instances.
- A detailed site plan is required to confirm the locations and dimensions of the existing site conditions versus the proposed site conditions.
- Ontario Building Code Matrix
- Site Servicing Plan
- Lighting Plan
- Zoning Compliance Brief/Chart, including parking confirmation as well as required accessible parking spots and proposed ground treatment
- AODA summary indicating how the proposed addition meets AODA standards

The City's Site Plan Approval Process Guidelines are at the link below:

[Site Plan Process \(revised August 2020\) WEBSITE \(kawarthalakes.ca\)](#)

CKL Development Engineering

- A detailed site plan is required to confirm the locations and dimensions of the existing site conditions versus the proposed site conditions. This includes proposed and existing structures, parking, entrances, etc.
- A topographic and legal survey is required to ensure the engineering design and reports are based on the correct boundary conditions (e.g. existing infrastructure, easements, etc.). Please identify and provide the documents supporting any registered easements, etc. The existing boundary conditions must be confirmed

in the field by the proponent, and actual surveyed field measurements are to be identified on the engineering design.

- A proposed grading and drainage plan is required for the proposed development demonstrating no impact to adjacent properties.
- There is no municipal servicing (water, sanitary, storm sewer) infrastructure to serve this property, private servicing and drainage for review by others.
- Entrance design is required to conform to City of Kawartha Lakes By-Law 2017-151, Access to Municipal Right of Ways. Entrances shall be consolidated to a maximum of two entrances. Provide entrance sight line analysis and design.
- An engineering design cost estimate is required at the time of first engineering submission for Site Plan for all of the infrastructure proposed and for all site preparation (grading, erosion and sediment controls, entrance, parking, etc.), as per the City's Template. The City requires 100% securities for all works on municipal property. The engineering cost estimate also identifies the Development Approval Application Processing (DAAP) fee required by the City. The current fee is 3.7% of the total engineering cost estimate.

The City of Kawartha Lakes Infrastructure Guidelines are available on the City's website, within the "Development Engineering" folder, at:

<https://www.kawarthalakes.ca/en/business-growth/development-engineering.aspx?mid=34321>

Kawartha Conservation

For Site Plan A1 with a smaller parking area, the following documents will be required-

- **Detailed Site Plan**
- **Stormwater Management Report** - The study shall confirm the pre-development and proposed post-development **grading and drainage**, and the quantity control for all proposed runoff, incorporating Low Impact Development as per provincial direction.
- **Erosion Sediment Control Plan** – The plan must describe the potential for erosion and sedimentation problems on a development site and how the problem is addressed.

For Site Plan A2 with a larger parking area –

Steep slopes have been identified on the property and the parking lot on the north of the property / right side of the building.

- **Detailed Site Plan**
- **Stormwater Management Report** - The study shall confirm the pre-development and proposed post-development **grading and drainage**, and the

quantity control for all proposed runoff, incorporating Low Impact Development as per provincial direction.

- **Erosion Sediment Control Plan** – The plan must describe the potential for erosion and sedimentation problems on a development site and how the problem is addressed.
- **Geotechnical Report** required to confirm the stability of steep slopes.