

General Submission Details and Requirements

The following should be considered when preparing for a site alteration application submission:

1. A completed Application Form (Appendix "A") with original signatures
2. Five (5) hard copy complete sets of plans and drawings. They must be submitted on standard 600mm x 900mm sheets bounded and folded to Letter size (8 1/2" x 11"). Unfolded plans will not be accepted.
3. Two (2) complete sets of reduced sized Ledger size (11" x 17") plans and drawings, as required above.
4. Five (5) hard copy complete sets of all documents, reports and studies related to the proposed site alteration project.
5. Following the pre-consultation meeting, the Owner will be required to prepare and submit to the Town, a Memorandum that will identify the drawings & reports deemed necessary for the development and will technically justify why the omitted drawings and reports are not required. The memorandum will be reviewed by Staff for acceptance prior to the submission of the application.
6. Complete set of all deliverables noted above in digital pdf format.

Drawing Requirements

All drawings shall be submitted with metric dimensions, be drawn in black and white, to a standard scale (1:50, 1:100, 1:200, 1:250, 1:500, etc.). Drawings must provide, but not limited to the following:

- Title block and revision block;
- Identification of the proposed use of the site, (Project Name);
- Name and address of firm preparing the Site Plan;
- Name of Owner;
- Municipal address and Legal Description (Reference Plan, Lot, Concession and Registered Plan Lot Number);
- Metric scale;
- Key Plan indicating general location of the development in respect to the
- Town street network;
- Bench Mark data used, described and labelled on the drawing;
- Contour lines and/or spot elevations referenced to the Benchmark;
- North arrow; and
- Legend.

Refer to the Towns Engineering Design Criteria and Standards for additional guidance in preparation of reports, studies and drawings that can be found on the Town's website through the following link:

<https://www.newtecumseth.ca/en/business-and-development/engineering-design-criteria-and-standards.aspx>

Accessible Information and Communication

In accordance with the Town's Accessible Information and Communication Policy HR-2019-007 provided in Appendix N , all information, communication, products and deliverables in all aspects of municipal business shall be submitted in accessible formats. This includes all documents, reports and studies that are required to be prepared and submitted for the purposes of obtaining a Site Alteration Permit.

A guide to creating accessible documents is included in Appendix O , for general assistance however it should not be relied upon as a complete guide. For additional guidance, Applicants should refer to the Accessibility for Ontarians With Disabilities Act, 2005 ("AODA"), in particular the Accessibility Standards for Customer Service, O. Reg. 429/07 as well as the Integrated Accessibility Standards, O. Reg.191/11.