



## **SITE PLAN/DRAWING/SKETCH/ DRAFT PLAN GUIDELINES REQUIRED FOR ALL PLANNING APPLICATIONS**

An application for decision under the Planning Act and Condominium Act made to the County of Haliburton is required to be submitted with a graphic representation on a separate sheet, of what is being applied for. Common terms used to describe this document include Site Plan, Sketch, Draft Plan or Drawings.

These are a key part of your planning application, and it is essential that they are of a suitable standard and include all of the information necessary to describe the development proposal in detail and to enable your application to be assessed by the County of Haliburton. It is also important that your proposals can be clearly understood by third parties (such as agencies or neighbours) who may not be familiar with reading plans and drawings. This guidance will assist you in making an application, help to avoid most common mistakes and reduce any delay in your proposal being considered.

Below are the minimum requirements (as applicable) which must be included as part of a complete application to the County of Haliburton, preferably prepared by a qualified professional:

- the boundaries of the land (for subdivision/condo application - certified by an Ontario land surveyor);
- the locations, widths and names of the existing and proposed roads and highways indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way;
- the location of any utility easements (Bell, Hydro, etc);
- the 911 address (if available) of the subject property and adjacent properties;
- if access to the subject land is by water only, the location of the parking and docking facilities to be used;
- the locations and dimensions of off-street parking spaces and off-street loading facilities;
- the location of entrances, driveways and access points;
- on a small key plan, on a scale of not less than one centimeter to 100 metres, all of the land adjacent to the subject property that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part (subdivision/condo);
- the land use for which the proposed lot(s) are to be used;
- the existing land uses of all adjacent lands;
- the approximate/proposed dimensions and layout of the proposed lots;

- natural and artificial features such as buildings or other structures or installations (the location, size and type of all existing and proposed buildings and structures, indicating the distances from the front yard lot line, rear yard lot line and the side yard lot lines, in the opinion of the applicant, may affect the application), highways, watercourses, lakes, drainage ditches, wetlands and wooded areas within or adjacent to the land subject to the application;
- planting strips and landscaped areas;
- buildings to be demolished or relocated;
- clearly demonstrate the difference between the existing building and the proposed addition/ location (if applicable);
- the availability and nature of domestic water supplies, location of existing wells;
- the location of septic systems (existing);
- the nature and porosity of the soil (subdivision/condo);
- existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land (subdivision/condo);
- the municipal services available or to be available to the land;
- the nature and extent of any restriction affecting the land, including restrictive covenants or easements;
- for Consent applications:
  - new lot – colour outline the proposed lot a different colour outline from the proposed retained lot and label each;
  - easement – colour the proposed easement a different colour outline from the proposed retained and colour outline the proposed benefiting land a third colour, label each;
  - lot addition – colour the proposed severed a different colour from the proposed retained and proposed benefitting land, label each; and
  - acceptable colours include all dark colours (red, green, blue, purple) **do not** use yellow, orange or pale colours that do not copy or scan well.
- applicant's Name;
- date of Sketch;
- the scale to which the sketch is drafted (e.g. 1 cm = 50 m)
- the paper size has to be a minimum of 8.5" x 11" and a maximum of 11" x 17"
- any revisions to the drawings should be clearly identified with a new number, e.g. D1a, D2b, D3c, etc. The date and details of the revision should also be indicated on the drawing.

The County of Haliburton reserves the right to refuse Site Plan, Sketch, Draft Plan or Drawings for insufficient or poorly presented information.