



TOWN of LAKESHORE SITE PLAN CHECKLIST

Last Revised December 17, 2009

Project Name: _____

Project Location: _____

Date Submitted: _____

	Name	Phone Number	E-mail Address
Owner:	_____	(____) _____	_____
Contractor/ Engineer:	_____	(____) _____	_____
Applicant: (If different than the Owner)	_____	(____) _____	_____

The following checklist shall be completed and submitted to the Town as a part of the Site Plan package. Incomplete submittals will be returned to the applicant. The checklist is to be used in conjunction with the latest edition of the Town of Lakeshore Development Manual. Checklist Section numbers correspond to those of the Development Manual.

To obtain or view the online copy visit:

http://www.lakeshore.ca/businessresources/engineering_dev.asp

Please check the website prior to completion of the checklist to ensure that the current version of the Development Manual is being used.

Review the Development Manual and complete each section below answering if the submitted plans meet the Manual criteria by checking "Yes", "No", or "N/A". Any "No" answers must be accompanied by a narrative detailing the rationale (see Section 9).

1. Introduction

Please ensure the submission complies with the requirements in the Introduction.

2. Development Requirements Prior to Construction

Development Requirements Prior to Construction		Yes	No	N/A
2.1	<i>Not applicable to Site Plan Applications</i>			
2.2	Approvals			
	Fish Habitat, Essex Region Conservation Authority (ERCA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Shorelines, Fill and Floodlines, ERCA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	County Road Connections and Setbacks, County of Essex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provincial Road Connections and Setbacks, County of Essex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Development in Close Proximity to Railways, MOE in consultation with Railway Companies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other, List on separate sheet of paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Plans			
	Plans are Drawn to Scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lot Legal Boundaries have been Staked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Plans are drawn in AutoCAD (AutoCAD 2007 or earlier)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Plans show ground elevations (referenced to geodetic elevations) to show drainage patterns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Physical features of lot (drainage ditches, swales, municipal drains, trees, poles, roads, shorelines, buildings, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Physical features of abutting lot (drainage ditches, swales, municipal drains, trees, poles, roads, shorelines, buildings, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Design Drawings Include:			
	Benchmark Location and Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Key Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Existing Conditions and Removals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Utility Cross-Sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Grading Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Specifications and Contract Documents			
	Specifications and Contract Drawings have been supplied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Studies and Reports (are any completed)			
	If "Yes", list required Studies: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Development Requirements Prior to Construction (Cont.)			
2.7 Consulting Engineer Consulting Engineer Name and Contact Information: Company Name: _____ Address: _____ _____ Phone Number: (_____) _____ Contact Name: _____ E-mail Address: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Insurance and Indemnification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum \$5,000,000 Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipality is named as additional insured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipality's consultants are named as additional insured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance shall not be terminated until the Municipality has accepted all the required works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9 <i>Not applicable to Site Plan Applications</i>			
2.10 <i>Not applicable to Site Plan Applications</i>			
2.11 <i>Not applicable to Site Plan Applications</i>			
2.12 Phasing Will project be constructed in phases Developer to submit Phasing Plan for approval prior to construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. General Requirements

Refer to the Town of Lakeshore Construction Checklist.

4. Specific Site Development Requirements

Specific Site Development Requirements	Yes	No	N/A
4.1 General			
4.1.1 Right-of-Ways, Cul-de-sacs Local Roads, 20m R.O.W. Provided: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2 Driveways Is there more than one driveway proposed per Lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3 Development in Close Proximity to Railways Comments from Railway Company Attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Issues Addressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trespass Issues Addressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration Study Attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type of Noise Abatement Proposed: _____			
4.1.4 Multi Lot Creating by Consent Number of Lots Proposed by Consent: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5 Potable Water Supply Protection Backflow Prevention Device on Fire Main	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.6 Setback & Elevation Certificate <i>Required if main building is within 1.8m of property line</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.7 Indemnity Deposits <i>To be Determined by Municipality</i>			
4.1.8 Site Servicing Record Drawings <i>To be submitted to Municipality after Construction</i>			
4.2 Residential Site			
4.2.1 General The general requirements of Subsection 4.1 shall apply and govern except as may be extended or amended herein	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.2 Semi-Urban Developments Has special relief been granted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.3 Driveways <i>To be hard surfaced one year form the date the services have been accepted on maintenance</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Industrial Sites			
4.3.1 General The general requirements of Subsection 4.1 shall apply and govern except as may be extended or amended herein	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.2 Roads			
Road Width, 10m (min) Provided: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intersections, 15m Radius (min) Provided: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cul-de-Sac, 15m Radius (min) Provided: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Report submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Transportation Policy Guidelines are met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Design Criteria

Design Criteria	Yes	No	N/A
5.1 Roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum Grade: _____%			
Maximum Grade: _____%			
Typical Pavement Section,			
Asphalt Surface Course: _____ mm			
Asphalt Base Course: _____ mm			
Granular Base: _____ mm			
Curb and Gutter Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subdrains are Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sidewalk width: _____ m			
5.2.1 Multi-Use Pathway width: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Sanitary Sewers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitary Sewer Design Sheets Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum Manhole Spacing: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitary Sewer Pipe Material: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum Sanitary Pipe Size: _____ m Diameter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum Sanitary Pipe Size: _____ m Diameter			
Minimum Sewer Velocity: _____ m/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum Sewer Velocity: _____ m/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum Pipe Cover: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum Pipe Cover: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service Connection Size: _____ m Diameter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sampling Manhole Provided at the Property Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there conflicts with other utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List: _____			
5.3.1 Private On-Site Wastewater Treatment Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Storm Sewers/Drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storm Sewer Design Sheets Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum Manhole Spacing: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storm Sewer Pipe Material: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum Storm Pipe Size: _____ m Diameter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum Storm Pipe Size: _____ m Diameter			
Minimum Sewer Velocity: _____ m/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum Sewer Velocity: _____ m/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum Pipe Cover: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maximum Pipe Cover: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service Connection Size: _____ m Diameter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Precast Concrete Catch Basins with Cast Iron Frame and Grates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Precast Concrete Manholes with Cast Iron Frame and Covers, Safety Landing (where necessary), and Aluminum Ladder Rungs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there conflicts with other utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List: _____			

Design Criteria (Cont.)				
5.5	Watermains			
	Maximum Valve Spacing: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Watermain Pipe Material: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Type of Fittings Proposed: _____			
	Minimum Watermain Size: _____ m Diameter			
	Maximum Watermain Size: _____ m Diameter			
	Minimum Pipe Cover: _____ m			
	Maximum Pipe Cover: _____ m			
	Service Connection Size: _____ mm Diameter			
	Water Valve Proposed at Property Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fire Hydrants with Storz Couplings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are there conflicts with other utilities List: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.1	Water Sampling Station Are locations shown on plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6	Storm Water Management Facilities			
	Storm Water Calculations Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Building Finish Floor Elevation: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Max. 1:2 Year Storm Storage Depth: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Max. 1:100 Year Storm Storage Depth: _____ m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1:100 Year Storm Required Storage: _____ m ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1:100 Year Storm Provided Storage: _____ m ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Water Quality Chamber Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7	Pumping Stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Wetwell Size: _____			
	Maximum Flow Rate: _____ m ³ /s			
	Pump Horsepower: _____ H.P.			
	Pump Curve Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Backup Pump(s) Provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Alarms Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.8	Light Intensity Standards			
	Lighting Level Plan Submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Full Cut Off Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.9	Backfill and Compaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Meet OPSS and/or Municipal Specifications			
5.10	Restoration and Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Landscape Plan Submitted			
5.11	Recycled Material Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Material specifications to be submitted to the Town for review</i>			
5.12	Other Utilities			
	Telephone Service Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cable Television Service Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Natural Gas Service Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Specifications

Specifications	Yes	No	N/A
6.1/6.2 General - Ontario Provincial Standard Specifications Are Ontario Provincial Standard Specifications referenced on the drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Municipal Standard Specifications Are Municipal Standard Specifications referenced on the drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Drawings

All site or subdivision plans and record drawings and/or specifications to be submitted within 60 days of the acceptance of services.

8. Miscellaneous

Miscellaneous	Yes	No	N/A
8.1 Tree Planting Tree Location Plan is Provided <i>The Developer will pay the Town \$250 per tree to be planted, and the Town will plant.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9 Additional Comments

Use the space below to provide explanations and comments for any “No” answers, as well as any site specific information that may be of use. Attach additional copies of this page if necessary.

Item No.	Explanation
<i>Example</i>	
2.2	<i>Certificate of Approval pending from MOE, copy to be sent to Town upon receipt.</i>