

M.S.T.W. SITE PLAN REQUIREMENTS

Every building permit application, except interior renovations, requires a site plan. This would include new structures over 10 square metres or 107.64 square feet, additions to existing structures, and decks.

A site plan can be prepared in a few ways. If a designer is preparing your building plans, a site plan often is prepared as well if requested. If a survey certificate or building location certificate is available, photocopy it and use the photocopy as a template; showing changes that are being made. If neither of these options is available, prepare the site plan making it as neat as possible using a ruler. The site plan does not need to be drawn to scale, but it is essential for the measurements to be accurate.

A site plan must provide the following information:

- * a clear and accurate drawing of the lot shape and dimensions, including arks if present. If the lot is an irregular shape, all dimensions should be shown.
- * a marking that shows the direction of North
- * street names along the edge of the property lines; if a corner lot, both street names are required to be visible on the site plan, if interior lot lines; mark as "interior lot"
- * the placement of all existing buildings, if applicable (should be marked as existing)
- * the placement of the new project with the construction measurements of the structure being built
- * driveway placement with approximate distance from side property line
- * distances from the closest finished wall of the building to each of the property lines measured in feet (north, south, east, west). If any documentation is supplied using metric measurements, make the conversion to imperial to ensure they match the measurements on the site plan, and for easier interpretation of the zoning by-law setback requirements.
- * if an accessory building, the distance between it and the primary building clear of all projections

Two site plan examples are below. If you have any questions concerning site plan preparation, please contact MSTW administrative staff.

