

Site Plan - Checklist



- Align all dimension strings **13**
- Provide all building setbacks relative to property lines and adjacent curbs **17**
- Indicate POPS, easements, midblock connections, bus/transit stops, and shared laneways **20**
- Dimension exterior envelope and site features only. **12**
- Show dimensions between main interior walls- Limit internal dimensions. **18**
- Highlight moved infrastructure **25**
- Make sure annotations are legible **5**
- Show laneway width and indicate lane centerline **22**
- Label air vents with grate density **28**
- Show location of utilities **27**
- Provide dimensions of projections and exterior elements. **14**
- Show the overall building length and depth **15**
- Show all manhole covers **26**
- Show all street level utility features **29**
- Show above ground infrastructure. **24**
- Indicate building face to curb dimension **16**
- Identify required right of way or laneway widening areas. **23**
- Reference Ground Floor Plan layout exclusively **2**
- Show all vertical circulation **21**
- Omit site survey overlays and complex grading data; prioritize plan legibility **3**
- Clearly delineate existing and proposed property boundaries. **9**
- Highlight property lines with a thicker linewidth **10**
- Illustrate pedestrian, vehicular, and service routes **19**
- Make diagrammatic lines less prominent **6**
- Contextualize site by indicating adjacent building footprints, municipal addresses, and primary use. **11**
- Show retaining wall locations with their geodetic elevations for all grade changes. Exclude all other grading overlays and survey data per item 3. *

Legends and relevant charts to be displayed outside the floor plan **7**

PROPERTY & BOUNDARIES

- PROPERTY LINE
- EASEMENT BOUNDARY

LANDSCAPE & SITE ELEMENTS

- PROPOSED TREES
- EXISTING TREE TO REMAIN
- HIGH-ALBEDO PAVING, SRI ABOVE 29

CIRCULATION

- ROAD EXTENSION
- PEDESTRIAN CLEARWAY
- LOADING ACCESS

UTILITIES

- FH FIRE HYDRANT

STREET & SITE FURNISHINGS

- STREET LIGHT
- BIKE RINGS

TRAFFIC CONTROL

- OSI TRAFFIC SIGN (SI)
- OTL TRAFFIC LIGHT (TL)

BUILDING ACCESS

- MAIN BUILDING ENTRANCE
- BUILDING ENTRANCE
- FIRE EXIT
- OVERHEAD DOOR

ADDRESS

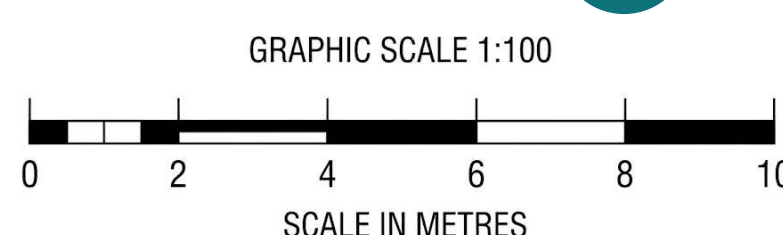
SPA Submission

1:100

PROJECT SCALE

SITE PLAN DRAWING

A0.00



1

Site Plan - Checklist

A DRAWING SETUP

- ☐ 1 Show north arrow.
 - ☐ 2 Reference Ground Floor Plan layout exclusively
 - ☐ 3 Omit site survey overlays; prioritize plan legibility
 - ☐ 4 Remove revision clouds/notes.
 - ☐ 5 Ensure all annotations are legible and do not overlap.
 - ☐ 6 Use consistent lineweights and colours to emphasize essential information.
 - ☐ 7 Display legends, relevant charts, and tables outside the floor plan
 - ☐ 8 Remove interior space partitions. Show major spaces.
- ☐ * Ensure no notes are duplicated anywhere on the drawing set.
- ☐ * Ensure all notes are oriented correctly and are not mirrored or reversed.
- ☐ * Use metric units exclusively for all measurements.

B SITE & PROPERTY

- ☐ 9 Clearly delineate existing, proposed property boundaries and easements.
 - ☐ 10 Emphasize property lines visually
 - ☐ 11 Show adjacent building footprints, municipal addresses, and primary use.
- ☐ * Show existing buildings and structures to remain.
- ☐ * Show retaining walls and geodetic elevations associated with grade changes.

C DIMENSIONS & LABELING

- ☐ 12 Dimension exterior envelope and site features only. Limit interior dimensions.
 - ☐ 13 Eliminate floating dimension lines; ensure text is consistently aligned
 - ☐ 14 Provide dimensions of projections and exterior elements.
 - ☐ 15 Show overall building length and overall building depth
 - ☐ 16 Indicate building face to curb dimension.
 - ☐ 17 Provide all building setbacks relative to property lines and adjacent curbs
 - ☐ 18 Provide point-to-point dimensions between main interior walls
- ☐ * Show setback distances to parkland, its area and dimensions.
- ☐ * Provide dimensions between separate buildings on the same lot.

D CIRCULATION & ACCESS

- ☐ 19 Clearly show pedestrian, vehicular, and service access routes.
- ☐ 20 Indicate POPS, amenity areas, mid block connections, transit stops, and laneways.
- ☐ 21 Show all vertical circulation elements (stairs, elevators, ramps).
- ☐ 22 Specify laneway and right of way widths, indicating centerlines.
- ☐ 23 Identify required right of way or laneway widening areas.

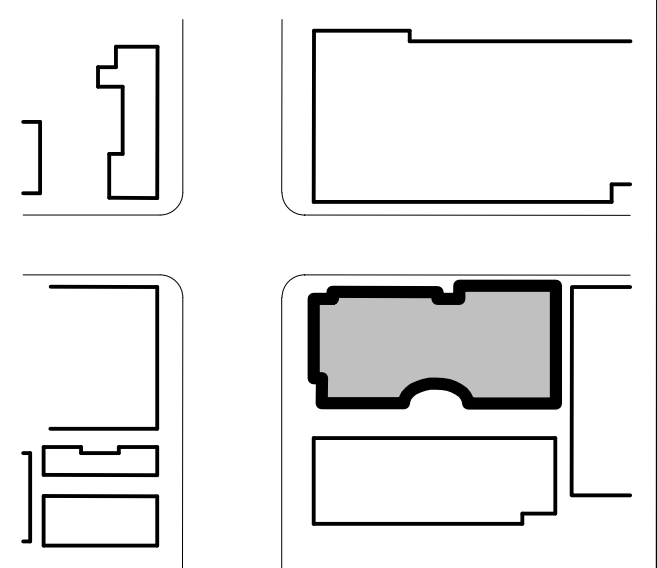
E UTILITIES & INFRASTRUCTURE

- ☐ 24 Show all existing above-grade infrastructure.
- ☐ 25 Show only final, approved locations for at grade utility structures.
- ☐ 26 Locate all existing manhole covers.
- ☐ 27 Show locations of utilities such as transformers and gas meters.
- ☐ 28 Label air vents and indicate grate density and gas meter screening
- ☐ 29 Show all street level utility features including hydro and lighting poles, fire hydrants, and transformers.

Scan to learn more about:
Application Support Material
Terms of Reference



Site Plan - Checklist



PROPERTY & BOUNDARIES

- PROPERTY LINE
- EASEMENT BOUNDARY

LANDSCAPE & SITE ELEMENTS

- PROPOSED TREES
- EXISTING TREE TO REMAIN
- HIGH-ALBEDO PAVING, SRI ABOVE 29

CIRCULATION

- ROAD EXTENSION
- PEDESTRIAN CLEARWAY
- LOADING ACCESS

UTILITIES

- FH FIRE HYDRANT

STREET & SITE FURNISHINGS

- STREET LIGHT
- BIKE RINGS

TRAFFIC CONTROL

- OSI TRAFFIC SIGN (SI)
- OTL TRAFFIC LIGHT (TL)

BUILDING ACCESS

- MAIN BUILDING ENTRANCE
- BUILDING ENTRANCE
- FIRE EXIT
- OVERHEAD DOOR

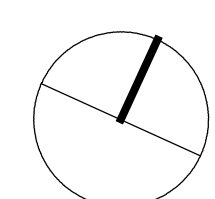
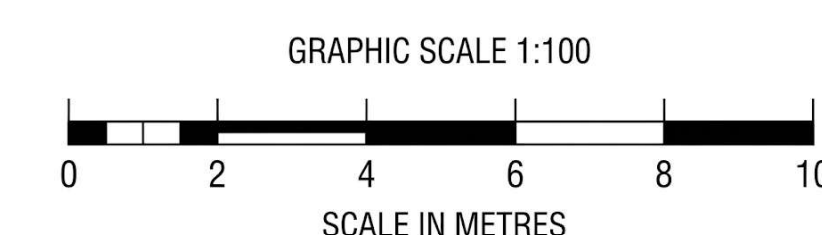
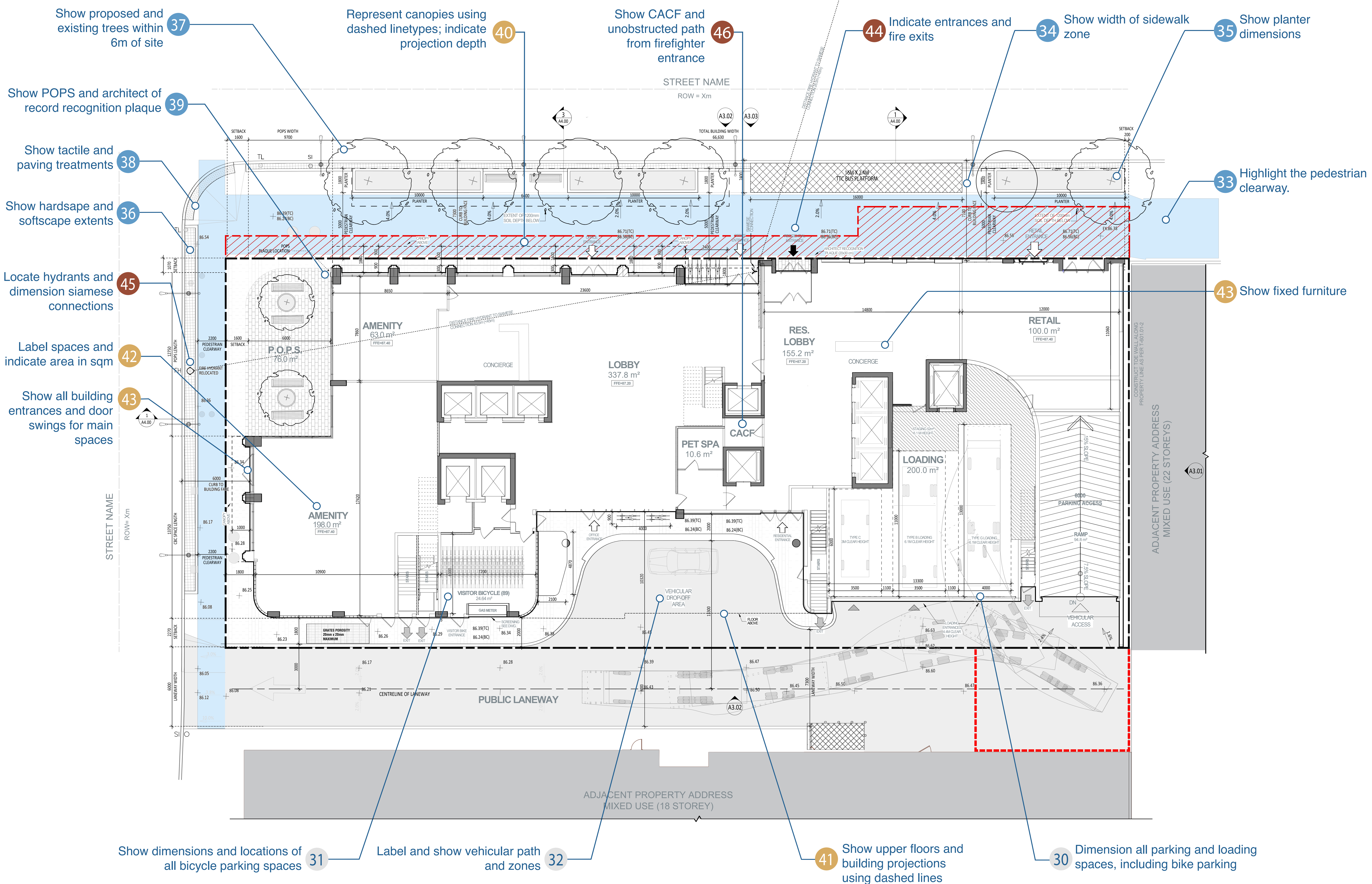
ADDRESS

SPA Submission

1:100
PROJECT SCALE

SITE PLAN DRAWING

A0.00



Site Plan - Checklist

F PARKING, LOADING & BIKES

- ☐ 30 Provide dimensions for all vehicular parking and loading spaces.
- ☐ 31 Show dimensions and locations for all bicycle parking spaces.
- ☐ 32 Clearly designate and show dimensions of driveways, vehicle entrances, and drop off zones.
- ☐ * Label the number of bike racks

G PUBLIC REALM & LANDSCAPE

- ☐ 33 Emphasize the primary pedestrian clearway.
- ☐ 34 Show width of the sidewalk zone measured from building face to curb.
- ☐ 35 Show planters locations and dimensions.
- ☐ 36 Delineate extents of hardscape and softscape treatments
- ☐ 37 Locate all proposed and existing trees within 6 m of the site perimeter.
- ☐ 38 Indicate tactile walking surface indicators (TWSIs) and specialized paving
- ☐ 39 Show the location of POPS plaque and architect of record recognition plaque
- ☐ * Separate landscape information into dedicated drawings (e.g., Soil Volume-Plan, Planting Plan).
- ☐ * Show on site parkland dedication areas.

H BUILT ELEMENTS

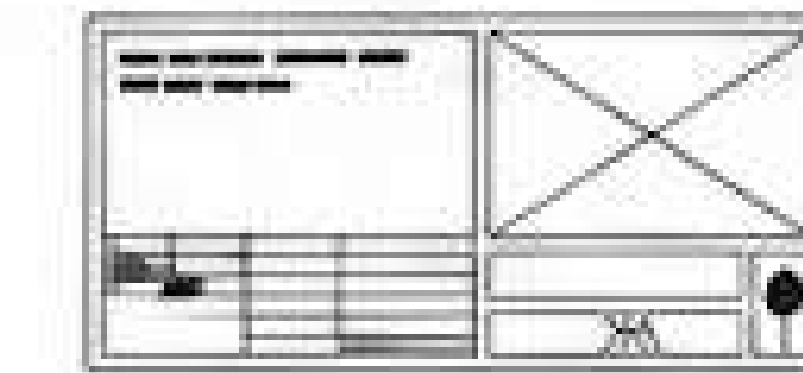
- ☐ 40 Represent canopies using dashed linetypes; indicate projection depth.
- ☐ 41 Show upper floor building projections using dashed lines.
- ☐ 42 Label major spaces and indicate space areas in square metres.
- ☐ 43 Show all building entrances, exterior door swings, and fixed furniture.

I FIRE SAFETY

- ☐ 44 Clearly mark all building entrances and emergency exit points
- ☐ 45 Show fire hydrant and siamese connections with dimension to building entrance.
- ☐ 46 Show the Central Alarm and Control Facility (CACF) on the plan and ensure an unobstructed access to entrance.
- ☐ * Show measurements from fire access routes to building entrances.
- ☐ * If applicable show required fire access routes.
- ☐ * If applicable, show a minimum of two remotely located Fire Department Connections (FDCs).

CHECKLIST REFERENCE GUIDE

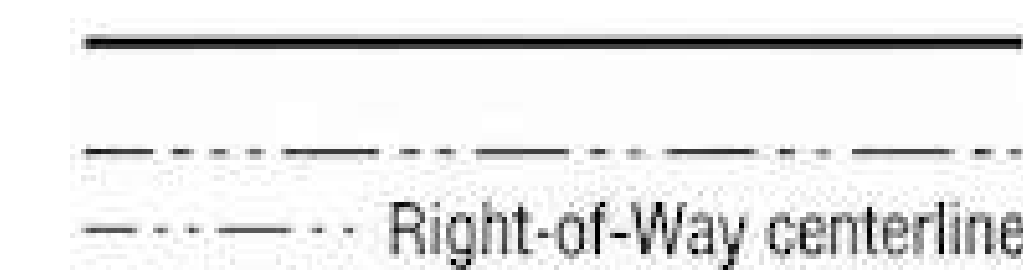
Technical focus of each category



[A] DRAWING SETUP

Graphical representation, maintain legibility, show only essential information.

A



[B] SITE & PROPERTY

Highlight property boundary, easements, POPS and site context.

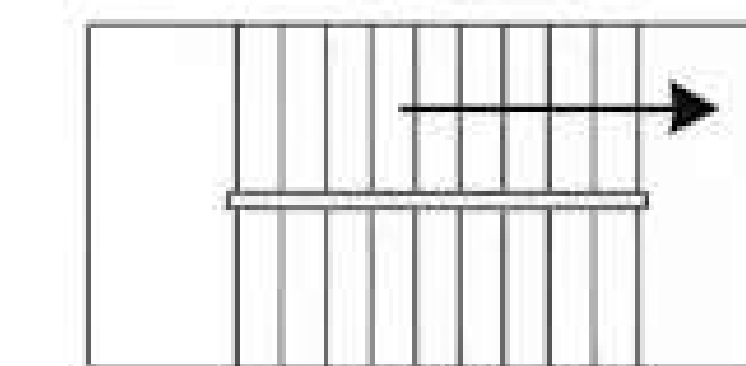
B



[C] DIMENSIONS

Dimension building footprint, setbacks, building face to curb and exterior elements.

C



[D] CIRCULATION

Show pedestrian clearways, vehicular paths, fire access and vertical circulation.

D



[E] UTILITIES

Show manholes, utilities, transformers, gas meters and vents.

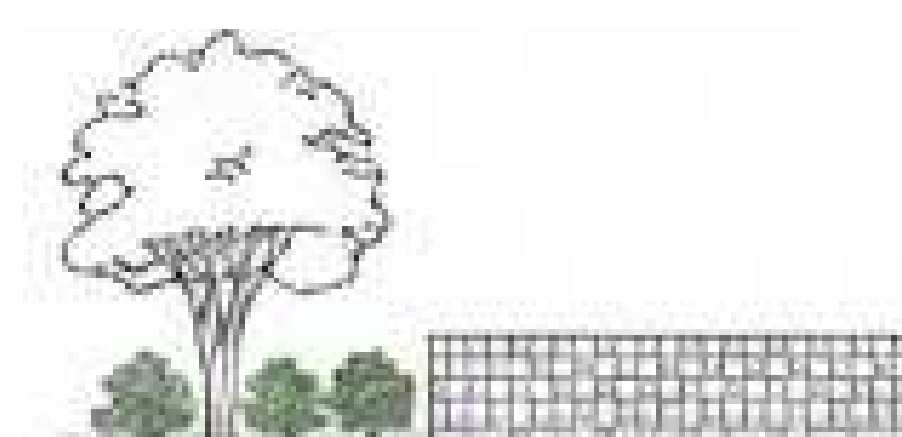
E



[F] PARKING

Dimension all stalls, bike parking locations and loading areas.

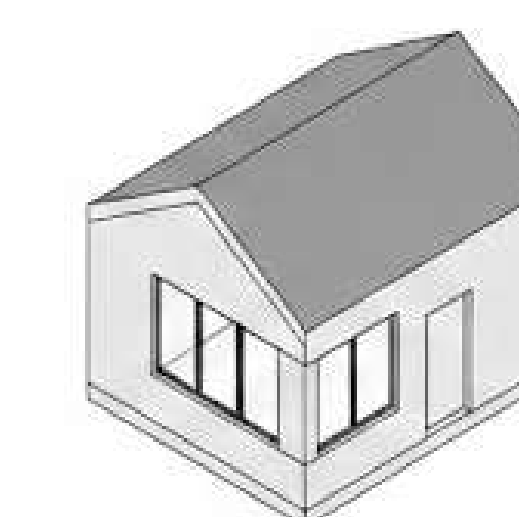
F



[G] PUBLIC REALM

Show tree planting locations, hardscape/softscape areas and other streetscape.

G



[H] BUILT ELEMENT

Show building projections, fixed interior furniture, and exterior door swings.

H



[I] FIRE SAFETY

Locate hydrants, FDC's, CACF rooms and siamese connections.

I