

<b>FOR OFFICE USE ONLY</b>	
CN: 3-5-02-04	
Application:	_____
Roll No.:	_____

APPLICATION IS HEREBY MADE TO:

The Town of Lincoln  
4800 South Service Road  
Beamsville ON L3J 1L3  
Tel: 905-563-8205  
Email: [planningapplications@lincoln.ca](mailto:planningapplications@lincoln.ca)

The undersigned hereby requests the Council of the Corporation of the Town of Lincoln to consider this application as it affects the lands and/or premises hereinafter described to the extent and upon the terms and conditions set forth in this application, including Appendices hereto.

**NOTE: REFER TO APPENDIX "B" SCHEDULE OF FEES AND APPENDIX "C" SITE PLAN PROCEDURES AND STANDARDS MANUAL**

**1. TYPE OF APPLICATION (check one)**

- |   |   |
|---|---|
| <input type="checkbox"/> General (Commercial, Industrial, Institutional, Multiple Residential, etc) | <input type="checkbox"/> Amendment to an Existing Approved Site Plan and/or a Site Plan Agreement |
| <input type="checkbox"/> Permanent Farm Helphouse   | <input type="checkbox"/> Discharge or Partial Discharge of a Site Plan Agreement                  |
| <input type="checkbox"/> Seasonal Farm Helphouse  | <input type="checkbox"/> Other  |

**2. FEE**

In accordance with the Fees and Charges, found on the Town's [website](#), the required Application Fee of \$\_\_\_\_\_ is enclosed.

**3. OWNER, APPLICANT, AGENT AND/OR SOLICITOR**

- (a) Owner's Name (Please Print) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Postal Code \_\_\_\_\_ Tel: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Email \_\_\_\_\_
- (b) Applicant's Name (Please Print) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Postal Code \_\_\_\_\_ Tel: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Email \_\_\_\_\_
- (b) Agent's Name (Please Print) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Postal Code \_\_\_\_\_ Tel: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Email \_\_\_\_\_
- (c) Solicitor's Name (Please Print) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Postal Code \_\_\_\_\_ Tel: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Email \_\_\_\_\_

**NOTE: ALL CORRESPONDENCE WILL BE SENT TO THE APPLICANT EXCEPT WHERE AN AGENT IS EMPLOYED, IN WHICH CASE IT WILL BE SENT TO THE AGENT.**

**4. APPLICANT'S RELATIONSHIP TO SUBJECT LANDS**

- Registered Property Owner
- Authorized Agent of Registered Owner
- Holder of Option to Purchase Subject Lands
- Authorized Agent of Person Holding Option to Purchase
- Other (specify) \_\_\_\_\_

**5. OWNER'S ACKNOWLEDGMENT**

If the applicant is other than the registered owner of the subject lands, the Owner must complete the following affidavit:

I/We, (Please Print) \_\_\_\_\_  
being the registered Owner(s) of the land described herein, am (are) aware of the intended use as requested herein and have no objection to this application being submitted.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

Note: If the development application involves two or more separate properties under separate ownership, separate authorization must be provided from each registered owner and be attached hereto. **The application must include original signatures.**

**6. MORTGAGES, RESTRICTIONS, COVENANTS, ETC.**

- (a) Names and addresses of all mortgagees, holders of charges or other encumbrance with respect to the subject lands:

Name (Please Print) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Postal Code \_\_\_\_\_

NOTE: If more space is required, attach a separate sheet hereto.

- (b) Are there any easements, rights-of-way, restrictions, or other covenants applicable to the subject lands? If yes, describe what they are.

NO

YES \_\_\_\_\_

- (c) Does the proposed development conform to the Zoning By-law requirements in effect? If no, describe what the deficiency(s) is and what action is being taken to resolve it.

NO

YES \_\_\_\_\_

**7. LOCATION OF THE SUBJECT LANDS**

Municipal Address \_\_\_\_\_  
 Legal Description:  
 Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Reg. Plan \_\_\_\_\_  
 Part(s) \_\_\_\_\_ Ref. Plan \_\_\_\_\_  
 Lot(s) \_\_\_\_\_ Concession \_\_\_\_\_  
 Former Municipality \_\_\_\_\_  
 If known, Assessment Roll No. \_\_\_\_\_

**8. PROPOSAL**

A covering letter may be submitted if more space is required.

**(a) GENERAL**

- (i) Describe the existing use of the subject lands:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- (ii) Explain the proposed use of the subject lands:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- (iii) If this application is finally approved, within what period of time, after approval will you:
  - Commence building, if building is necessary? \_\_\_\_\_
  - Commence use of the lands and/or structures for the purposes, which you have stated? \_\_\_\_\_
  - Complete all works shown on the approved plans? \_\_\_\_\_

**(b) SITE DETAILS**

Lot Frontage	_____	Metres	
Lot Area	_____	Square Metres	
Building Ground Floor Area	_____	Square Metres (from outside walls)	
Gross Floor Area	_____	Square Metres (all floors from outside walls)	
Building Height	_____	Metres	
	_____	Storeys	
Building Coverage	_____	Square Metres	_____ % of Lot Area
Total Number of Parking Spaces	_____	Above ground	
	_____	Underground	
Number of Dwelling Units	_____		
Minimum Floor Area of Dwelling Units			
Bachelor	_____	Square Metres	
One Bedroom	_____	Square Metres	
Two or More Bedrooms	_____	Square Metres	
Landscaped Open Space	_____	Square Metres	_____ % of Lot Area
Number of employees on the largest shift	_____		

**9. SERVICES AND ACCESS**

How is the proposed development to be serviced and accessed?

- |   |  |
|---|--|
| <input type="checkbox"/> Public Sanitary Sewer System | <input type="checkbox"/> Municipal Storm Sewer       |
| <input type="checkbox"/> Private Septic System        | <input type="checkbox"/> Storm Drainage Pond         |
| <input type="checkbox"/> Private Holding Tank         | <input type="checkbox"/> Town Road/Street Access     |
| <input type="checkbox"/> Public Water System          | <input type="checkbox"/> Regional Road/Street Access |
| <input type="checkbox"/> Private Ground Water Well    | <input type="checkbox"/> Provincial Highway Access   |
| <input type="checkbox"/> Private Water Cistern        |  |
| <input type="checkbox"/> Private Water Storage Pond   |  |

**10. REQUIRED PLANS AND RELATED RELEVANT INFORMATION**

The following information shall be submitted with the application:

- One (1) hardcopy and one (1) digital copy of the Site Plan
- One (1) hardcopy and one (1) digital copy of the Building Elevation Plan (to be submitted in colour)
- One (1) hardcopy and one (1) digital copy of the Floor Plan(s)
- One (1) hardcopy and one (1) digital copy of the Landscape Plan and Fencing Plan
- One (1) hardcopy and one (1) digital copy of the Site Servicing and Grading Plan
- One (1) copy of the Deed to property
- One (1) copy of Appendix "A" Administration Fee and Cost Estimate of Site Works
- One (1) hardcopy and one (1) digital copy of any background reports
- Any other plans or studies identified at the pre-consultation meeting

Hand drawn sketches will not be accepted. An electronic copy of all drawings must be submitted with the application. As well, all drawings must be folded not larger than legal size (8 ½ x 14").

**NOTE:**

- All Plans are required to be prepared in accordance with Appendix "C" attached hereto
- Processing time for most applications is 3 – 4 months from receipt of a complete application.

**IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT ALL OF THE REQUIRED INFORMATION IS PROVIDED TO THE TOWN. FAILURE TO PROVIDE ALL OF THE REQUIRED INFORMATION WILL RESULT IN THE DELAY IN THE PREPARATION OF THE AGREEMENT.**

**THE APPLICATION FEE OUTLINED ON THE TOWN'S [WEBSITE](#) INCLUDES THE REVIEW OF UP TO TWO ENGINEERING SUBMISSIONS AND REVIEW OF THE FINAL ENGINEERING SUBMISSION. IF THE TOWN IS REQUIRED TO REVIEW MORE THAN A TOTAL OF THREE ENGINEERING SUBMISSIONS, THE APPLICANT WILL BE INVOICED BY THE TOWN FOR THE ADDITIONAL STAFF TIME INVOLVED IN THE REVIEW OF THE APPLICATION.**

**APPENDIX "A"**  
**ADMINISTRATION FEE AND**  
**COST ESTIMATE OF SITE WORKS AND SERVICES**

<b>COST ESTIMATE OF ON-SITE WORKS AND SERVICES</b>		
<b>PRIMARY SERVICES</b>		
1.	EARTHWORKS, GRADING, EROSION CONTROLS AND ENGINEERED FILL	\$
2.	WATER SERVICING	\$
3.	SANITARY SEWER SERVICING	\$
4.	STORM SEWER SERVICING	\$
5.	STORMWATER MANAGEMENT	\$
6.	ROAD BASE (GRAVEL)	\$
7.	MUD AND DUST CONTROL	\$
<b>TOTAL PRIMARY SERVICES</b>		<b>\$</b>
<b>SECONDARY SERVICES</b>		
1.	PAVING AND CURBS	\$
2.	SIDEWALKS AND WALKWAYS	\$
3.	FENCING AND NOISE ATTENUATION	\$
4.	TREES, LANDSCAPING AND STREETSCAPING	\$
5.	FINAL LOT GRADING/TOPSOIL AND SOD	\$
6.	OTHER WORKS AND SERVICES	\$
<b>TOTAL SECONDARY SERVICES</b>		<b>\$</b>
<b>COST ESTIMATE OF OFF-SITE WORKS AND SERVICES</b>		
1.	WATER LINES AND HYDRANTS	\$
2.	SANITARY SEWERS	\$
3.	STORM SEWERS	\$
4.	OTHER WORKS OR SERVICES	\$
<b>TOTAL OFF-SITE WORKS AND SERVICES</b>		<b>\$</b>
<b>LETTER OF CREDIT</b>		
1.	GUARANTEE OF PRIMARY SERVICES (25%)	\$
2.	GUARANTEE OF SECONDARY SERVICES (100%)	\$
3.	GUARANTEE OF OFF-SITE WORKS (100%)	\$
<b>TOTAL LETTER OF CREDIT</b>		<b>\$</b>

**ADMINISTRATION FEES (EXCLUDES ENGINEERING CONTINGENCY AND HST)**

1.	5% OF THE TOTAL COST OF THE WORKS AND SERVICES UP TO \$100,000, PLUS	\$
2.	4% OF THE TOTAL COST OF THE WORKS AND SERVICES IN EXCESS OF \$100,000 AND UP TO \$500,000, PLUS	\$
3.	3% OF THE TOTAL COST OF THE WORKS AND SERVICES IN EXCESS OF \$500,000 AND UP TO \$2,000,000, PLUS	\$
4.	2% OF THE TOTAL COST OF THE WORKS AND SERVICES IN EXCESS OF \$2,000,000 AND UP TO \$4,000,000; PLUS	\$
5.	1% OF THE TOTAL COST OF THE WORKS AND SERVICES IN EXCESS OF \$4,000,000	\$
<b>TOTAL AMOUNT OF CASH PAYMENT</b>		<b>\$</b>

**PLEASE RETAIN THE FOLLOWING PAGES FOR YOUR RECORDS**

**APPENDIX "C"**

**TOWN OF LINCOLN  
SITE PLAN  
PROCEDURES AND  
STANDARDS MANUAL**



## TABLE OF CONTENTS

	<u>PAGE</u>
<b>1. INTRODUCTION</b>	<b>11</b>
1.1 SITE PLAN CONTROL AREA	11
1.2 DEFINITION OF DEVELOPMENT OR REDEVELOPMENT	11
1.3 SITE PLAN REVIEW COMMITTEE	11
1.4 POLICIES AND REQUIREMENTS FOR ALL DEVELOPMENT AND REDEVELOPMENT PROPOSALS	12
1.4.1 Cost	12
1.4.2 Change of Agent	12
1.4.3 Building Permits	12
1.4.4 Site Plan Amendment	12
1.4.5 Legal Requirements	12
1.4.6 Performance Security	12
1.4.7 Fees	13
1.4.8 Works on Municipal Right-of-Ways	13
1.4.9 Reports and Designs	13
1.4.10 Cost Estimates	13
1.4.11 Lot Grading and Drainage	13
<b>2. SITE PLAN APPROVAL PROCEDURES</b>	<b>13</b>
Step 1 Preliminary Discussions & Pre-consultation	13
Step 2 Submission of Application	13
Step 3 Review and Circulation of Application and Plans	14
Step 4 Resubmission of Site Plan	14
Step 5 Second Review and Circulation of Plan(s)	14
Step 6 Approval of Final Site Plan and Agreement	14
Step 7 Recommendation to Council	14
Step 8 Registration of Site Plan Agreement	14
Step 9 Final Plans Approval	15
Step 10 Building Permit	15
Step 11 Performance Security and Reductions	15
Step 12 Inspection	15
Step 13 Amendments to the Site Plan	15
Step 14 Appeal to the Ontario Municipal Board	16
<b>3. REQUIREMENTS FOR APPROVAL OF PLANS/DRAWINGS</b>	<b>16</b>
3.1 General Site Plan	16
3.2 Building Elevation Plan	17
3.3 Site Servicing and Grading Plan	17
<b>4. DESIGN GUIDELINES</b>	<b>17</b>
4.1 Urban and Hamlet Areas	17
4.1.1 Residential Developments	17
4.1.2 Commercial and Industrial Developments	18
4.2 All Other Areas, Excluding Urban Areas and Hamlet Areas	18
4.2.1 Farm Helpouses	20
4.2.2 Rural Commercial/Industrial Developments	20
<b>5. LANDSCAPE REQUIREMENTS</b>	<b>21</b>
5.1 General Requirements	21
5.2 Landscape Requirements for Parking Areas	21
5.3 Planting Stock	21
5.4 Plant Material	22
5.5 Fences, Decorative Walls and Berms	22
5.6 Tree Preservation	22
<b>6. GARBAGE STORAGE/SNOW STORAGE AREAS</b>	<b>22</b>
6.1 Location of Garbage	22
6.2 Location of Snow Storage Areas	23
<b>7. ENGINEERING STANDARDS AND DETAILS</b>	<b>27</b>
7.1 Stormwater Management/Servicing Guidelines	27

## 1. INTRODUCTION

Site Plan Agreements are entered into by the Town of Lincoln and the Owner(s) to ensure the aesthetic compatibility of the proposed development or redevelopment with existing surrounding land uses. This is done through the review of the Site Design and Layout, Landscaping, Building Elevations and Site Servicing and Grading. No Building Permit will be issued until the Site Plan Agreement has been registered on title; the site plan has been approved; and certain conditions of the Agreement have been completed.

This Manual has been prepared to assist applicants wishing to develop or redevelop lands and to ensure that the development of land within the Town is conducted in an orderly and appropriate manner.

### **SITE PLAN CONTROL AREA**

The Planning Act permits a Municipality to designate a Site Plan Control Area and the Town has designated all lands within the Town, with the exception of those lands within the Niagara Escarpment Plan Control Area, as a Site Plan Control Area.

Any development or redevelopment in the Site Plan Control Area, save and except the following types of development, are subject to Site Plan Control:

- (a) Any one or two unit dwelling, or alteration thereto, and related accessory buildings, not including the following:
  - (i) Farm helphouse;
  - (ii) Any one or two-unit dwelling being developed within a block type development, such as a plan of condominium;
  - (iii) Development identified in an Official Plan Amendment as requiring site plan approval;
- (b) Any accessory building related to a street townhouse unit;
- (c) Swimming pools; and
- (d) Agricultural buildings accessory to a farm operation and located on the same lands, used for the purpose of housing livestock, farm products or farm machinery. However, greenhouses, commercial farm markets and agri-tourism uses are subject to site plan control.

### **DEFINITION OF DEVELOPMENT OR REDEVELOPMENT**

Development or Redevelopment means the construction, erection, or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out and establishment of a commercial, industrial or institutional parking lot.

### **SITE PLAN REVIEW COMMITTEE**

Site Plans are reviewed by the Development Coordinating Committee, which consists of staff from various Departments of the Town. This review process is intended to ensure compliance with municipal requirements (e.g., official plan, zoning, engineering and other standards, etc.). The site plan is also reviewed by outside agencies, which have an interest.

There are circumstances where Council's Planning and Development Committee and/or Council review Site Plans. This normally occurs when requested by Council; when the owner/developer and staff cannot agree on issues; or when staff are of the opinion that the development or redevelopment could be of a controversial or significant nature.

All inquiries regarding Site Plan submissions are to be directed to the Town's Planning and Development Department.

## **POLICIES AND REQUIREMENTS FOR ALL DEVELOPMENT AND REDEVELOPMENT PROPOSALS**

### **1.4.1 Cost**

Lands shall be developed at the expense of the Owner(s) and only in accordance with the registered Site Plan Agreement and Approved Plans.

### **1.4.2 Change of Agent**

Should the Owner(s) change Agents during the Site Plan approval process, written notice must be forwarded to the Town's Planning and Development Department prior to further transactions occurring.

### **1.4.3 Building Permits**

No building permits will be issued until such time as the Site Plan Agreement has been registered on title at the Registry Office; the Director of Planning and Development has approved the Site Plan; the Director of Public Works has approved the Site Servicing and Grading Plan; sufficient securities have been received by the Director of Planning and Development and certain conditions of the agreement have been completed.

### **1.4.4 Site Plan Amendment**

The requirements of the Site Plan Agreement and Approved Plans run with the title of the subject property and the Owner(s) is obliged to fulfill the terms of the Agreement and to maintain all works in accordance with the Agreement and Approved Plan.

Should, at any point in time, the Owner(s) wish to construct additions; new building(s) or structure(s); or change the physical development of the property in any manner beyond what is provided for in the registered Site Plan Agreement or that shown on the Approved Plans, an application for an amendment to the Site Plan will be required. The Owner(s) must confer with the Planning and Development Department.

In most instances, an amendment to the Agreement is not required, however, the Approved Plans will require revisions.

### **1.4.5 Legal Requirements**

Any application for a Site Plan Approval/Amendment must be accompanied by the following documentation:

- A copy of the most recent deed showing how the current Owner(s) hold title to the property. The Registrar requires a proper legal description with reference to a previously described instrument number.
- Disclosure of any encumbrances, specifically mortgages that appear on title, or mortgages that have recently been discharged in the past six (6) months. Failure of the Applicant to disclose such information results in unnecessary delay, as registration cannot proceed until the status of the encumbrance is ascertained.

### **1.4.6 Performance Security**

A Performance Security in the form of an Irrevocable Letter of Credit in the form approved by the Town or Cash in the amount of 100% of all proposed on-site and off-site works to be performed (excluding the costs for the construction of any proposed building(s)) is to be deposited with the Town prior to final approval of the Site Plan.

#### 1.4.7 Fees

Fees are required for processing and administering Site Plan Approval applications and Agreements. The appropriate fees are listed in Schedule “B” which is attached to the application.

#### 1.4.8 Works on Municipal Right-of-Ways

All servicing work on Town road allowances must be constructed to the Town’s Municipal Design Standards and permits to do the works must be obtained from the Public Works Department, prior to the building permit being issued.

#### 1.4.9 Reports and Designs

All required reports and designs (i.e., Noise, Storm Water Management, Traffic Study, etc.) for the proposed development must be completed and signed by accredited professionals in the specific field of which the report or design was required, to the satisfaction of the Director of Planning and Development and/or the Director of Public Works.

#### 1.4.10 Cost Estimates

An itemized cost estimate for all proposed on-site and off-site works, excluding buildings, to be performed must form part of the initial submission for the site plan review process as per the Appendix, “A” which is attached to the application. Figures must be based on current construction costs.

Town staff will verify the cost estimate and if a discrepancy arises, the Owner/Developer will abide by the changes required by the Town.

#### 1.4.11 Lot Grading and Drainage

The Owner/Developer shall not permit any grading or changing in elevation or contours of the land which could result in the obstruction of natural or artificial drainage courses, discharge of surface water on adjacent lands or public highways. The Applicant has to provide clear evidence that site changes will not result in the blockage of natural drainage, ponding of water on adjacent properties or the discharge of surface water on the adjacent properties or highways. All surface water collected on the site must be discharged into an outlet approved by the Agency having jurisdiction.

All site servicing and grading plans must receive approval of the Town’s Public Works Department.

## 2. SITE PLAN APPROVAL PROCEDURES

### Step 1: Preliminary Discussions and Pre-Consultation

The Applicant/Agent must discuss the proposed development plans in detail with the Town’s Planning and Development Department and other agencies to determine the requirements for a complete application.

### Step 2: Submission of Application

The Applicant/Agent is required to submit the following to the Planning and Development Department:

- (a) One (1) copy of the completed Application form for Site Plan Approval. A letter must accompany the application indicating that all development on the site conforms to the Town’s Zoning By-law.
- (b) One (1) copy of the deed for the property, which is required for registration purposes.

- (c) One (1) hardcopy and one (1) digital copies of the Site Plan, at a scale no smaller than 1:500 (folded, legal size or larger). Details to be put on the site plan are outlined in Section 3 herein.
- (d) One (1) hardcopy and one (1) digital copies of the Building Elevation Plan, at a scale no smaller than 1:100, showing the details of external finishing materials, window and door openings, balconies and roof styles for all sides of the buildings. The drawings should have sufficient detail as to closely portray the actual appearance of the building (height, and width to be indicated on the drawings).
- (e) One (1) hardcopy and one (1) digital copies of the Landscape Plan, at a scale no smaller than 1:500.
- (f) One (1) hardcopy and one (1) digital copies of the Site Servicing and Grading Plan, no smaller than 1:500.
- (g) A cheque/cash payable to the Town of Lincoln for the fees prescribed.

**Please note:** Any site servicing and grading plans submitted must be sealed by a competent professional as determined by the Director of Public Works. The dimensions shown on the plans are to be in metric.

**Step 3: Review and Circulation of Application & Plans**

Upon receipt of the material outlined above, the Planning and Development Department will review the application and, if the submission is in order, will circulate it to affected Departments and agencies. The Applicant/Agent will be notified if the application is incomplete.

Once the review by the Staff Development Coordinating Committee and agencies is complete, a letter of comment will then be sent to the Applicant/Agent outlining any necessary changes.

**Step 4: Resubmission of Site Plan**

If required, the Applicant/Agent will revise the Site Plan as per the letter of comment. Upon resubmission, the applicant will provide a covering letter outlining how each of the concerns in the letter of comment have been addressed along with one (1) copy of the revised plan to the Town’s Planning and Development Department.

**Step 5: Second Review and Circulation of Plan(s)**

The Planning and Development Department will review and circulate the revised plan(s) to the affected Department and Agencies for further comment. A letter will be sent to the Applicant/Agent outlining any required final changes.

**Step 6: Approval of Final Site Plan and Agreement**

Once all the plans have been finalized, the Applicant/Agent will submit to the Planning and Development Department, one (1) copy of all required plans (e.g., site plan, landscape plan, site servicing and grading plan and building elevation plan).

**Step 7: Recommendation to Council**

Most Site Plan Agreements are standard but must be authorized for approval by the Town Council.

When the Director of Planning and Development is reasonably assured a satisfactory Site Plan is imminent, a By-law is then be forwarded to Town Council authorizing the Mayor and Clerk to sign the Agreement on behalf of the Town of Lincoln.

**Step 8: Registration of Site Plan Agreement**

Upon signature of the agreement by the Owner, Encumbrancers and the Town, the Agreement is forwarded to the Town's Solicitor for registration of the document on title. Copies of the registered document are circulated to the Owner(s) and the Town Departments involved in the Site Plan approval process.

**Step 9: Final Plans Approval**

Upon assurance that the agreement has been registered and the performance security and administrative fees are in place, the Director of Planning and Development may approve the Site Plan and forward copies to the Owner and Town Departments involved in the process.

**Step 10: Building Permit**

Upon confirmation that any required servicing drawings (i.e., lot grading, site servicing, lighting, etc.) have been approved and the performance security has been submitted and other matters set out in the agreement have been satisfied, a Building Permit may be issued, subject to compliance with the Ontario Building Code.

**Step 11: Performance Security and Reductions**

The purpose of the Performance Security is to provide the Town with assurances that the site works will be completed in accordance with the terms of the Site Plan Agreement. If the work required by the Agreement is not completed as required in the Agreement, the Performance Security or portion thereof will be retained until the deficiencies are remedied. Upon failure of the Developer/Owner(s) to remedy the situation to the satisfaction of the Town, the Town may choose to cash and/or draw upon the Performance Security, or portion thereof, to have the deficiencies corrected.

If requested in writing, the Town will release portions of the Performance Security as work proceeds in accordance with the Agreement. Prior to any reduction, the Town shall require a certificate from the Project Designer, as applicable, stating that the works with respect to the proposed reduction have been completed in accordance with the Site Plan Agreement. If any elements of the works have been constructed contrary to the Agreement, revised plans shall be submitted by the Project Designer detailing the changes which have been made and the reasons behind the changes.

The Town will review the changes to determine if they are acceptable and whether or not an amendment to the Site Plan is required. If the changes are acceptable and no Amendment is required, the Town will then inspect the site to determine whether or not a reduction in the Performance Security is justified.

If justified, the Director of Planning and Development will authorize the Director of Finance to reduce the Performance Security. If the changes are not acceptable, or if an Amendment is required to reflect the changes, no reduction in the Letter of Credit respecting the changes can occur until all Town Departments have approved the changes.

In all instances, the Town will retain a portion of the Performance Security (10%) until one year after all works have been completed. This is to ensure security against deficiencies, which may occur within that year.

**Step 12: Inspection**

Within approximately one year (or sooner, if requested in writing by the Owner(s)), inspections will be conducted to ensure compliance with the conditions of the Site Plan Agreement.

**Please note:** the requirements of the Site Plan Agreement run with the title of the property and the Owner(s) is continually obliged to fulfill the terms of the Agreement (i.e., property maintenance, servicing, etc.). Should, at any point, the Owner(s) wish to build an addition; add new buildings or structures; or change the physical development of the property in any manner, an application for an Amendment to the Site Plan Agreement will be required.

**Step 13: Amendments to the Site Plan**

See subsection 1.4.4 for details.

**Step 14: Appeal to the Ontario Municipal Board**

The applicant may refer the proposal to the Ontario Municipal Board if approval of a site plan application is not forthcoming within 30 days of submission. The Board will normally hear and determine the matter at issue and make a determination.

**3. REQUIREMENTS FOR APPROVAL OF PLANS/DRAWINGS**

**GENERAL SITE PLAN**

(i) Scale: Minimum 1:500 metric.

(ii) Location of Buildings:

The location of all existing and proposed buildings on the property should be illustrated by indicating setback dimensions from lot lines, dimensions of all buildings, distance between buildings, the type of building and number of storeys.

(iii) Parking/Paved Areas:

All parking spaces numbered, driveways, ramps, loading areas and sidewalks should be indicated and a typical dimension provided. The type of surface material (i.e., asphalt, concrete) should also be indicated.

(iv) Landscaping:

Landscape areas should be clearly indicated as well as the type of landscaping proposed.

(v) Landscape Plan:

The landscape plan must indicate the size, quantity and type of trees or other plants (plantings) proposed. All landscaped areas (other than the proposed plantings) should be sodded.

**Note:** A separate Landscape Plan is usually required depending on the overall detail and complexity of the development proposal. Please consult the Town’s Planning and Development Department in this regard.

(vi) Coverage Table:

The area of all buildings, parking and landscaped area should each be expressed in absolute area (square metres) and as a percentage of total lot area.

E.g.: Buildings	_____ square metres	_____ %
Parking	_____ square metres	_____ %
Landscaping	_____ square metres	_____ %
Total Area	_____ square metres	_____ %

(vii) Miscellaneous Features:

Features such as fencing, retaining walls, and garbage enclosures must be identified on the plan as well as a detailed drawing of the item.

(viii) Property Boundary:

The property boundaries, bearings and distances, including all perimeter dimensions are to be shown on the plan.

**BUILDING ELEVATION PLAN**

- (i) Scale Minimum 1:100 metric.
- (ii) Details: Unless otherwise indicated by the Town, the Applicant/Agent shall provide building elevations showing the overall design of the proposed structure including:
  - Front, side and rear elevations of a typical building block showing the specific material to be used (i.e., brick, wood, concrete block, precast concrete, stucco, etc., including the proposed colours of the materials to be used on the exterior elevations)
  - The elevations must be complete showing windows, doors and height of existing proposed building(s).
  - Elevation plans are to be submitted as coloured drawings.
- (iii) Hand drawn sketches of the proposed building elevations will not be accepted.

**SITE SERVICING AND GRADING PLAN**

Please consult the Public Works Department Municipal Design Standards Manual available through the Public Works Department and Standard Drawing DPW 202 appended to this document.

**4. DESIGN GUIDELINES**

The intent of these Design Guidelines is to provide direction in the development of land.

**4.1 URBAN AND HAMLET AREAS**

4.1.1 Residential Developments

Building Siting & Elements	4.1.1.1	Buildings should be located in accordance with the minimum setback requirements of the Zoning By-law, the Region and M.T.O. requirements, where applicable.
	4.1.1.2	Building placement should not impact on privacy and enjoyment of adjoining properties
	4.1.1.3	Building roofs should be designated to screen mechanical equipment from public view and to contribute to an attractive streetscape.
	4.1.1.4	Infilling in residential areas must respect the building setbacks and heights typical of the streetscape.
	4.1.1.5	Air conditioning compressors should be located where noise will not affect neighbouring properties.
Pedestrian Circulation	4.1.1.6	Safe, direct and convenient walkways, including full access for disabled persons, shall be provided to the building and shall link all functional areas of a site to the streetscape.
	4.1.1.8	Unsightly elements such as loading areas, snow piling areas, parking, transformers, garbage storage, etc. shall be screened from view.



	4.1.1.9	Loading, delivery and emergency vehicle routes should clearly and conveniently connect all buildings to the street.
	4.1.1.10	The design of streets, lanes, drives, parking lots and sidewalks should facilitate easy clearance of snow through the provision of well-drained piling areas, free of utility poles and outlets, signs or plantings.
	4.1.1.11	All vehicular circulation, parking and loading areas are to be paved and edged with curbing.
Lighting	4.1.1.12	Any floodlighting of the land (Parking areas, driveways, landscaped grounds, etc.) or building(s) shall be a non-glare type and directed away from adjacent properties.
	4.1.1.13	All building entrances and related entry courts are to be lighted and clearly visible when entering the site.
	4.1.1.14	All areas of vehicular and pedestrian circulation systems shall be lighted preferable with free-standing fixtures that are task-oriented.
Fencing/ Walls	4.1.1.15	Chain link fences are to be vinyl coated. Any freestanding walls must be made of the same or of visually complementary materials to those used on the exterior walls of the main building.
Signage	4.1.1.16	Signage is to be provided in accordance with the Town's Sign By-law.

#### 4.1.2 Commercial and Industrial Developments

Gas Bars Service Stations	4.1.2.1	Gas bars/service stations shall be designed in accordance with the governing Federal and/or Provincial Regulations and shall have to satisfy the provisions of the Town's Zoning By-law
Building Siting & Elements	4.1.2.2	The exterior treatment of buildings shall consider the following: (a) existing landscape (b) compatibility with and/or complementary to the exterior treatment of adjacent buildings in terms of form, line, colour, texture, fenestration, rooflines, etc. (c) special features, e.g., topography, vegetation which contribute to the character of the area.
Amenity Areas	4.1.2.3	Outdoor amenity (outdoor eating/sitting areas) areas for employees must: (a) be of a sufficient size and shape that will allow for its intended use (b) be located in proximity to the main building (c) have pedestrian linkages from the main building to amenity area so that safe, convenient pedestrian access is provided.
Outdoor Storage	4.1.2.4	Outdoor storage shall be appropriately screened from view.
Pedestrian Circulation	4.1.2.5	Safe, direct and convenient walkways, including full access for disabled persons, shall be provided and shall link all functional areas of a site to the streetscape and to the building entrances.
Parking, Loading and Vehicular	4.1.2.6	Unsightly elements such as shipping and loading areas, snow piling areas, parking, transformers, garbage storage, etc., shall be screened from view

Circulation	4.1.2.7	The design of streets, lanes, drives, parking lots and sidewalks should facilitate easy clearance of snow through the provision of well-drained piling areas, free of utility poles and outlets, signs or plantings.
	4.1.2.8	For commercial developments, all vehicular circulation, parking and loading areas are to be paved and edged with curbing.
	4.1.2.9	For industrial developments, vehicular circulation, parking and loading areas within front and side yards shall be paved and edged with curbing. The balance of the property which is used for the same or similar purpose may have a gravel surface with appropriate dust control measures used.
Lighting	4.1.2.10	Any floodlighting of the land (parking areas, driveways, landscaped grounds, etc.) or buildings(s) shall be a non-glare type and directed away from adjacent properties.
	4.1.2.11	All building entrances and related entry courts are to be lighted and clearly visible when entering the site, and are to be defined by landscape elements.
	4.1.2.12	All areas of vehicular and pedestrian circulation systems shall be lighted preferably with free-standing fixtures that are task-oriented.
Fencing/ Walls/ Berms	4.1.2.13	Chain link fences are to be vinyl coated. Any freestanding walls must be made of the same or of visually complementary materials to those used on the exterior walls of the main building.
	4.1.2.14	Where grass and/or planting covered earth berms are to be used to help screen parking, loading, service or other areas from the streetscape and surrounding developments, the berms are to be designed and constructed to have a natural appearance with maximum side slopes of 3 to 1 and transition slopes at the top and bottom.
Landscape	4.1.2.15	Any portions of a site not covered by a building or hard surface material shall be covered with some form of vegetation. Sod must be used for front yards and exterior side yards, as well as in areas adjacent to the main pedestrian circulation system, and in areas adjacent to similar spaces on an abutting site.
	4.1.2.16	Buildings should be separated from parking areas by a planting areas.
	4.1.2.17	Where private driveways meet the streetline, an entry feature is to be developed including entry plantings of coniferous trees in combination with contrasting or accent planting of other smaller vegetation, and possibly other landscape elements such as signage, landforms, floral gardens, etc. The conifers should be visually linked to the adjacent plants of deciduous street trees by an extension of the smaller contrasting or accent plantings.
	4.1.2.18	See also the Section 5; Landscape Requirements.
Signage	4.1.2.19	Signage is to be provided in accordance with the Town's Sign By-law.

## 4.2 ALL OTHER AREAS EXCLUDING URBAN AREAS AND HAMLET AREAS

### 4.2.1 Farm Helphouses

Building Siting	4.2.1.1	Buildings shall be located in accordance with the minimum setback requirements of the Zoning By-law, the Region and the M.T.O. requirements, and elements where applicable and be located adjacent to the principle farm buildings.
	4.2.1.2	Building placement should not impact on privacy and enjoyment of adjoining properties.
Parking Loading & Vehicular Circulation	4.2.1.3	All vehicular circulation areas can be made of permeable surface materials (e.g., gravel).

### 4.2.2 Rural Commercial/Industrial Developments

Gas Stations	4.2.2.1	Gas bar/service stations shall be designed in accordance with the applicable Federal and/or Provincial Regulations and shall satisfy the provisions of the Town's Zoning By-law
Building Siting & Elements	4.2.2.2	Buildings should be located in accordance with minimum setback requirements of the Zoning By-law, the Region and M.T.O. requirements, where applicable.
	4.2.2.3	Building placement should not impact on privacy and enjoyment of adjoining properties.
	4.2.2.4	The exterior treatment of buildings shall consider the following: (a) existing landscape (b) compatibility with and/or complementary to the exterior treatment of adjacent buildings in terms of form, line, colour, texture, fenestration, rooflines, etc. (c) special features, e.g., topography, vegetation which contribute to the character of the area.
	4.2.2.5	Outdoor amenity (i.e., outdoor eating/sitting areas) areas for employees areas must: (a) be of a sufficient size and shape that will allow for its intended use (b) be located in proximity to the main building
Parking, Loading & Vehicular Circulation	4.2.2.6	Unightly elements such as shipping and loading areas, snow piling areas, parking, transformers, garbage storage, etc., shall be screened from view.
	4.2.2.7	The design of streets, lanes, driveways, parking lots and sidewalks should facilitate easy clearance of snow through the provision of well-drained piling areas, free of utility poles and outlets, signs or plantings.
	4.2.2.8	All vehicular circulation and parking and loading areas shall be paved to the front of the main building in front and exterior side yards.
Lighting	4.2.2.9	Any floodlighting of the land (parking areas, driveways, landscaped grounds, etc.) or building(s) shall be a non-glare type and directed away from adjacent properties.
Landscape	4.2.2.10	The landscaping requirements of commercial or industrial properties shall be in keeping with adjacent properties.

4.2.2.11 See also the Section 5: Landscape Requirements.

Signage 4.1.2.12 Signage is to be provided in accordance with the Town's Sign By-law.

## 5. LANDSCAPE REQUIREMENTS

The following requirements apply to all development proposals located in all areas of the Town of Lincoln.

### 5.1 GENERAL REQUIREMENTS

5.1.1 Planting Strips shall be provided in accordance with the requirements of the Zoning By-law.

5.1.2 Landscaping is required for all:

- (a) Multiple Residential Development
- (b) Commercial Development
- (c) Industrial Development and
- (d) Institutional Development

5.2.1 No landscaping shall be permitted on Municipal property without written approval.

### 5.2 LANDSCAPE REQUIREMENTS FOR PARKING AREAS

5.2.1 All parking areas proposed for any re/development is to be suitably landscaped so as to screen the parking area from view of any adjacent streets. Such screening should take the form of:

- (a) A landscape strip consisting of low rise berms with appropriate vegetation to provide the necessary screening; or
- (b) A planting strip combined with a decorative masonry or other wall that adequately blocks the view of the parking area and such decorative wall shall be designed so as to architecturally integrate with the principle building on the site or to be of other high quality and architecturally-appealing design.

5.2.2 The appearance and environment of parking lots should be enhanced through the provision of either:

- (a) Landscaped centre medians, positioned between rows of parking stalls, having a minimum width of two (2.0) metres to be planted with trees and possibly shrubs, and to be provided such that there is a minimum of one median for every four (4) single rows of parking or parking stalls; or
- (b) Some other configuration that provides substantial landscaped space with large parking areas.

### 5.3 PLANTING STOCK

5.3.1 The landscape stock size at planting shall have a minimum size as follows (unless otherwise specified):

- (a) Coniferous Trees: 1.8 m height
- (b) Deciduous Trees: 50 mm measured 15 cm from base
- (c) Coniferous Shrubs: 60 cm, potted
- (d) Deciduous Shrubs: 60 cm, potted
- (e) Ground Cover: Grass or other acceptable equivalent.

## 5.4 PLANT MATERIAL

Stock selection shall be at the discretion of the applicant, however, the Town must approve of the selection. The selection must meet the following criteria:

- (a) The stock must not:
  - (i) Be susceptible to disease or be of a short lived variety;
  - (ii) Exhibit a low tolerance to salt;
  - (iii) Create undue litter due to sap or gum droppings, leaves, brittle limbs or branches, etc.;
  - (iv) Hazardous to children (i.e., spikes, prickles, or hazardous fruit);
  - (v) Have a root system capable of lifting concrete and asphalt, etc.;
  - (vi) Be located such that needles can scratch vehicle.
  
- (b) The stock should:
  - (i) Provide adequate shade for vehicles or pedestrians;
  - (ii) Provide an effective visual screen for peripheral landscaping;
  - (iii) Be hardy in an urban environment particularly in regard to pollution, restricted root zones, fumes;
  - (iv) Be of low maintenance variety;
  - (v) Be long lived.

## 5.5 FENCES, DECORATIVE WALLS AND BERMS

5.5.1 Design fences and decorative walls that are consistent and compatible with the materials used in buildings on-site and adjacent.

5.5.2 Mixed-use vegetation of low and high levels should be incorporated throughout the earth berm.

## 5.6 TREE PRESERVATION

5.6.1 In general, when trees are to be saved in a construction area, the following recommendations are to be followed to ensure the longevity of those trees:

- (a) No excavation is to be carried out within the drip lines of trees to be saved. Root loss must be minimal.
- (b) A snow fence or other barrier must be erected around the tree to at least the drip line of the tree. The small, fibrous roots, which feed the tree, are in most cases located primarily at the extremities of the root system and, therefore, must be protected.
- (c) The trees to be protected shall be top pruned and deep fed according to standard horticultural practices prior to construction commencing.
- (d) All root growth and top growth damaged/exposed during construction shall be treated immediately utilizing standard horticultural practices.

## 6. GARBAGE STORAGE/SNOW STORAGE AREAS

The following guidelines apply to development proposals located within all areas of Town of Lincoln.

### LOCATION OF GARBAGE

6.1.1 Locate garbage storage areas so as not to be visible to the public.

6.1.2 Where possible, garbage receptacles are to be located within an enclosed building(s).

6.1.3 If external storage is required, it must be located in a position which will not create a nuisance to adjoining properties or the street, due to odours, loose debris, etc. Any freestanding structure for garbage storage is to be made from the same material or

similar materials as those used in the exterior walls of the main building.

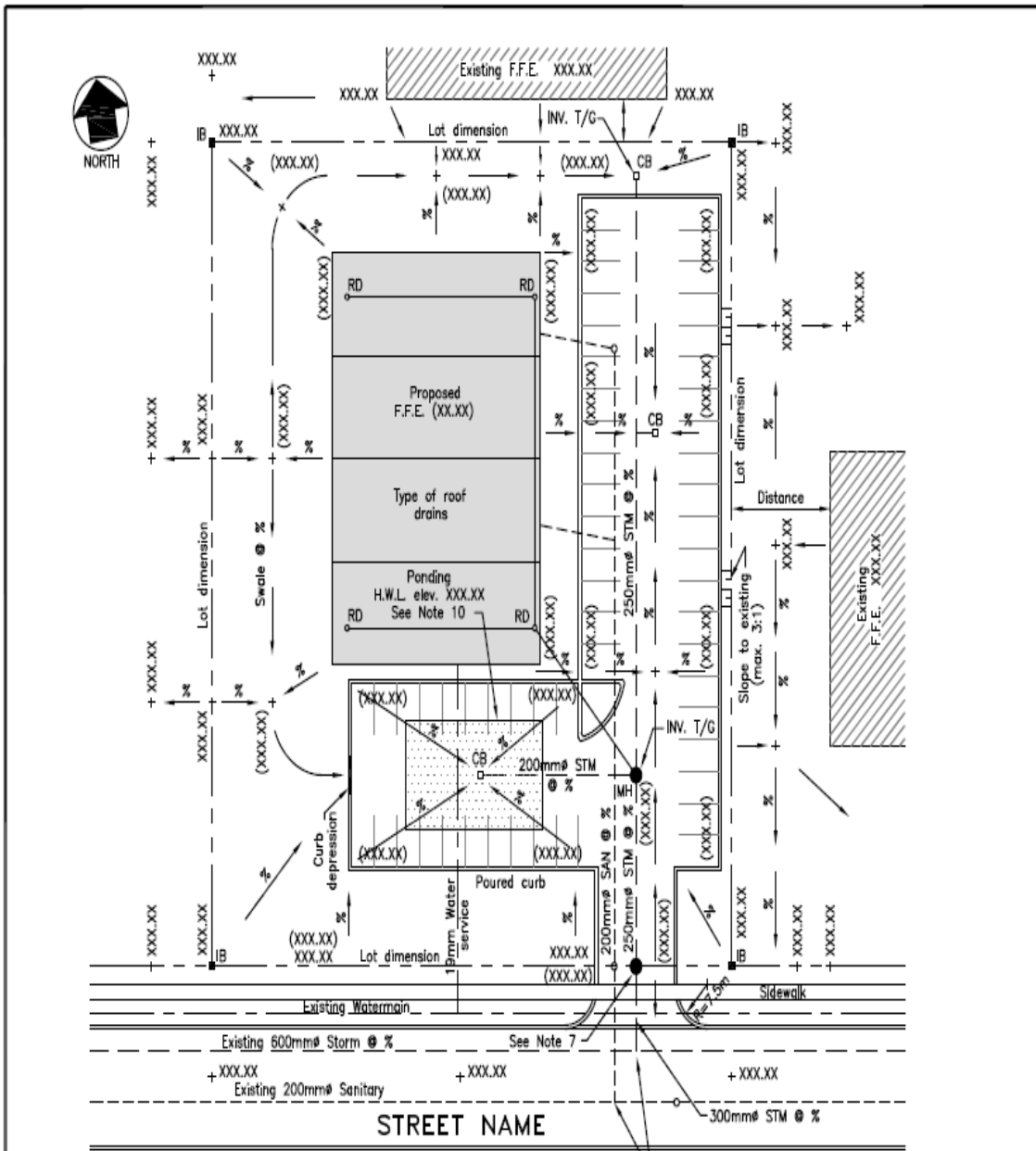
- 6.1.4 External garbage storage areas must be enclosed within a screened compound structure.
- (a) Located so as not to obstruct vehicular or pedestrian on-site movement;
  - (b) Constructed of materials of similar type and quality to that used on the principle buildings on-site and adjacent properties;
  - (c) Be well buffered or sealed in terms of smell and view and located so that the noise of garbage truck compactors does not conflict with the sound privacy requirement of dwellings;
  - (d) Have appropriately sized containers that are tightly sealed for protection from weather and animals.
- 6.1.5 All waste must be stored in a secured area, inaccessible to the public.
- 6.1.6 Hazardous waste must be stored in an appropriately confined environment in accordance with applicable Federal and/or Provincial Regulations.

## **6.2 LOCATION OF SNOW STORAGE AREAS**

- 6.2.1 Snow storage areas for parking lots are to be provided on all sites and should be positioned such that they do not obstruct the normal use of any parts of the vehicular or pedestrian circulation systems and do not interfere with the growth and health of proposed or existing plant materials.

## **7. ENGINEERING STANDARDS AND DETAILS**

- 7.1.1. Prior to the preparation of plans, the owner and his consultants should meet with staff of the Public Works Department to determine their requirements for servicing and stormwater management plans.
- 7.1.2. The design of all services shall be in accordance with the Public Works Department Engineering Design Standards Manual.
- 7.1.3. A stormwater management plan will normally be required for all development or redevelopment unless a plan has been previously provided.



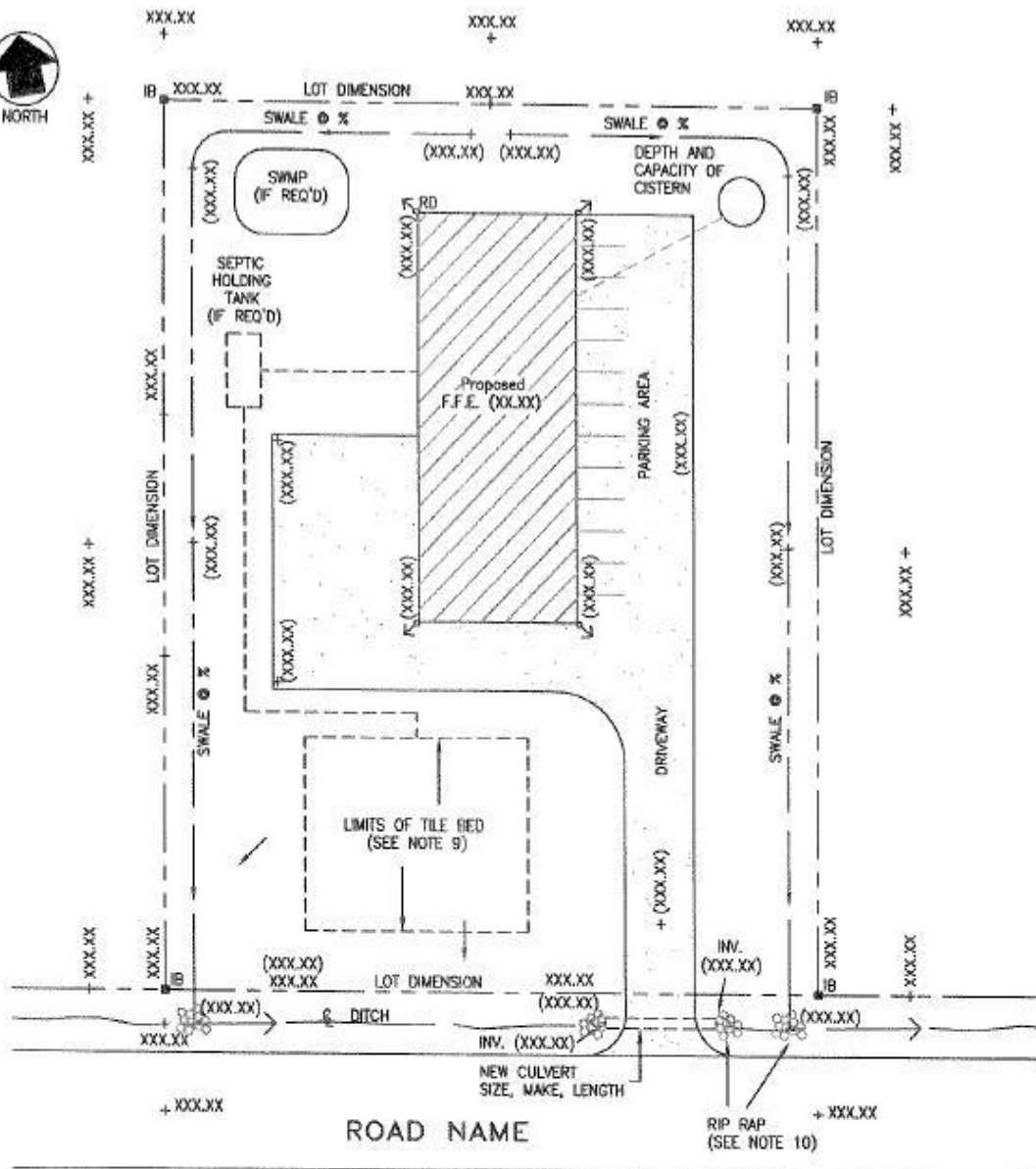
**NOTES:**

1. Town of Lincoln benchmark to be indicated.
2. Plan to be metric.
3. All drainage to be self-contained.
4. This drawing to be read in conjunction with Town of Lincoln Site Plan guidelines.
5. All relevant details for curb, sidewalk, sewers, orifice, oil traps, etc. should be shown.
6. Roof water leaders are not to be connected to weepers or drained to sumps.
7. Control manhole or oil trap (if required) to be placed at property line.
8. Grade changes in excess of 1.0m are to be achieved by use of a retaining wall. All retaining wall details shall be submitted.
9. GRADES:
  - a) Asphalt - min 0.5%, max. 8.0%
  - b) Grass - min. 1.0%, max. 5.0%
10. The appropriate ponding must be shown (ie. 2yr, 10yr, 100yr).  
The allowable ponding depths for any case are:
  - a) 0.3m max. in parking areas
  - b) 0.5m max. in landscaped areas
  - c) 1.0m in low level loading bays.
11. Sufficient ground elevations or contours on adjacent lands to be shown to permit determination of existing drainage patterns. The minimum information required would include:
  - a) Finished floor elevations of all adjacent buildings,
  - b) Existing ground surface elevations for 5 and 10 metres outside the property boundary at 20m intervals.
12. Road Occupancy Permit must be obtained prior to undertaking any works in the road allowance.

**LEGEND**

- (XXX.XX) Proposed elevation
- XXX.XX Existing elevation
- Flow direction
- RD Roof Drain
- CB Catch Basin
- MH Manhole
- F.F.E. Finished Floor Elevation

<p><b>INDUSTRIAL, COMMERCIAL AND INSTITUTIONAL GRADING AND SERVICING PLAN</b></p>	<p><b>TOWN of LINCOLN STANDARD DRAWING</b></p>				
<p><b>DPW - 202</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Rev. No.: 2</td> <td style="padding: 2px;">Date: May 1999</td> </tr> <tr> <td colspan="2" style="padding: 2px; text-align: center;">Scale: N.T.S.</td> </tr> </table>	Rev. No.: 2	Date: May 1999	Scale: N.T.S.	
Rev. No.: 2	Date: May 1999				
Scale: N.T.S.					



**NOTES:**

1. Town of Lincoln benchmark to be indicated.
2. Plan to be metric.
3. All drainage to be self-contained.
4. Grade changes in excess of 1.0m are to be achieved by use of a retaining wall. All retaining wall details shall be submitted.
5. GRADES:
  - a) Asphalt - min 0.5%, max. 8.0%
  - b) Grass - min. 1.0%, max. 5.0%
6. This drawing to be read in conjunction with Town of Lincoln Site Plan guidelines.
7. Sufficient ground elevations or contours on adjacent lands to be shown to permit determination of existing drainage patterns. The minimum information required would include:
  - a) Finished floor elevations,
  - b) Existing ground surface elevations for 5 and 10 metres outside the property boundary at 20m intervals.
8. Road Occupancy Permit must be obtained prior to undertaking any works in the road allowance.
9. All septic system requirements and tile beds to be approved by Regional Health Department.
10. Rip rap to be installed at both ends of culvert as per OPSD 810.01.

**LEGEND**

- (XXX.XX) Proposed elevation
- XXX.XX Existing elevation
- Flow direction
- F.F.E. Finished Floor Elevation
- SWMP Stormwater Management Pond

**RURAL  
INDUSTRIAL AND COMMERCIAL  
GRADING AND SERVICING PLAN**



*TOWN of LINCOLN*  
**STANDARD DRAWING**

**DPW - 203**

Rev. No.: 1 | Date: Sept. 2005

Scale: N.T.S.



**NOTE: TO BE FILLED OUT AND RETURNED TO NIAGARA PENINSULA ENERGY INC.**

**NIAGARA PENINSULA ENERGY INC.**  
7447 Pin Oak Drive, P.O. Box 120, Station Main  
Niagara Falls ON L2E 6S9  
Telephone: (905) 356-2681 Fax: (905) 356-0118

**ELECTRICAL PLANNING REQUIREMENTS**

It is essential that the following information be provided to:

- a) enable an assessment to be made on the impact of the proposed project on our Electrical Distribution System;
- b) enable Niagara Peninsula Energy Inc. Engineering Department to prepare pertinent information for the developer;
- c) ensure timely delivery of required material. **Please note that all materials are ordered site specific, and may require up to several months lead time. Receipt of payment by Niagara Peninsula Energy Inc. is required prior to the ordering and/or installation of any material.**

Please supply answers to the following questions as soon as possible as Site Planning approval cannot be authorized until this information has been received by our staff.

Electrical drawings are to be submitted to Peninsula West Utilities Limited for approval prior to any related job tenders or the commencement of any electrical construction.

**Development Location:** \_\_\_\_\_  
**Name of Development:** \_\_\_\_\_  
**Mailing Address of Developer:** \_\_\_\_\_  
**Name of Developer:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Address of Contact:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Service Classification ("x" as many as apply):**

**Capacity of Main Service (in Amperes):**

- Low Density Residential
- Freehold Townhouses
- Townhouse Corporation
- Apartments
- Non-Residential

Maximum rated capacity: \_\_\_\_\_

Protected capacity: \_\_\_\_\_

**What Service Voltage is Required ("x" one**

**Capacity of Main Service (in Amperes):**

- 120/240 Volt Single Phase
- 120/208 Volt Three Phase
- 347/600 Volt Three Phase

Bulk metering (Non-residential Only)

Individual metering

Number of sub-services

100A or less: \_\_\_\_\_

101A to 200A: \_\_\_\_\_

More than 200A: \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Representative of Developer)

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
 (Please Print)

**APPENDIX "D"**  
**LETTER OF CREDIT FORM**  
**TOWN OF LINCOLN**

*Standard Form Letter of Credit to be supplied by the owner to the Town of Lincoln satisfying the requirements of a Site Plan or Subdivision Agreement.*

BANK LETTERHEAD

Letter of Credit No: \_\_\_\_\_

Total Amount: \_\_\_\_\_

Date: \_\_\_\_\_

Branch: \_\_\_\_\_

TO: *THE CORPORATION OF THE TOWN OF LINCOLN*

IRREVOCABLE STANDBY LETTER OF CREDIT

We hereby authorize you to draw on \_\_\_\_\_,  
(Financial Institution)

(Address)

for account of our customer, \_\_\_\_\_  
(Name)

up to an aggregate amount of \_\_\_\_\_ dollars (\$ \_\_\_\_\_)

available by drafts at sight for 100% value as follows:

Pursuant to the request of our customer, the said \_\_\_\_\_  
(Name)

we, the \_\_\_\_\_ hereby establish and give to you this Irrevocable Standby Letter of Credit in your

favour in the total amount of \_\_\_\_\_ dollars (\$ \_\_\_\_\_)

which may be drawn on by you at any time, from time to time upon written demand for payment made upon us by you which demand we shall honour without enquiring whether you have a right as between yourself and our said customer to make such demand and without recognizing any claim of our said customer.

Provided, however, that you are to deliver to the \_\_\_\_\_  
(Financial Institution)

at such time as a written demand for payment is made upon us, a certificate signed by your Treasurer, or designate, confirming that monies drawn pursuant to this Letter of Credit are to be used to perform any outstanding obligations of our said customer to you or to ensure that any outstanding obligations of our said customer to you are performed.

It is understood and agreed that the obligation of the undersigned under this Letter of Credit is an obligation to pay money only and that in no circumstances shall the undersigned be obliged to perform or cause to perform any of our customer's obligations to you.

The amount of this Letter of Credit shall be reduced from time to time as advised by notice in writing given to us by you from time to time. This Letter of Credit will continue up to \_\_\_\_\_,  
(Date)

and will expire at the close of business on that date and you may call for payment of the full amount outstanding under this Letter of Credit at any time prior to the close of business on that date should this Letter of Credit not be renewed.

We agree to notify you, in writing, on or before \_\_\_\_\_ if  
(One month prior to expiry date set out above)

this Letter of Credit will not be renewed by us. If we fail to so notify you, then this Letter of Credit shall be deemed to be automatically renewed for a further year and so on from year to year thereafter.

Partial drawings hereunder are permitted.

Drafts must be drawn and negotiated not later than close of business on the expiry date or renewal expiry date hereunder as the case may be. The Drafts drawn under this Letter of Credit are to be endorsed hereon and shall state on their face that they are drawn under the \_\_\_\_\_  
(Financial Institution)

(Address)

Letter of Credit No. \_\_\_\_\_, Dated: \_\_\_\_\_

For: \_\_\_\_\_