

Site Plan Checklist

Residential Development with Five or More Units, and Non-Residential Development

The following information should be included on ALL site related drawings:

1. Title and date (latest revision)
2. Drawing scale (metric)
3. North arrow (north pointing towards the top or left side of page)
4. Location (civic address and/or legal description)
5. Legend for all symbols, hatching and shading
6. Property lines and all adjacent public rights-of-way and street names
7. Existing buildings/structures to remain and proposed buildings/structures (e.g. detached garage, shed, fence, retaining wall, enclosure) on development site
8. Existing structures within 3.0m of any property line on neighbouring properties
9. Existing and proposed above ground infrastructure including but not limited to; hydro poles, gas meters, fire hydrants, and utility pedestals
10. Clauses to be included on all drawings should read as follows:
 - a. *"All work in the public right-of-way shall be performed as stated in the latest edition of the City of Brandon Standard Construction Specifications."*
 - b. *"All grassed landscaping required within the public right-of-way is to be completed with sod."*

The following information should be clearly indicated on the site plan:

11. Setbacks (distances) to all property lines from all existing and proposed structures and between existing and proposed structures
12. Area of site (m²)
13. Surface treatment(s) of all areas including site drainage/water storage area
14. Dimensioned existing/proposed roadways, driveways, laneways, aisles
15. Dimensioned existing/proposed pathways and sidewalks including curb cuts and curb ramps
16. Dimensioned parking spaces and number of spaces provided including curbing and/or wheel stops
17. Accessible parking spaces with signage
18. Waste disposal areas and enclosures
19. All easements (e.g. utility, overland drainage)
20. Curb cuts, curb ramps, and curb types to be labeled on drawing (e.g. barrier curb, barrier curb and gutter, roll curbing)

Depending on development context, the following information should also be clearly indicated on the plan:

21. For residential developments,
 - a. Number of dwelling units and number of bedrooms with unit size (m²) for each dwelling unit
 - b. Indicate if the proposed building(s) are multi-family or bare land condominium
 - c. Total building(s) coverage (% of site area including accessory structures like garages and sheds)
22. For non-residential development; information such as floor area numbers, seat numbers in

restaurants, etc. to calculate minimum required parking for the proposed use(s)

23. Amenity areas (e.g. gardens, playgrounds, special activity areas)

24. Bicycle racks and number of bikes accommodated

25. Lighting (light standards and lights on buildings)

26. Freestanding pylon signs

** The lists above are typical lists, and since every project is unique, additional requirements may apply. For questions, please contact 204-729-2110*