



DRAWING SUBMISSION GUIDELINE

Site Plans

The Town of Georgina's Engineering Division circulates and administrates the site plan applications. All drawings and applications are required to be forwarded to the Engineering Division. Once the complete packages of drawings and reports have been submitted, they are circulated to internal and external commenting agencies. **Each package shall include a general covering letter together with a detailed list of drawings (Consultant, Drawing Title, Drawing Number and Revision Number and Date).** The packages are required to contain the following drawings and reports:

1. Engineering Drawings
2. Architectural Drawings – coloured rendering/elevation drawings
3. Landscape Drawings
4. Site Lighting Drawings
5. Stormwater Management Study/Report
6. Geotechnical Report
7. Traffic Study, if required
8. Noise Study, if required

The drawings and reports are required to be individually packaged, bound together, labelled and wrapped READY TO DELIVER in accordance with the below noted distribution list.

INTERNAL CIRCULATION: (Town Divisions)

Label information: Division Name as noted below
Number of drawing sets and reports

1. Engineering Division - **(2)**: complete sets of drawings, all reports and coloured rendering/elevation drawing(s)
2. Planning Division - **(2)**: complete sets of drawings, all reports and coloured rendering/elevation drawing(s)
3. Zoning Examiner - **(1)**: complete set of the drawings
4. Parks and Open Space – **(1)**: complete set of drawings and Tree Reports
5. Senior Building Inspector - **(1)**: complete set of drawings, Geotechnical Report and coloured rendering/elevation drawing(s)
6. Chief Fire Official - **(1)**: complete set of drawings
7. Chief Municipal Law Enforcement Official - **(1)** complete set of drawings
8. Georgina Accessibility Advisory Committee - **(1)** complete set of drawings

EXTERNAL CIRCULATION: (Outside Commenting Agencies)

Label Information: Agency Name as noted below
Number of drawing sets and reports

9. Regional Municipality of York - **(3)**: complete sets of drawings and all reports
10. Lake Simcoe Region Conservation Authority - **(2) folded**: complete sets of drawings, Stormwater Management Report and Geotechnical Report and all other related reports)
11. York Region Police Department (CPTED review) - **(1)** complete set of drawings and coloured rendering/elevation drawing(s)
12. Southlake Regional Hospital- **(1)** complete set of drawings
13. Other - should it be required depending on project basis (ie. Ministry of Transportation)

SUBMISSIONS THAT HAVE NOT BEEN PACKAGED IN ACCORDANCE WITH THE ABOVE GUIDELINE WILL BE RETURNED TO THE APPLICANT.

Once the drawings are approved, the following **MYLAR** drawings will be required to be submitted for stamp and signature:

1. Engineering Drawings
2. Architectural Drawings
3. Landscape Drawings
4. Site Lighting Drawings
5. **COLOUR renderings (complete with 2 colour prints for Planning)**