

Site Drawing Requirements

Site drawings are an important component of every building permit application submission. In order to ensure that appropriate information is provided on the site drawing for each of the varying types of projects applied for, Township staff have prepared this information sheet to assist in determining the type of site drawing document required with your application for permit submission.

While the unique requirements for each type of site drawing are provided below, all drawing types shall:

- be drawn to scale in metric units
- illustrate all existing buildings as well as their sizes and setbacks to property lines
- identify the location of any and all existing/proposed septic systems and their components
- illustrate the proposed building(s) the size and setbacks to property lines
- the total lot coverage of the property (percentage of the property covered by buildings)
- provide suitable information to identify general lot drainage, unless specific grading requirements are required below

Images from google maps or aerial photographs are NOT acceptable for use as site drawing documents

Legal Survey	Prepared by: Ontario Land Surveyor / Engineer
	<p><i>A legal survey shall:</i></p> <ul style="list-style-type: none"> - be a legal plan of survey sealed and signed by an Ontario Land Surveyor or Engineer - be up to date and accurately represent all buildings and structures on site - identify and include all easements and legal lot information
Grading Plan	Prepared by: Ontario Land Surveyor / Engineer
	<p><i>A grading plan shall include all of the requirements of a Legal Survey as described above, as well as:</i></p> <ul style="list-style-type: none"> - include sufficient lot grading information to confirm compliance with the requirements for lot grading provided in the Ontario Building Code with regard to the proposed building
Survey Sketch	Prepared by: Qualified Design Professional
	<p><i>A survey sketch shall:</i></p> <ul style="list-style-type: none"> - be referenced to a legal plan of survey and include all easement information - be prepared using autocad or another acceptable drawing platform - be pertinent to the area of the property subject to the proposed construction
Site Sketch	Prepared by: Applicant
	<p><i>A site sketch shall:</i></p> <ul style="list-style-type: none"> - be prepared in a clear and concise manner - include all pertinent information with regard to property subject to the proposed construction (easements should be identified if pertinent to building location)

Applicable Level of Site Drawing by Permit Type

Residential Dwellings

New	Additions		New & Additions to Accessory Buildings (total building size)		
all sizes	< 50m ²	≥ 50m ²	< 15m ²	15m ² to 100m ²	≥ 100m ²
Grading Plan	Survey Sketch	Grading Plan	Site Sketch	Survey Sketch	Legal Survey

Non Residential Buildings

New	Additions		New & Additions to Accessory Buildings (total building size)		
all sizes	< 50m ²	≥ 50m ²	< 15m ²	15m ² to 100m ²	≥ 100m ²
Legal Survey	Legal Survey	Legal Survey	Site Sketch	Survey Sketch	Legal Survey

Agricultural Buildings

New & Additions		
< 15m ²	15m ² to 100m ²	≥ 100m ²
Site Sketch	Survey Sketch	Legal Survey

Swimming Pools and Residential Decks

In ground Pool		Above Ground Pool	Seasonal Pool	Deck
lot < 1 acre	lot ≥ 1 acre			
Grading Plan	Site Sketch	Site Sketch	Site Sketch	Site Sketch

Notes:

- Notwithstanding the information above, the Chief Building Official may request a higher or lower level of site document where it is deemed warranted to confirm grading, setbacks or building size on the property in question.
- A shipping container is deemed to be a building and as such any such applications for permit shall include an appropriate site document dependant on the use of the building.

Local Ontario Land Surveyors

Please note that this list is provided for reference purposes only and also that the Township of West Lincoln does not specifically recommend or endorse any of those listed below. If you wish to add your name to this list, please contact the West Lincoln Building Department - building@westlincoln.ca or 905 957 5130

Ontario Land Surveyor Contact List

Name	Contact Information
AJ Clark & Associates	25 Main Street West Suite 300, Hamilton - 905 528 8761
Ashenhurst Nouwens Ltd	225 King Street, Hamilton - 905 529 6316
Barich Griencie Surveying Ltd	101 - 297 Highway 8, Stoney Creek - 905 662 6767
Chambers & Associates	12 Thorold Road, Welland - 905 735 7841
Kirkup Mascoe Ure Surveying Ltd	49 Eastchester Avenue, St. Catharines - 905 685 5931
Laracque Group	12 Lyman Street, St. Catharines - 905 688 1413
Matthews, Cameron, Heywood - Kerry T. Howe Surveying Ltd	5233 Stanley Ave Unit 1, Niagara Falls - 905 358 3693
Rasch & Hyde Ltd	1333 Highway 3 East Unit B, Dunnville - 905 774 7188
Suda & Maleszyk Surveying Inc.	26 East Main Street, Welland - 905 732 7651