

Municipality of North Perth

Site Plan Control Guidelines

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Disclaimer

This guideline captures common circumstances and general technical requirements for site plan development. It is a tool for developers and municipal staff. Site plans vary significantly in their complexity. Site-specific requirements also add variability to the process. This Guide is not intended to capture the specifics of every type of development in North Perth, but rather to provide guidance on the general site plan process, studies that may be required, and technical specifications for development.

Future updates to this Guide will incorporate additional information as needs are identified.

1.0 Introduction

The purpose of site plan control is to evaluate how the site will function so that the proposed development will:

- be aligned with municipal bylaws and services,
- have good access and movement throughout the site, and
- avoid potential negative impacts on and/or conflicts with neighbouring uses.

This guide provides an overview of procedures, expectations, timelines and requirements for site plans and their review.

The Municipality of North Perth Site Plan Control By-law requires review and approval of plans for certain types of development prior to issuing a building permit and the authority to establish site plan control in a Municipality is found in the Planning Act.

Preparing site plans is the responsibility of the developer and will require that qualified individuals are drafting the plans. The site plan may be a single drawing or set of drawings that show elements including, but not limited to buildings, servicing, parking, fencing, drainage, and lighting in relation to the property and adjacent land uses.

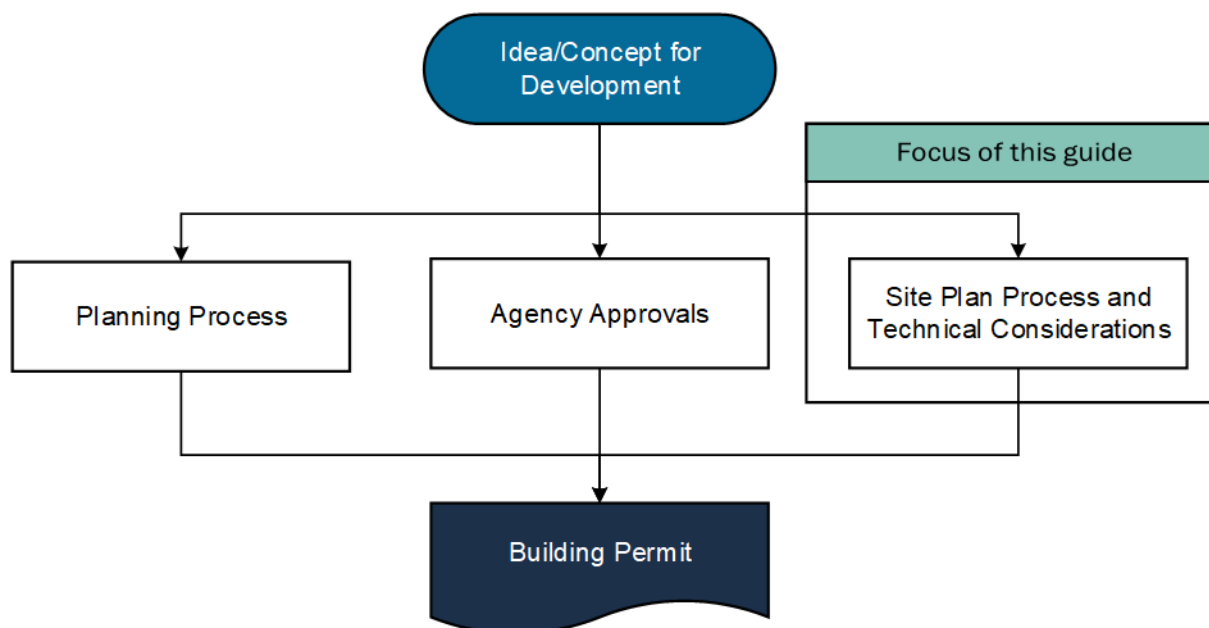
The Municipality reviews the drawings and provides the developer with any changes needed to ensure compliance with municipal development and servicing standards, regulations, and policies. The nature of the development determines which departments and external agencies (such as the Conservation Authority and the Joint Accessibility Advisory Committee) are needed adequately complete the review. Contact information for approval agencies is provided in Appendix 1.

Once the site plan meets all the requirements the Municipality will initiate an agreement process with the developer that ensure the requirements are fulfilled during the development of the site. Site plan agreements are registered on the title of the property and transfer with ownership of the property.

2.0 Site Plan Control Process

Completing a site plan is one step in the overall development process that must be completed before a building permit is issued. Depending on the site and development type there may also be agency approvals and/or planning processes that need to be completed before applying for a building permit.

The flow chart below outlines the Development Process.



2.1 Pre-consultation

A pre-consultation meeting with the applicant/developer and the municipal staff team is required to introduce the project to municipal staff and agency reviewers and define the municipal requirements for effective development of the property.

The pre-consultation process provides an opportunity to:

- Identify the physical opportunities and constraints of a property
- Determine the most efficient use of the property
- Ensure future compatibility of the development with neighbouring properties
- Co-ordinate the requirements of other agencies and departments

It is the applicant/developer's responsibility to contact the Municipality to request a pre-consultation meeting to review the proposed development concept.

For this meeting, it is important that the developer provide a description of the development concept, as well as a preliminary drawing or plan that illustrates the location and property limits of the chosen site.

The drawing should include:

- Legal survey of the property, if available
- Topographic information for the site, if available
- Water and sewage servicing details
- Location and size of hydro service, gas service, telecommunications
- Size and dimensions of the proposed development.

It is recommended that the developer bring their retained professionals (planner, engineer/architect/surveyor) to the pre-consultation meeting.

Discussion at the pre-consultation meeting will include:

- Information sharing regarding the proposed development
- Information sharing regarding municipal infrastructure (availability of services, location of municipal drains, municipal planning requirements)
- Studies required and the terms of reference and scope of required studies
- Potential timelines and application fees
- Other approvals that may be required.

The scale of the development, site characteristics, adjacent land uses, or features will determine what studies will be required with the application to allow for the evaluation of the proposed development. Required studies may include but are not limited to the following:

- Servicing study
- Planning justification study
- Noise and vibration study
- Record of site condition
- Traffic impact study
- Tree preservation plan
- Archaeological Assessment
- Environmental Impact Study
- Stormwater management plan

Any studies identified by the review team, technical or otherwise are required to be completed by qualified experts or licensed professionals at the expense of the developer.

Following the pre-consultation meeting, North Perth staff will prepare and circulate a summary of the meeting and the requirements for the site plan application that are specific to the proposed development.

Most technical and other studies will be reviewed by the review team, however, there may be some studies that require review from approval agencies or other qualified individuals (e.g., the local Conservation Authority, Ministry of Transportation, Perth County Highways, etc.) and any costs associated with the review of studies by an external person or organization will be the responsibility of the developer.

Developers should be aware that the process of reviewing technical studies takes time and if several technical studies are required, the development proposal will take more time to review. If approvals are required from other agencies (such as the Ministry of Transportation, Ministry of Environment, Conservation and Parks), timelines for agency approvals will influence the timeline for the site plan approval.

2.2 Complete Application Requirements

Following the pre-consultation an applicant is responsible to produce the components of a complete Site Plan Application. There are four main components as follows:

- a) **A site plan approval application** form that is completely filled out and signed in the presence of a Commissioner of Oaths.
- b) The associated **application fee**.

c) All the **studies identified at the pre-consultation meeting** (e.g., stormwater management plan, traffic impact study).

d) **Site plan drawings prepared to the Municipality's specifications**, as noted below.

Site plan applications consist of multiple drawings showing different components of the development. At a minimum, these drawings include:

- Site plan drawing (general layout with site data chart) – based off a legal survey.
- Servicing plan and profile; and
- Grading and drainage plan.

Other drawings that may be required as part of the site plan, depending on the nature of the proposal and site:

- Building elevations; and
- Lighting layout and distribution plan.

A registered, professional architect, engineer, Ontario Land Surveyor, or qualified designer must prepare the site plan drawings. They must be dated (including revision dates), signed and bear a professional seal. The developer will be required to provide paper and digital copies for the review team. Digital copies must be provided as .pdf files. Paper copies should be printed at an appropriate size, so details are legible. Generally, this size is 24 inches high by 36 inches wide (594 mm x 841 mm). The initial submission of drawings should also include a declaration from the developer's engineer stating they have been retained to design and supervise the construction of the development in accordance with the terms of the site plan. It is also the responsibility of the developer to fully explore the entire site for existing buried infrastructure, easements, etc.

Please take careful note of the requirements listed below and ensure this is provided with your site plan drawings.

Omission of required information will delay the review.

A) REQUIREMENTS FOR SITE PLAN DRAWINGS:

- Address and name of development.
- Metric scale (not greater than 1:500).
- North arrow.
- Appropriately scaled font size and line work.
- Topographic contours or spot elevations for adjacent properties.
- Name, address, telephone and email address of author.
- Geodetic benchmark.
- Property limits (including bearings and dimensions).
- Existing and proposed structures, driveways, storage and parking areas with dimensions.
- Roads (include names), lanes, easements, road widenings, reserves and rights-of-way.
- Author's professional stamp.
- A standard title block in the lower right corner, including information such as revision dates.
- Existing infrastructure and structures shown in greyscale as dotted or dashed lines; and
- Proposed servicing infrastructure (including septic systems) and buildings shown in a solid, darker colour (to stand out from existing).

B) REQUIREMENTS FOR GENERAL LAYOUT DRAWINGS:

- A table of site statistics showing compliance with zoning requirements (e.g., lot area, percent lot coverage – proposed and permitted, lot frontage, gross floor area permitted and proposed, paved area, landscape area proposed and permitted, and parking spaces proposed and required).
- All yard and setback requirements.
- Proposed use of the building including occupancy classification.
- Driveways, parking stalls (including barrier-free) and aisles, and dimensions.
- A key plan.
- Above ground utilities, existing and proposed (poles, meters, lighting, signs, transformers, utility pedestals, hydrants).
- Turning radii.
- Exterior surface treatments.
- Loading areas and dimensions.
- Garbage and recycling enclosures.
- Existing and proposed signage.
- Fire routes (where required).
- Building entrances.
- Finished floor elevation.
- Pedestrian paths on the site and any connections to off-site paths.
- Any active transportation features (e.g., bicycle racks, etc.).
- Snow storage areas.
- Any Source Water Protection areas (e.g., Highly Vulnerable Areas, Well Head Protection Area, etc.).
- Flood lines, as specified by the local Conservation Authority.
- Mail delivery or post box location.

- Location of rooftop equipment and screening features.
- Location, height and type of proposed fencing and retaining walls.
- Any outdoor storage areas; and
- Generator set location.
- Generator set location.

C) REQUIREMENTS FOR SITE GRADING PLANS:

- Geodetic and site benchmarks.
- 1:500 scale.
- Existing and proposed lot numbers and blocks.
- All proposed rear lot catch basins, leads, top elevations and inverts.
- Location of service connections.
- Pipe sizes, slope and directions of flow.
- Location of any easements for registration.
- Topographic contours (with a maximum of 0.5 m contours) and spot elevations.
- Centre line of road grades along streets adjacent to the property and existing grades.
- Legend for existing and proposed grades.
- Proposed and existing elevation and key locations around the site (e.g., lot corners) and buildings.
- Drainage arrows and percentage of cross fall to catch basins.
- Building elevations (e.g., basement floor, finished first floor).
- Erosion and sediment controls.
- Sidewalks and walkways, including base and surface material.
- Manholes, catch basins, hydrants and valves.
- Spot elevations for catch basins, sub-drains, entrances.
- Retaining wall, including top and bottom elevations and engineering details; and
- Elevation of driveways, parking areas and other paved areas.
- driveways, parking areas and other paved areas.

D) REQUIREMENTS FOR BUILDING ELEVATION DRAWINGS

- Architectural elevations of each façade, with orientation labelled.
- Building materials, colours, and colour contrast where appropriate.
- Screening for mechanical units.
- Building dimensions.
- Facade signage.
- Location of windows, doors, loading docks; and
- Details for garbage enclosures.
- Adjacent lands and roads marked with spot elevations.
- Amenity areas, street furniture.
- Natural features, specifically features/trees to be preserved or removed.
- Planting details for trees and shrubs; and
- Location of any landscape features (e.g., paths, fences, planters, retaining walls, etc.).
- Adjacent lands and roads marked with spot elevations

2.3 Fees & Securities

The application fees for a Site Plan Agreement and a Site Plan Amendment are listed in the North Perth *Fees and Charges By-law* available on the North Perth website.

In addition to the application fee, a security deposit is required. A security is collected to ensure the developer complies with the site plan and associated conditions and to protect against developer abandonment. If a developer defaults, securities may be used to complete or remediate site work. The amount that is required in securities is dependent on the scope and scale of the proposed development and is determined by the municipality.

Securities may be released in stages, depending on the scope and scale of development. Typically, securities are released when the Municipality is satisfied the site work has been completed to an acceptable standard.

2.4 Approval Authority

Site Plan approval is appointed to the Chief Administrative Officer of North Perth. Approvals are provided through a site plan agreement between the property owner and the Municipality, which is registered on the title of the property by North Perth. The agreement will be prepared by North Perth and provided to the applicant for review and signing.

Once an agreement is signed by both parties and the securities are received by North Perth from the applicant the application is approved.

2.5 When can I apply for a Building Permit?

To expedite the process, applicants can submit a building permit application concurrently with the site plan application. However, the building permit will not be issued until the Site Plan Agreement has been approved and registered on title and any applicable securities are received.

3.0 Study Requirements

The scope and scale of the proposed development will determine what technical studies or reports are required to assist the project review team with their review of the proposal. Technical studies are typically completed by professionals and will often have specific criteria or guidelines with which they must conform.

The studies/reports that will be required will generally be identified at the pre-consultation meeting. However, the requirement for some studies may not be determined until later in the review process once the full scope of the development, and potential impacts associated with the proposal, are understood. The trigger for some studies will be identified by the review team based upon North Perth/County standards or because of input from agencies. An overview of common technical requirements for site plan applications is provided below. Municipal requirements will be provided for specific proposals at the time of development applications.

Where studies require review by a third-party consultant, the cost for the review will be paid by the developer.

3.1 Site Access

All entrances onto roads shall be under the control of the applicable road authority (North Perth, County of Perth, provincial Ministry of Transportation). New installations and modifications to existing entrances shall conform to this guidance document, current by-laws, and be completed according to the Municipality's standards. The owners/developers shall bear all costs.

3.2 Servicing

Stormwater Management

The municipal engineer will advise at the pre-consultation meeting regarding storm water management requirements. If required, the report addresses stormwater quality and quantity for the site. Typically, post-development site drainage conditions must be designed to match predevelopment site conditions.

All major developments that require stormwater management plans must comply with sub-watershed and master drainage plans. The Stormwater Management criteria is available in the Municipality of North Perth *Municipal Development and Servicing Guidelines*, Conservation Authority *Stormwater Management Technical Guide* and the Ministry of Environment Conservation and Parks *Stormwater Management Planning and Design Manual* (2003).

Lot Grading and Drainage Plan

A lot grading and drainage plan will be required for site plan approval. While the stormwater management plan provides a high-level review of drainage for the entire property and surrounding lands, the lot grading and drainage is a more detailed review of individual lot grading, road grades and drainage details.

The lot grading and drainage plan is required to show both existing and proposed grades once the site is fully developed. The drawings are required to show proposed development lots and building envelopes and must show how drainage of the proposed buildings will be accommodated and the conveyance of drainage within and through the site. Consideration should be made for a minimum of one accessible path of travel (slope no more 5%) from the street to the entrance of the building.

Detailed elevations are shown for road grades, entrances, laneways, around building envelopes, positive drainage on building lots, ditches, and other conveyance systems. Further requirements are outlined in the Municipality of North Perth, *Municipal Development and Servicing Guidelines*.

Servicing Brief/Functional Servicing Report

A servicing brief is required for most new developments and must be completed by an engineer registered with Professional Engineers Ontario. The study summarizes the status of existing municipal services (potable water, sanitary sewers, and stormwater drainage) on and adjacent to the subject property and summarizes how the proposed development will be serviced.

Depending on the site, the report may include details related to:

- Roadway alignments, cross-sections, and intersections
- Roadway structures
- Watercourse improvements and channelization

- Railway crossings
- Sanitary sewage infrastructure, including pumping stations
- Water infrastructure, including pumping stations
- Stormwater infrastructure
- Lot grading; and
- Phasing – how it will occur, how infrastructure may be impacted and confirm that it will not limit future development areas.

The study will document the capacity of existing infrastructure and explain how servicing of the proposed development will impact existing municipal services. Generally, this will include calculations, details, costs to demonstrate the proposed development is compatible with existing infrastructure.

Design of services shall be in accordance with the current version of North Perth's *Municipal Development and Servicing Guidelines*.

These studies are reviewed by the Municipal Engineer on behalf of the Municipality, and additional information or submissions may be required to satisfy municipal requirements. Upon completion and acceptance by the Municipality, the Servicing Brief would be used in support of an Environmental Compliance Application (ECA) to the Ministry of Environmental Conservation and Parks (MECP) where required for the development.

3.3 Location of Utilities

For new development, the location of utilities within the road allowance shall be as detailed on the Municipality's standard drawings. Utility drawings shall be submitted to the Municipality of North Perth for acceptance of the proposed utility locations. All utility wiring is to be housed underground or direct buried. Hydro transformers are to be housed in suitable enclosures and mounted on transformer pads installed at the final elevation of the adjacent ground. The location of transformer pads shall be as detailed on the standard drawing and are typically to be in the opposite boulevard of the sidewalk. Telecommunication (telephone, cable TV and internet) junction boxes may be mounted at the surface in accepted standard enclosures. North Perth's *Municipal Development and Servicing Guidelines* provide detail regarding requirements for utilities

3.4 Planting Strips and Fencing

Planting strips are required according to the North Perth Zoning By-law where there is a potential to disturb users of neighbouring properties.

Planting strips must:

- Have a minimum height of trees and shrubs in a planting strip at the time of planting of 1 metre (3.5 ft.)
- Contain trees and shrubs of such a species or type to achieve a minimum height of 2 metres (6.5 ft.) at maturity,
- Have a minimum width of 1.5 metres (5 ft.)
- Extend to within 3.0 metres (10 ft.) of any driveway extending through it; and
- Extend to within 1.5 metres (5 ft.) of any walkway extending through it.

Planting strips are not located in a sight triangle or located between the street line and the building line on the lot in such a manner as to impede or obscure the vision of the operator of a

motor vehicle travelling on an adjacent street.

Required fencing must be constructed along lot lines where required to mitigate loss-of-privacy and other impacts. Such fencing is must have a minimum height of 2 metres (6.5 ft.) . Some circumstances may warrant a taller fence.

The Municipality may specify the type, construction and height of any required fence or wall in the site plan agreement.

3.5 Outdoor Lighting

Outdoor lighting is required to provide sufficient illumination of the site for: pedestrian security and safety; functional vehicular movement; enhancement of external building design and landscaped open space; reduce or eliminate the potential of any adverse effect of artificial light such as: glare, light trespass, light clutter, energy waste.

The type, location, height, intensity, and direction of lighting shall ensure that glare or light is not cast onto adjacent residential properties or natural areas adversely affecting living environment, or onto adjacent public streets which would pose a vehicular safety hazard. Lighting intended to illuminate large areas of a site should be shielded to reduce glare and minimize off-site light broadcasts.

Energy conservation measures must be considered to ensure that the site is not illuminated more than it need be. In some cases, the extent of lighting may be required to be reduced after normal business hours.

North Perth may require an illumination study if concern is identified regarding the lighting proposed. In these cases, a qualified engineer will be required to prepare and provide a report demonstrating how the lighting is contained on the site and that the selection/style of light will not create glare and/or broadcast light onto adjacent properties or roadways, by the adjustment of refractors and/or the placement of shields.

Area lighting fixtures must be mounted to illuminate path of travel through parking lots, along sidewalks, on accessible parking stalls and transfer aisles no more than:

- 6 metres (20 feet) above grade for residential uses; and
- 15 metres (50 feet) above grade for non-residential uses.

3.6 Parking Requirements

The North Perth Zoning By-law identify the specific requirements for number of spaces including barrier-free spaces, sizes, parking area locations, surface treatments, drainage, entrances, and exits. The guidelines included in this document are general and should be considered in conjunction with the requirements of the Zoning By-law. To encourage an efficient development pattern, the provision of excessive amounts of parking is discouraged.

3.7 Accessibility Requirements

New and redeveloped sites will incorporate requirements of the **Accessibility for Ontarians with Disabilities Act** and **O. Reg. 413/12** and the **Ontario Building Code for Barrier Free Design** into the site plan.

Site Plan Applications will be forwarded to the Joint Accessibility Advisory Committee for review and comment.

The JAAC Accessibility Review Check List is available online:
<https://www.perthcounty.ca/en/living-here/accessibility.aspx>

3.8 Bicycle Parking

New and redeveloped sites will provide one bicycle parking space for every 15 required parking spaces.

Bicycle parking facilities should be provided in highly visible areas in proximity to main building entrances but should not interfere with pedestrian movement.

Bicycle parking facilities are comprised purpose-built bicycle racks that are permanently installed and capable of reasonable theft prevention when equipment is secured with a lock.

3.9 Paths, Walkways

Pedestrian paths of travel should be safe, direct, predictable, and barrier-free. They should connect with the building entrances and exits, including emergency exits. Pedestrian routes should be designed to minimize pedestrian and vehicle crossing points, however, where pedestrian routes cross vehicle routes the crossing should be clearly marked with unobstructed sightlines for both pedestrians and vehicles.

Walkways should incorporate surface treatments that are firm, stable, slip resistant, and capable of withstanding winter maintenance activities. They should incorporate changes in materials, textures, and/or colours to differentiate them from parking and vehicle circulation areas. New pedestrian facilities are required to meet or exceed the requirements of *Regulation 191/11 (Integrated Accessibility Standards)* of the *Accessibility for Ontarians with Disabilities Act, 2005*.

Exterior Paths

New or redeveloped exterior paths must meet the following requirements:

1. Paths must have a minimum clear width of 1600 mm, except where the exterior path connects with a curb ramp to serve as a turning space, in which case the clear width can reduce to 1,350mm.
2. Where possible, paths must maintain a minimum headroom clearance of 2.1 meters. Where this is not possible, barriers and cane detectable edges must exist around any obstructions.

3.10 Fire Protection

Please refer to the current edition of the *Ontario Building Code: Provisions for Firefighting* for design requirements.

Hydrants/Rural Water Supply

The Ontario Building Code requires new buildings that are not serviced by a municipal water supply system to provide an on-site water supply for firefighting purposes.

The water supply can consist of reservoirs, pressure tanks, elevated tanks, water mains or other fixed systems capable of providing the fire flow required, with the amount of on-site water determined by the Ontario Building Code. Dry hydrant connections for the on-site water supply should be designed in accordance with Municipal requirements.

Dry hydrants are required to meet the requirements in NFPA 1142 Chapter 8 “Dry Hydrants”, and NFPA 1142 Annex “I”.

3.11 Asset Management

Final construction drawings and as-builts of municipal services should include all structures labelled with asset numbers. The asset numbering system should be obtained from the GB prior to preparing the drawings.

Prior to Final Acceptance of the services as defined in a subdivision or development agreement, the developer shall engage his engineer to provide to Municipality of North Perth a detailed list of the cost of all the municipal assets for the purpose of North Perth’s asset management system, in the requested format.

Appendix 1: Agency Contact Information

There are several different approval agencies that may be involved in the review of a development going through the site plan review process. Below is a list of approval agencies having jurisdiction in North Perth and their contact information:

B.M. Ross and Associates

Municipal Engineer
62 North Street
Goderich, ON
N7A 2T4
Tel: 519-524-2641

Grand River Conservation Authority

400 Clyde Road, PO Box 729
Cambridge, ON N1R 5S6
Tel: 519-621-2763 ext. 2231

Huron Perth Public Health

Perth Office
653 West Gore St., Stratford ON N5A 1L4
1-888-221-2133

Joint Accessibility Advisory Committee

c/o Manager of Legislative Services
Perth County
1 Huron Street, Stratford, ON N5A 5S4
Tel: 519-271-0531 ext. 210
tsager@perthcounty.ca

Maitland Valley Conservation Authority (MVCA)

1093 Marietta Street, Box 127
Wroxeter, ON N0G 2X0
Tel: 519-335-3557 maitland@mvca.on.ca

Ministry of Environment, Conservation and Parks (MECP)

Environmental Approvals Access and Service Integration Branch
135 St. Clair Ave. West, 1st Floor, Toronto, ON M4V 1P5
1-800-461-6290

Ministry of Transportation- Corridor Management

Highway Corridor Management Section
659 Exeter Road, London ON N6E 1L3
519-379-4397

North Perth Building Department

Sally McMullen, Chief Building Official
620 Wallace Ave North, Listowel, N4W 1L3
Tel: 519-291-6825 ext. 3200

North Perth Fire Department**Janny Pape, Manager of Development and Protective Services/ Fire Ch**

620 Wallace Ave. S, Listowel, N4W 1Y4

Tel: 519-291-6825

North Perth Operations

Lyndon Kowch, Manager of Operations

330 Wallace Ave North, Listowel, N4W 1L3

Tel: 519-292-2068

Perth County Economic Development

1 Huron Street, Stratford, ON N5A 5S4

519-271-0531

Perth County Planning Department

John Bice, Planner

Jerrica Gilbert, Planner

1 Huron Street, Stratford, N5A 5S4

Tel: 519-271-0531ext 449

E-mail: planning@perthcounty.ca**Perth County Public Works**

4 Napier Street, Mitchell N0K 1N0

519-271-0531 ext. 314

Upper Thames River Conservation Authority

1424 Clarke Road, London, N5V 5B9

Tel: 519-451-2800

Ministry of Transportation (MTO)

London Regional Office, 659 Exeter Road

London, ON N6E 1L3

(519) 873-4100

Ministry of Natural Resources and Forestry (MNR)

Ministry of Natural Resources and Forestry, Guelph District

1 Stone Road West

Guelph ON, N1G 4Y2

1-866-686-6072

mnr.nric.mnr@ontario**Source Water Protection (Ausable-Maitland, Upper Thames)**

Ausable Bayfield Maitland Valley Source Protection Region

1-888-286-2610

Thames-Sydenham and Region Drinking Water Source Protection

519-451-2800

Upper Thames River Conservation Authority (UTRCA)

1424 Clarke Road,

London, Ontario, Canada N5V 5B9

Tel: 519-451-2800 infoline@thamesriver.on.ca