



Tiny

TOWNSHIP OF/CANTON DE

Special Event Application Event Site Plans

All Special Event applications must include a Site Plan showing how the event will be set up and operated within the event location.

The Site Plan helps Township staff and emergency services review safety, access, traffic, accessibility, and site impacts prior to approval.

Applicants may create their Site Plan using: (examples and blank maps provided below)

- Simcoe County GIS mapping
- Aerial imagery or base maps
- Digital tools such as Canva, Microsoft Word, or Paint
- A clear hand-drawn plan (for small or low-impact events)

The Site Plan must be uploaded as part of the Special Event Application submission. Applications submitted without a Site Plan may be considered incomplete and delayed until all required materials are received.

The Site Plan must clearly identify key event features including entrances, exits, emergency access routes, structures, parking, washrooms, and service areas.

Creating a Digital Special Event Site Plan

(Using Simcoe County GIS, Snipping Tool, and Paint or Word)

Applicants may submit a digitally prepared site plan using publicly available mapping tools. Hand-drawn plans are acceptable for small events; however, digital plans are strongly encouraged for clarity and review efficiency.

Step 1: Access Simcoe County GIS Mapping

1. Go to the Simcoe County Interactive Mapping website:
 - Search online for “*Simcoe County GIS Mapping*”.
2. Select Interactive Mapping from the results.
3. Use the search bar to enter:
 - Civic address
 - Street name
 - Facility name (e.g., Balm Beach Park)
4. Adjust the map view by:
 - Zooming in to clearly show the full event area



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- Switching between aerial imagery and map view if helpful
- 5. Ensure the following are visible before capturing the image:
 - Property boundaries
 - Adjacent roads and parking areas
 - Trails, waterfronts, or nearby structures

Step 2: Capture the Map Image (Snipping Tool)

1. Open the Snipping Tool (Windows) or Snip & Sketch:
 - Press Windows Key + Shift + S
2. Select Rectangular Snip.
3. Carefully select the map area showing:
 - Entire event footprint
 - Nearby access roads and parking
4. Save the image to your computer:
 - Recommended file name:
EventName_SitePlan_BaseMap.jpg

Step 3: Develop the Site Plan Using Paint or Word

Option A: Using Microsoft Paint

1. Open Paint
2. Select File → Open, then open your saved map image
3. Use the following tools:
 - Shapes / Lines → draw event boundaries
 - Text Tool → label features
 - Colours → differentiate zones
4. Add and clearly label:
 - Entrances and exits
 - Stages, tents, vendors, washrooms
 - Parking areas and emergency access routes
5. Save the file as:
 - EventName_SitePlan_Final.png OR .pdf

Option B: Using Microsoft Word

1. Open Microsoft Word
2. Insert the map image:
 - Insert → Pictures → This Device
3. Resize the image to fit the page
4. Use:
 - Insert → Shapes for boundaries and symbols



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- Text Boxes for labels
- 5. Add a legend
- 6. Save as a PDF before submitting

What should be included in a Special Event Site Plan:

Event Overview & Orientation

- Event location and civic address
- Event footprint clearly outlined

Access, Entrances & Exits

- Public entrances and exits (clearly labeled)
- Emergency access routes (Fire, EMS, Police)
- Service and delivery access points
- Accessible entrances/exits (AODA compliant)
- Controlled access points (fencing, wristbands, ticketing)

Traffic, Parking & Transportation

- On-site parking areas (staff, volunteers, accessible, vendors)
- Off-site or overflow parking locations
- Accessible parking spaces
- Drop-off / pick-up zones (including transit, taxis, rideshare)
- Road closures or partial closures (if applicable)
- Traffic control devices (cones, barriers, signage)
- Pedestrian routes and crossings

Emergency & Safety Planning

- Emergency vehicle access routes and staging areas
- First Aid / medical tent location
- Emergency evacuation routes and muster points
- Fire lanes (clearly marked)
- Fire extinguishers (location and type)
- Severe weather shelter areas (if applicable)

Structures & Equipment

- Stages (including dimensions and orientation)
- Tents (size, type, anchoring method)



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- Temporary structures (bleachers, fencing, towers)
- Amusement devices / inflatables
- Lighting towers
- Generators and fuel storage locations

Utilities & Services

- Electrical sources and cabling routes
- Water supply points
- Waste and recycling stations
- Grease disposal (if food vendors present)
- Noise-generating equipment locations

Vendors & Food Services

- Food truck and food vendor locations
- Vendor booth layout and spacing
- Alcohol service areas (licensed area boundaries)
- Handwashing stations
- Fire separation distances between vendors

Washrooms & Sanitation

- Portable washroom locations
- Accessible washrooms
- Hand sanitizer / handwashing stations
- Wastewater servicing (if applicable)

Security & Crowd Management

- Security staff posts
- Paid duty police locations (if required)
- Bag check or screening areas
- Fencing, barricades, and controlled areas
- Lost children / information booth

Accessibility (AODA Considerations)

- Accessible paths of travel
- Viewing areas for stages or performances
- Accessible seating areas



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- Accessible washrooms and parking
- Wayfinding and signage considerations

Legend & Notes

- Clear legend explaining all symbols and colours
- Notes section for special conditions or approvals
- Version date and revision history

Optional (But Strongly Recommended)

- Separate traffic management plan (if complex)
- Separate emergency response plan if required
- Separate alcohol service (AGCO) sketch

- Jersey Barricades
- Picnic Table
- Portable Toilets
- Pylon
- 8' Table
- Barricades
- Waste Stations
- Springboard Signs
- Fire Hydrant

Stage
20x30 Tent

Vendor Area

Truck
BBQ

First Aid & Volunteer sign in

Water Station

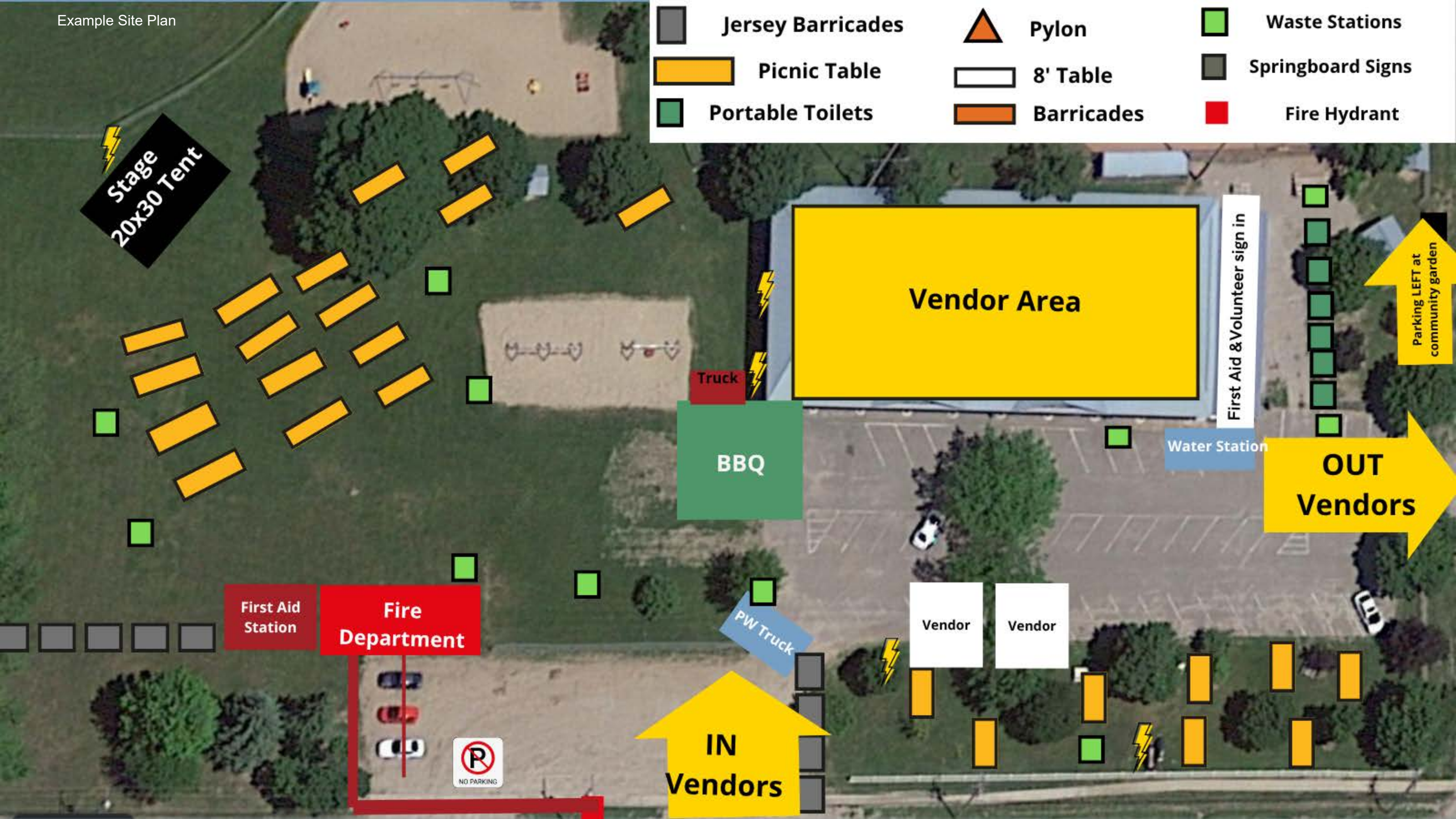
Parking LEFT at
community garden

OUT
Vendors

First Aid
Station
Fire
Department

PW Truck
IN
Vendors

Vendor Vendor



Lafontaine Park





Wyevale Park

