Pre-Consultation, Initial Meeting Community Planning Permit

The undersigned hereby applies to the City of Guelph in accordance with the Planning Act, R.S.O. 1990, C.P.13, as amended, as described in this application, under by-law No. 2025-21065, as amended.

Type of Application

◯ Initial Meeting ◯ Pre-Consultation

Subject Site

Municipal Address: _____

Legal Description: _____

Registered Owner

Company Name: _____

Contact Name: _____

Email Address: _____

Phone Number: _____

Address: _____

City: _____

Postal Code: _____

Applicant (if different from Owner)

Company Name: _____

Contact Name: _____

Email Address: _____

Phone Number: _____

Address: _____

City: _____

Postal Code: _____

Please select who is the primary contact for this application
Correspondence will only be sent to the primary contact.

◯ Owner ◯ Applicant

Existing Land Use and Property Information

Official Plan Designation: _____
CPP Precinct: _____
Lot Area (m^2): _____
Lot Frontage (m): _____
Lot Depth (m): _____

Current Uses on the subject land and length of time they have continued:

Are there any existing buildings or structures on the subject land?

◯ Yes ◯ No

If yes, provide the following information for each building or structure:

1. The type of building or structure.
2. The date constructed (if known).
3. In metric units, show on the Site Plan the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.

Community Planning Permit Regulations

Are the variations requested within the provisions of the CPP By-law?

◯ Yes ◯ No

Is the proposed use a permitted use?

◯ Yes ◯ No

Is the proposed use allowed subject to the criteria as established in the CPP By-law?

◯ Yes ◯ No

Brief Description of the Proposed Development:

Are any buildings or structures proposed to be built on the subject land?

◯ Yes ◯ No

If yes, provide the following information for each proposed building or structure:

1. The type of building or structure.
2. In metric units, the setback from the front lot line, rear lot line and side lot lines, the height of the building or structure and its dimensions or floor area.

Existing Number of Residential Units: _____

Proposed Number of Residential Units:_____

Is Demolition Required?

◯ Yes ◯ No

If yes, how much GFA is proposed for demolition (m2):

_____

If yes, how many residential units are proposed to be demolished:

_____

Proposed Building Tenure (Rental, Condominium or Freehold):

_____

Servicing and Access Details

How is access proposed to be provided to the subject lands? [Provincial Highway; Open Municipal Road; Private Street; Right-of-way (provide additional legal information); or Other (specify below)]

_____

How is water proposed to be supplied to the subject lands? [Municipal Piped Water; Private or Individually Owned Well(s); Communal Well(s)]

_____

How is sewage proposed to be disposed from the subject lands? [Municipal Sanitary Sewers; Private Septic System for each unit(s); Communal Septic System(s)]

_____

How is stormwater proposed to be managed for the subject lands? (select yes to all that apply)

- Municipal storm sewers: ◯ Yes ◯ No
- Onsite/Private storm sewers: ◯ Yes ◯ No
- Municipal stormwater management facility: ◯ Yes ◯ No
- Private stormwater management facility: ◯ Yes ◯ No
- Green Infrastructure facility: ◯ Yes ◯ No
- Infiltration: ◯ Yes ◯ No
- Other: _____

Existing Conditions

When was the property acquired by the current owner?

_____

Are any abutting lands owned by the owner of the subject site?

◯ Yes ◯ No

Are there any easements affecting the subject site? (All easements must be shown on the site plan)

◯ Yes ◯ No

Is the site subject to any road widenings? (All road widenings must be shown on the site plan)

◯ Yes ◯ No

External Agencies

Is the site regulated by the Grand River Conservation Authority?

◯ Yes ◯ No

Is the site regulated by the Ministry of Transportation?

◯ Yes ◯ No

Is the site within 300m of a rail line (Metrolinx, CN or GJR)?

◯ Yes ◯ No

Has the site ever been subject to any of the following Development Applications? (Complete table as applicable)

Table 2 Development Application History

Application Type	City File Number(s)	Status
Plan of Subdivision/Condominium		
Zoning By-Law Amendment		
Official Plan Amendment		
Site Plan Approval		
Minor Variance		
Consent (Severance, etc.)		

Final pre-consultation summary comments are valid for one (1) year following the pre-consultation meeting date. If another pre-consultation application or formal Community Planning Permit submission is not received within the 1-year timeframe, a new pre-consultation meeting will be required.

I hereby apply for pre-consultation community planning permit system and declare that the statements made in this application and the information contained in the accompanying plan(s) are true. I understand that this application does not grant a Community Planning Permit and that a complete Community Planning Permit submission under Section 70.2 of the Planning Act is required.

Applicant Signature: _____ Date: _____

Pre-Consultation Community Planning Permit Submission Checklist

The following materials **must** be provided digitally in support of a complete pre-consultation site plan submission:

- ☐ Payment of the pre-consultation fee by Electronic Fund Transfer (EFT) or cheque. Note: payment must be received before an application is placed on a Development Review Committee (DRC) meeting agenda
- ☐ Completed Pre-Consultation Community Planning Permit application form including the Pre-Consultation Community Planning Permit submission checklist (this document), to confirm all required information is included on each plan
- ☐ Cover Letter, including a list of the requested variations and justification for each variation
- ☐ Drinking Water Protection Screening Form in accordance with the Clean Water Act (required for all developments)

Digital (PDF) copy of the following plans:

- ☐ Site Plan (SP-1)
- ☐ Building Elevation Plan (EP-1)
- ☐ Underground Parking Plan(s) (UGPP-1)/ Floor Plans (FP-1) –where parking is proposed underground or within a building/ structure; where common amenity space is required per the CPP By-law (internal to the building); or where private amenity space is required per the CPP By-law.
- ☐ Tree Inventory & Preservation Plan (TIPP-1) – required where wooded features or individual trees greater than or equal to 10 cm DBH may be destroyed or injured.
- ☐ Preliminary Grading and Drainage Plan (GP-1)
- ☐ Preliminary Site Servicing Plan (SSP-1)
- ☐ Any additional available plans

Submissions must be provided via a file sharing program of your choosing (ie. Dropbox [https://www.dropbox.com]). A downloadable link must be sent to the DRC Coordinator or planning@guelph.ca. If individual PDF attachments are sent via email, we will not accept the submission. Please ensure that the title of the folder includes the municipal address of the proposed development. All digital materials must be formatted/saved in accordance with the City's Digital Submissions – Document and File Naming Conventions document.

Upon receipt, staff will review your submission to confirm all required information and materials are included. If any required information or materials are not included, the application will be deemed incomplete and will not be circulated/ placed on a DRC meeting agenda and you will need to resubmit a full submission package for reconsideration.

General Plan Requirements:

a) All measurements must be in metric.
b) All plans must be fully coordinated (no conflicting information between plan sets).
c) Plans must be to an appropriate scale based on the size of the subject lands. The entire site should fit on 1 plan (maximum 2), so the site can be looked at wholistically.
d) Plans must be labelled (drawing title) in accordance with City Naming Protocols:

- SP-1 – Site Plan
- UGPP-1, UGPP-2, etc. – Underground Parking Plans
- FP-1, FP-2, etc. – Floor Plans
- EP-1, EP-2, etc. – Building Elevation Plans
- TIPP-1 - Tree Inventory and Preservation Plan
- GP-1 – Preliminary Grading and Drainage Plan
- SSP-1 – Preliminary Site Servicing Plan

All plans must include the information in Section 1 within the title block. Furthermore, in addition to the specific plan requirements, all plans (except the building elevation plans, underground parking plans and floor plans), must include all the information in Section 2.

Section 1: The following information must be included in the title block

☐ Drawing title (in accordance with the City Naming Protocol, noted above) i.e. SP-1 – Site Plan.

☐ Municipal address and legal description of the subject lands.

☐ Date of the drawing and version/revision number.

☐ Stamp and endorsement by a Professional (please refer to the specific plan criteria for who is permitted to stamp and endorse the plan).

☐ Metric scale (1:100, 1:200, 1:250, 1:300, 1:400, 1:500) and bar scale.

☐ North Arrow (including construction North).
Note: this does not need to be included on underground parking plans, floor plans or building elevation plans.

☐ Key plan showing the location of the site within the City of Guelph with reference to the nearest intersection of public roads.
Note: this does not need to be included on underground parking plans, floor plans or building elevation plans.

Section 2: The following information must be included on each plan. (Except on Underground Parking Plans, Floor Plans or Building Elevation Plans)

Shown	N/A	Information for the adjacent lands:
☐	☐	1. Illustrate & dimension the municipal road(s) abutting the subject lands including the existing lane configuration, curbs, sidewalk, bike lanes or bicycle paths, boulevard and/or ditch, sidewalks, bus stops, bus shelters, transit pads, laybys, etc.
☐	☐	2. Adjacent street names.
☐	☐	3. Location of any existing buildings or proposed on the adjacent lands.
☐	☐	4. Illustrate the location of existing driveways for the adjacent lands, including any driveways opposite the subject lands. **Design Requirement:** Where applicable, the centerline of a proposed access must be aligned with the existing access opposite the subject lands (in accordance with the Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads). Please illustrate the centerline alignment.
☐	☐	5. Existing & proposed above ground utilities within the City's right-of-way, including fire hydrants, utility poles, guy wires, traffic signalization and equipment, lighting, street signs, transformers, utility pedestals etc. **Design Requirement:** A minimum clearance of 1.5m is required from an access to the outside edge of any above ground utility structures. Dimension the setback to any existing or proposed utilities near the existing & proposed access (in accordance with the City's Development Engineering Manual (DEM)) **Design Requirement:** Refer to the City's Tree Technical Manual (TTM) document for required tree planting offsets from utilities/ features.

Shown	N/A	Information for the subject lands:
○	○	1. Surveyed property limits including bearings and dimensions.
○	○	2. Clear delineation of the limit/ scope of work of the proposed development (required where development is proposed for a portion of the subject lands).
○	○	3. Limit of any Natural Heritage Features, Natural Hazards, and buffers (as applicable) including significant woodland, significant wetland, top of bank, watercourse, etc. and reference to the applicable document or source ie. Official Plan, Environmental Impact Study (EIS), Grand River Conservation Authority (GRCA) etc.
○	○	4. Identify and dimension any road widening(s) and/or intersection improvement(s), required under Table 5.1 and Table 5.2 of the City's Official Plan. Note: Where a land dedication is required, all measurements must be from the ultimate property line as the dedication will be required prior to Site Plan approval.
○	○	5. Location of all existing & proposed easements including: • who the easement is in favour of • the instrument number • the reference plan number and part(s) If there are blanket easements, a note must be included confirming the instrument number(s) and who the easement is in favour of. **Note:** In accordance with the City's DEM, any required/proposed sewer easements must be a minimum of 5 m wide for one sewer, 6m wide for two sewers in the same trench, and 7.5 m wide for two sewers in separate trenches. Actual width will vary depending on the size and depth of the sewer(s).

6. Existing & proposed buildings and structures (including accessory structures), and any parts of the building which overhang the ground floor including cantilevers, canopies, balconies, etc. (include dimensions for any parts of the building which overhang the ground floor on the site plan).

7. Existing & proposed limits of underground parking structures and ramps (include dimensions/ setbacks on site plan).

8. Existing & proposed above ground utilities within the City's right-of-way, including fire hydrants, utility poles, guy wires, traffic signalization and equipment, lighting, street signs, transformers, utility pedestals.

   Design Requirement: A minimum clearance of 1.5m is required from an access to the outside edge of any above ground utility structures. Dimension the setback to any existing or proposed utilities near the existing &proposed access (in accordance with the City's Development Engineering Manual(DEM))

   Design Requirement: Refer to the City's Tree Technical Manual (TTM) document for required tree planting offsets from utilities/ features.

9. Snow storage area(s) must be illustrated, or a note must be included on the site plan if snow will be trucked off-site.

   Design Requirement: Proposed snow storage areas must not obstruct any accessible routes, required parking spaces and accessible parking spaces (including access aisles), conflict with any existing or proposed landscaping, or conflict with any existing or proposed stormwater management facilities.

10. Illustrate the limits of existing & proposed slopes and berms.

11. Location of existing & proposed stormwater management facilities must be illustrated (i.e. infiltration galleries).

Shown	**N/A**	**Pedestrian Circulation:**
○	○	1. Illustrate existing & proposed pedestrian walkways, sidewalks, pathways, patios, stairs & ramps (including dimensions & materials), within the City's right-of-way and on the subject property.

Design Requirement: Accessible routes must have a minimum 1.50m clear width, the clear width can be reduced up to 1.20m to serve as a turning space where the exterior path connects with a curb ramp in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

Design Recommendation: Where cars park and can potentially overhang the route, the accessible route should be 2.0m wide. If not possible, curb stops within the parking spaces are to be provided to ensure the accessible route is not narrowed by parked vehicles. Despite the AODA requirement (noted above), the minimum preferred width for all accessible routes is 1.83m.

Design Requirement: Tactile Warning Strip Indicators (TWSIs) must be provided where curb ramps are proposed or where a depressed curb is provided at a pedestrian crossing and at the top of any stairs (in accordance with the AODA).

Design Requirement: Handrails are required on both sides of any stairs. Handrails must terminate in a manner that will not obstruct pedestrian travel or create a hazard (in accordance with the AODA).

Design Requirement: Provide an accessible pedestrian connection from the proposed building to the municipal sidewalk. If there is no existing municipal sidewalk along the frontage of the subject lands, show a logical place where a future accessible pedestrian connection could be provided and label it as such.

Shown	N/A	
		Bicycle Parking and Circulation:
○	○	1. Illustrate (on all plans), dimension (on the site plan), and specify the number of existing & proposed bicycle short term and long term bike parking spaces at grade and internal to the proposed building (on the site plan) in accordance with the CPP By-law. Where indoor long term bicycle parking is provided, label on the site plan how visitors/ employees/ residents will access the indoor bicycle parking. **Design Recommendation:** Short term (outdoor) bicycle parking spaces should not obstruct any accessible routes. Where multiple buildings are proposed, bicycle parking should be evenly dispersed and provided by each principle building entrance. **Design Recommendation:** Indoor bicycle parking should allow for recumbent hand cycle storage. Recommended dimensions for hand cycle storage are 0.65m by 2.0m. The entrance to the indoor bicycle parking should have an automatic door operator, if not lever handles are required.
Shown	**N/A**	**Vehicular Access, Driveways and Parking:**
○	○	1. Location of all 0.3m (1') reserves (to determine where any reserves would need to be lifted to provide access to the subject land)
○	○	2. Location of existing & proposed access(es). Specify for any proposed access(es): the width, curb radii (in accordance with the City's DEM) and clear throat length (in accordance with Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads). For any proposed access(es), illustrate and dimension the clearance from the proposed access(es) to the existing access(es) and intersection (in accordance with the Development Engineering Manual) **Design Requirement:** The angle of intersection between a proposed access, and the intersecting roadway should be at 90 degrees, or as near to right angle as practical for the overall safe operation of the site and roadway (in accordance with Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads).

Design Requirement: Where applicable, the centerline of a proposed access must be aligned with the existing access opposite the subject lands (in accordance with the Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads). Please illustrate the centerline alignment.

Design Recommendation: Where possible, the proposed access should be located on the side street.

3. Location and dimension (on the site plan) all existing & proposed driveways, drive aisles and parking spaces (denoting on the site plan EV parking, accessible parking, access aisle(s) and carpool parking on the plans, where applicable) (label surface material) in accordance with the CPP By-law.

Design Requirement: Driveways and drive aisle widths are to be designed in accordance with the Zoning By-law and the City's DEM – the City's DEM states: minimum 6.0m wide where no parking is proposed on either side of the driveway/ drive aisle, 6.5m single loaded parking and 7.0m double loaded parking.

Design Requirement: Accessible Parking spaces must be provided and designed in accordance with the Zoning By-law and AODA. The accessible parking count included in the City's Facility Accessibility Design Manual (FADM) is the AODA provincial standard just in a user-friendly format (refer to Section 4.3.12). As per the AODA, Accessible parking must provide the following two (2) types of parking spaces for the use of persons with disabilities:

- Type A, a wider parking space which has a minimum width of 3.4m and signage that identifies the space as "van accessible"; and
- Type B, a standard parking space which has a minimum width of 2.4m.

4. All accessible spaces must have an adjacent access aisle that is 2.0m wide and extends the full length of the parking space. The access aisle must be marked with high tonal contrast diagonal lines. Access aisles may be shared by two (2) accessible parking spaces.

   Design Recommendation: The access aisle be provided on the passenger side of a Type A space when a vehicle is pulled in forward (nosed into) the space.

   Design Recommendation: Plot at least one EV parking space as an accessible parking space (either Type A or Type B) with a 2.0m access aisle and connecting to an accessible route is strongly encouraged.

Shown **N/A** **Loading Areas and Circulation:**

1. Label and dimension (on the site plan) all loading areas (i.e. truck loading areas, garbage collection areas, accessible passenger loading and drop-off areas, move-in & delivery loading areas).

   Design Requirement: All vehicles must enter and exit the site in forward motion.

   Design Requirement: To facilitate waste collection for all multi-residential developments, the internal road layout should be designed to permit continuous collection without the waste vehicle needing to reverse (other than in the loading zone). Where the requirement for continuous collection cannot be met, a cul-de-sac, "T" turnaround or three-point turn allowance in accordance with the specifications shown in Appendix D of the City's Waste Collection Guidelines for Multi-Residential Developments in the City of Guelph' must be provided.

   Design Requirement: To facilitate waste collection for all multi-residential developments, a minimum overhead clearance throughout the property of 4.5m must be provided. The minimum unencumbered vertical clearance for the entire loading area (which is the length of a collection vehicle), must be 6.5m to accommodate front-end collection vehicles.

Shown	N/A	
		Waste Collection:
○	○	1. Illustrate the location of all existing & proposed outdoor waste enclosures/ carts (garbage, recycling & organics). Note: for multi-residential developments, carts must be provided for organics to facilitate municipal waste collection. **Design Requirement** (for multi-residential developments): Adequate storage volume space must be provided for a minimum of one (1) week for recyclables, organics, and garbage. **Design Requirement** (for multi-residential developments): All communal waste containers (in-ground, surface or carts) must be flush with the ground for truck maneuverability, safe tipping and accessibility for all residents or staff.
Shown	**N/A**	**Traffic Signage:**
○	○	1. Illustrate the location of all existing & proposed signage, including: • Fire Route/ No Parking signs along the designated fire route (refer to the sign standards within the City's Linear Infrastructure Standards LIS) • Stop sign(s) (Ra-1) – Note: all stop signs must be located within the subject lands • Accessible Parking Sign(s) (RB-93) and 'Van Accessible' Tab. The 'Van Accessible' tab is to be provided below the RB-93 sign for only the Type A accessible parking spaces (in accordance with the AODA) • Multiple Unit Identifier (MUI) sign(s) (where applicable) – Note: MUI signs should be oriented, so they are clearly visible to vehicles entering the subject lands (and further to the requirements set out in the City's Site Plan User Guide) • Free-standing permanent & portable signage (including dimensions, where applicable)

Shown	N/A	Landscaping:
○	○	1. General location of existing & proposed soft and hard landscape elements, including: asphalt, shrub and perennial beds, sod, seed mixes, trees and benches (including adjacent rest areas for wheelchair users). Elements to be labelled. **Design Requirement:** Benches must have an adjacent level, firm ground surface of at least 0.92m (36 in.) x 1.37m (54 in.) for wheelchair users (in accordance with the AODA).
○	○	2. Height and design (material) of all existing & proposed fences and walls (including: boundary retaining walls etc.).

SP-1 - Site Plan

The Site Plan must be stamped and endorsed by a professional (OALA, OAA, OLS, P. Eng or RPP).

In addition to the information contained in Section 1 and 2, the Site Plan (SP-1) must include the information contained in Section 3.

Section 3: Site Plan Requirements:

Shown	N/A	Information in the Title Block:
○	○	1. Name, mailing address, phone number and email address of the property owner.
○	○	2. Name, mailing address, phone number and email address of the applicant.

Shown	N/A	Information for the adjacent lands:
○	○	1. CPP Precinct or Zoning of the adjacent lands (i.e. HDR).
○	○	2. Existing land use of the adjacent lands (i.e. vacant).

Shown	N/A	Information for the subject lands:
○	○	1. Dimensions of all yards and setbacks, including the setback of underground parking (to confirm by-law compliance).
○	○	2. Where multiple buildings are proposed on the subject lands, dimension the distance between buildings (to confirm compliance with the CPP By-law and the Ontario Building Code).
○	○	3. Location of all existing & proposed principle and secondary building entrances.
○	○	4. Summary Statistics Table, including: • Gross Site Area (m2) • Existing floor area to be demolished (m2) • Gross Floor Area (existing & proposed), including a breakdown of the existing & proposed floor area for different uses (m2) • Detailed Parking Calculations (in accordance with the uses proposed and the CPP By-law) • Quantity and type of bicycle parking spaces proposed (in accordance with the CPP By-law)
○	○	5. Where the subject site has multiple precincts that apply to it, show the limits of each zone on the site plan and label them accordingly.
○	○	6. By-law regulations compliance chart. The chart must include four (4) columns: • The CPP By-law regulation • The CPP By-law requirement • What is proposed • Conforms (Yes/No) column to confirm whether what is proposed conforms with the CPP By-Law If there is any site-specific exemptions, the by-law regulations compliance chart must reference these requirements rather than the requirement of the general zone.
○	○	7. Where outdoor common amenity space is proposed and is required per the CPP By-law, the limits of

each proposed outdoor common amenity space must be clearly illustrated/outlined and dimensioned, and the total area (m2) must be noted for each common amenity space (to confirm compliance).

8. Where applicable, illustrate the Approach and Departure Sight Triangles at the proposed access(es), in accordance with the City's DEM and the Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads.

9. Illustrate sight line triangles in accordance with the CPP By-law and the City's DEM.

   Design Requirement: No building, parking or structure shall be located within the sight line triangle. Landscaping may be located within the sight line triangle provided it is maintained in such a manner that its height is not more than 0.8m above the level of the travelled portion of the abutting Streets.

10. Where a drive-through is proposed, or alterations to an existing drive-through are proposed, clearly dimension the required queuing spaces up to the first service window (on the site plan). Drive-throughs are to be designed in accordance with the CPP By-law, the City's Commercial Built Form Standards, and the City's DEM.

11. For commercial and industrial developments, where only a portion of the subject lands form part of the site plan scope, identify and delineate the portion of the property impacted by the proposed development and identify the area (in hectares) in accordance with Section 3. (k)iii. of Parkland Dedication By-law (2022) 20717.

Shown	N/A	**Fire Routes and OBC Requirements:**
○	○	1. Label existing & proposed fire department/ siamese connections (if applicable) **Design Requirement:** New siamese connections must be located within 3m of a street or access route except that up to 15m will be permitted if the path from the street or access route to the siamese connection is asphalt, concrete or the like which will be kept clear year round.
○	○	2. Label existing & proposed fire route(s) **Design Requirement:** A minimum 12m centerline radius must be provided along the designated fire route in accordance with the OBC. Dimension the centerline. **Design Requirement:** If the fire route is more than 90m long, provide turnaround facilities for any dead-end portion of the access in accordance with the OBC.
○	○	3. Clearly indicate all existing & proposed fire hydrant(s) **Design Requirement:** Any new fire hydrants are to be located within the City's right-of-way instead of on private property, if the location will satisfy the OBC requirements for protection of the building. If a private hydrant is to be provided as it cannot meet the OBC requirements, provide a dimension between the hydrant and the building which it is to protect. Note that fire hydrants within the City's right-of-way must be independently serviced directly from the watermain, as per City Standards.

Shown	N/A	**Waste Collection:**
○	○	1. For multi-residential developments, illustrate the set location of all existing & proposed waste bins/ carts (garbage, recycling & organics) (with dimensions). For units with garages show a typical detail of the set-out location.

EP-1, EP-2, etc. – Building Elevation Plans

Must be stamped and endorsed by Professional (P. Eng. or OAA) or BCIN (where the proposed development is less than 4-storeys high and 600 m2 in building area).

The following Built Form Design Standard and Guidelines should be referenced for the following development types:

- Commercial buildings, please refer to the City's Commercial Built Form Standards.
- Townhouses and mid-rise buildings, please refer to the City's Built Form Standards for Mid-Rise Buildings & Townhouses.
- Developments within the downtown, please refer to the City's Downtown Built Form Standards.

For sites that have a site-specific Urban Design Brief, the brief together with the applicable built form standards/guidelines will be used to evaluate the development application.

In addition to the information contained in Section 1, the Building Elevation Plan(s) (EP-1, EP-2, etc.) must include the applicable information contained in Section 4.

Section 4: Building Elevation Plans:

Shown	N/A	Plan Requirements:
☐	☐	1. All building sides/ elevations (north, south, east & west).
☐	☐	2. Where an addition is proposed, or changes are proposed to an existing building, clearly label what is existing and what is proposed.
☐	☐	3. Label (in metric) the width, length and height of the building(s), including the dimensions and height of any major roofs and parapets.
☐	☐	4. Illustrate that any proposed roof top mechanical equipment and elevator cores will be architecturally integrated with the building design or screened. Provide details including a line- of-sight drawing/perspective to demonstrate these will be completely screened from surrounding public streets.

○	○	5. Proposed building mounted municipal address(es) sign and if applicable, commercial signage details including, proposed signage location and dimensions.
○	○	6. Recommended all building materials and material colours that will be used be shown.
○	○	7. Provide the massing and conceptual design of the proposed building.

UGPP-1, UGPP-2, etc. – Underground Parking Plans and FP-1, FP-2, etc. – Floor Plans

Must be stamped and endorsed by a Professional (P. Eng. Or OAA)

In addition to the information contained in Section 1, the Underground Parking Plans(s) (UGPP-1, UGPP-2, etc.) and Floor Plans (FP-1, FP-2, etc.) must include the applicable information contained in Section 5, and Floor Plans must include the additional applicable information contained in Section 6.

Section 5: Underground Parking and Floor Plan Requirements:

Shown	N/A	Site Circulation – Vehicular Access and Parking
○	○	1. Specify parking ramp slope(s) (in percentage). **Design Requirement:** • Covered ramps should have a maximum slope of 15% • For any steep ramp, transition areas at the top and bottom of the ramp should be at least 6m in length with half of the ramp grade • Ensure provision of sightlines at entrance/exit • Where the ramp is exposed to weather, provide a heated ramp when the slope is greater than 8%
○	○	2. Specify vertical clearance (in meters). **Design Requirement:** Refer to loading vertical clearance requirements set out in Section 2, where loading areas are proposed within the building limits.
○	○	3. Provide the horizontal and vertical profiles for any underground parking structures and ramps.

Shown	N/A	
○	○	4. Dimension all driveways, drive aisles and parking spaces. Refer to driveway, drive aisle & parking design requirements set out in Section 2. **Design Recommendation:** provide a 1.20 metre hammerhead for end parking spaces abutting a wall.
Shown	**N/A**	**Indoor Bicycle Parking**
○	○	1. Where indoor bicycle parking is proposed, provide details of the bicycle room(s) layout including: • Type of bicycle parking proposed (i.e. vertical, horizontal, stacked & accessible/ recumbent bicycle parking) – label on plan(s) • Typical dimension for each proposed type of bicycle parking space (length, width & height) • Dimension of the access aisle(s) (width) • Width and type of door access • the total number of bicycle parking proposed for each type of bicycle parking Refer to the CPP By-law for bicycle parking requirements. **Design Recommendation:** Indoor bicycle parking should allow for recumbent hand cycle storage. Recommended dimensions for hand cycle storage are 0.65m by 2.0m. The entrance to the indoor bicycle parking should have an automatic door operator, if not lever handles are required.
Shown	**N/A**	**Traffic Signage:**
○	○	1. Location of proposed traffic signage: • Stop sign(s) (Ra-1) • Accessible Parking Sign(s) (RB-93) - 'Van Accessible' Tab to be provided below the RB-93 sign for Type A accessible parking spaces (in accordance with the AODA)

Shown	N/A	Loading Areas and Waste Collection
○	○	1. For all multi-residential developments, where waste storage is proposed internal to the building, provide details of the waste storage area, including: • The waste stream (organics, garbage, or recycling) for each proposed bin/cart • size/volume for each proposed bin/cart • dimensions of the proposed bins/carts **Note:** Carts must be provided for organics to facilitate municipal waste collection. **Design Requirement:** Adequate storage volume space must be provided for a minimum of one (1) week for recyclables, organics, and garbage.

Section 6: Additional Floor Plan Requirements:

Shown	N/A	Amenity Areas:
○	○	1. Where indoor common amenity area(s) are proposed and are required per the CPP By-law, the total area (m2) must be noted for each common amenity space (to confirm by-law compliance).
○	○	2. Where private amenity areas are required per the CPP By-law, the private amenity spaces must be fully dimensioned, and the total amount of private amenity space proposed for each unit (m2) must be specified (to confirm by-law compliance).

TIPP-1, TIPP-2, etc. – Tree Inventory and Preservation Plan(s)

Must be prepared by an arborist.

Refer to the City's Tree Technical Manual (TTM) for plan requirements.

In addition to the information contained in Section 1 and 2, the Tree Inventory & Preservation Plan(s) (TIPP-1, TIPP-2., etc.) must include the information contained in Section 7.

Section 7: Tree Inventory and Preservation Plan Requirements:

Shown	N/A	Plan Requirements:
○	○	1. A surveyed inventory of all existing trees (10cm Diameter at Breast Height (DBH) or larger) on the subject lands, and those on adjacent lands where the dripline is within 6m of the subject lands, that are to be preserved, injured or removed.
○	○	2. A tree inventory table which includes the following: • identification number (corresponding to the plans) • size of tree - Diameter at Breast Height (cm) • species (common and botanical name) • form (canopy width, shape, etc.) • biological health (disease, pest, vigour) • structural condition (hazards and/or structural defects) • tree ownership (private or public) • recommended action (retain, relocate or remove) • compensation required (yes or no) • reason for removal (health, development, hazard, etc.) or relocation, if proposed • risk assessment • overall condition (considering biological health and structural condition) • Identification of Designated Heritage Trees protected under the Ontario Heritage Act (OHA) • Notes and recommendations as applicable (e.g. treatments, vine removal, habitat tree, corrective pruning, etc.)
○	○	3. Location and description of the type of tree protection fencing and other tree protection measures (e.g. wood fence, paige wire fence, root pruning, sensitive excavation, compaction prevention, etc.). Including notes and appropriate Tree Protection Zone (TPZ) Fence details and drawings in accordance with the City's TTM.

GP-1 – Preliminary Grading and Drainage Plan

Must be stamped and endorsed by professional (P. Eng.)

Refer to the City's Development Engineering Manual (DEM) for grading design requirements.

In addition to the information contained in Section 1 and 2, the Preliminary Grading Plan (GP-1) must include the information contained in Section 8. The City is looking for enough information to determine the cut/fill.

Section 8: Preliminary Grading and Drainage Plan Requirements:

Shown	N/A	Plan Requirements:
☐	☐	1. Geodetic Benchmark.
☐	☐	2. Location of all existing trees (10cm DBH or larger) on the subject lands, and those on adjacent lands where the dripline is within 6m of the subject lands, that are to be preserved.
☐	☐	3. Proposed erosion and sediment control measures (coordinated with required Tree Protection Fencing may be required).
☐	☐	4. Provide the existing road centerline and top of curb elevations for the municipal right-of-way at 20m intervals.
☐	☐	5. Location of all existing & proposed curb cuts/fills within the municipal right-of-way.
☐	☐	6. Existing and proposed contours at 0.5m intervals over the entire development and sufficient area of adjacent lands to establish the overall drainage pattern.
☐	☐	7. Directional arrows illustrating surface drainage flow for the subject lands and the adjacent lands.

○	○	8. Location and height of existing & proposed boundary retaining walls by showing top of wall (T/W) and bottom of wall (B/W) grades. Width of proposed retaining wall to be shown on a detail. **Design Requirement:** All proposed retaining walls must be located on private property with a minimum setback of 150mm to the property line from the base of the retaining wall in accordance with the City's DEM.
○	○	9. Finished floor, underside of footing and basement floor elevation for any proposed buildings and/ or structures.
○	○	10. Location of existing & proposed roof water leader discharge points.
○	○	11. Location of existing & proposed swales, ditches, culverts & channels.
○	○	12. Location of existing & proposed catch basins.

SSP-1 – Preliminary Site Servicing Plan:

Must be stamped and endorsed by Professional (P. Eng.)

Refer to the City's Development Engineering Manual (DEM), Linear Infrastructure Standards and Design Guidelines and Supplemental Specifications for Municipal Services (DGSSMS) for site servicing design requirements.

In addition to the information in Section 1 and 2, the Preliminary Site Servicing Plan (SSP-1) must include the information contained in Section 9.

Section 9: Preliminary Site Servicing Plan Requirements:

Shown	N/A	Plan Requirements:
○	○	1. Location of individual trees, vegetation units (10 cm DBH or greater) on the subject property, and existing trees (10cm DBH or greater) on adjacent lands where the dripline is within 6m of the subject lands, per the requirements of the City's TTM, that are proposed to be retained.

2. Existing and proposed watermain, sanitary and storm sewer infrastructure within the City's right-of way and within the subject lands (including size).

3. Existing and proposed maintenance holes, catch basins, water valves, water meters and fire hydrants within the City's right-of way and within the subject lands (including sizing information).

   Design Requirement: any new fire hydrants are to be located within the City's right-of-way instead of on private property, if the location will satisfy the OBC requirements for protection of the building. Note: fire hydrants within the City's right-of-way must be independently serviced directly from the watermain, as per City Standards.

   Design Requirement: All water including that to supply fire suppression and hydrants within private property (where the water service line is 4" (100mm) or greater) must be bulk metered. The bulk water meter must be located within a meter chamber at the property line if the distance from property line to point of entry of the water service to the building is greater than 30m or a mechanical room designed to house and facilitate installation of required meter will be permitted if this distance is less than 30m. No tee fitting or connections are permitted prior to the water meter.

   Design Recommendation: Maintenance holes and catch basins should not be located along accessible routes or within accessible parking spaces including 2.0m behind accessible parking spaces.

4. Location of existing & proposed swales, ditches, culverts & channels.