

## Appendix C: Drawing and Submission Standards

Once the **developer** has obtained approval for a development application where park, trail, or open space improvements are required, a detailed park or open space submission can be made to the **park planner**.

Document submissions are prepared and stamped by a landscape architect, registered as a full member with the Ontario Association of Landscape Architects. Please note that the following represents the City's minimum submission requirements for a park and open space development project regardless of whether the project is delivered under a City initiated capital project or through a **developer** initiated development application process. More complex projects may require additional submissions or documentation as determined by the City.

### 1.1 Concept plan

Concept plans are prepared by the landscape architecture consultant hired by the City in the case of city-built parks and open spaces, or by the developer's landscape architect in the case of developer-built parks and open spaces. The concept plan builds on the facility fit plan to further define park programming, connectivity, and the budget. The Concept Plan is submitted to the City **park planner**, or Project Manager who then circulates internally for review. The concept plan is prepared after the approval of the facility fit plan.

Concept plan submissions shall subject to the following:

1. Computer generated (AutoCAD), neat and legible;
2. Sheet size shall be no less than (594 mm x 841 mm) metric or (24" x 36") imperial;
3. A north arrow, legend, scale bar, date, key plan (showing location with respect to the street network), address and a title block showing the name of the landscape architect and revision number;
4. Community context (adjacent buildings, easements, stormwater facilities, streets, lots etc.);
5. Critical dimensions of all park amenities and **setbacks**;
6. Elevations are to relate to a geodetic datum acceptable to the City;
7. Presented in black and white or colour (colour is not mandatory), and
8. Plans which include a general location of proposed facilities, defined play areas, target playground age, location of plant material, seating, pathways, hard surfaces, shade structures, general topography and **swales**.

Concept plan drawings shall consist of the following:

1. Title sheet
2. Conceptual layout plan
3. Conceptual drainage plan

4. Plan-profile drawings (if applicable)
5. Other drawings (e.g.: Tree Inventory and Preservation Plan, Vegetation Compensation Plan, and any unique design elements)
6. Cost estimate (class D; refer to Canadian Handbook of Practice of Architecture Appendix A for class of cost estimate)

## **1.2 First submission (60% working drawings)**

The first submission drawings take the concept plan information and expand it into a set of working drawings. Comments provided at the concept stage are incorporated into the first submission working drawings.

Samples, mock-ups, and product information may be required in support of the City's review of the first submission or for subsequent submissions.

First submission requirements:

1. Computer generated (AutoCAD) georeferenced in a UTM coordinate system, neat and legible;
2. Sheet size shall be no less than (594 mm x 841 mm) metric or (24" x 36") imperial;
3. A north arrow, legend, scale bar, date, key plan (showing location with respect to the street network), address and a title block showing the name of the landscape architect and revision number;
4. Elevations are to relate to a geodetic datum acceptable to the City;
5. Annotated existing plan material and features to be retained, removed or relocated;
6. Layout of proposed play equipment (including water play) provided by the manufacturer;
7. Table of proposed vegetation (including quantity, botanical name, common name, Cal.(mm)/Ht.(cm), stock type, and minimum soil volume), and
8. Limit of construction and property lines.

First submission working drawings shall consist of the following:

1. Title sheet
2. Existing Conditions
3. Layout plan
4. Grading and drainage plan
5. Servicing plan
6. Sediment and Erosion Control Plan (if applicable)
7. Planting plan
8. Plan-profile drawings (if applicable)
9. Detail drawings
10. Other drawings (e.g.: tree preservation plan, any unique design elements)

11. Cost estimate (class D)

### **1.3 Second submission (90% working drawings)**

The second submission working drawings incorporate red-line mark-ups and comments of the first submission package and include a higher level of detail, additional plans that may be required, and draft specifications.

Second submission requirements:

1. Computer generated (AutoCAD) georeferenced in a UTM coordinate system, neat and legible;
2. Sheet size shall be no less than (594 mm x 841 mm) metric or (24" x 36") imperial;
3. A north arrow, legend, scale bar, date, key plan (showing location with respect to the street network), address and a title block showing the name of the landscape architect and revision number;
4. Elevations are to relate to a geodetic datum acceptable to the City;
5. Annotated existing plan material and features to be retained, removed or relocated;
6. Layout of proposed play equipment (including water play) provided by the manufacturer;
7. Table of proposed vegetation, and
8. Limit of construction and property lines.

Second submission working drawings shall consist of the following:

1. Title sheet
2. Existing Conditions
3. Demolition and Site Preparation Plan
4. Layout plan
5. Grading and drainage plan
6. Servicing plan
7. Sediment and Erosion Control Plan (if applicable)
8. Planting plan
9. Plan-profile drawings (if applicable)
10. Electrical plan (if applicable)
11. Mechanical plan (if applicable)
12. Detail drawings
13. Other drawings (e.g.: tree preservation plan, any unique design elements)
14. Specifications
15. Cost estimate (class C)

## **1.4 Draft tender (100% working drawings)**

The third submission drawings are intended to be tender ready working drawings and must resolve all previous comments.

The consultant shall submit prior to tender:

1. One (1) digital (PDF) copy of the third submission cost estimate (class B);
2. One (1) digital (PDF) copy of the detailed concept plan showing the arrangement and spatial requirements of all proposed features;
3. One (1) digital (PDF) draft tender drawings for review prior to Issued for Tender (IFC);
4. One (1) digital (PDF) copy of the IFT cost estimate (class B);
5. One (1) digital Excel file of the Form of Tender with no pricing included;
6. Flash Drive, or Electronic File Transfer (EFT) with final contract documents files including all drawings in CAD, specification (PDF), product sheets (PDF), etc.

## **1.5 As-recorded drawings**

As-recorded drawings, or as built record drawings, consist of a complete set of drawings intended to convey all information necessary to document the actual construction of the site. This includes the installed, constructed or commissioned conditions of equipment, structure, or facility certified by a professional consultant.

The As-recorded drawings allow the City to update their inventories and databases to continue maintenance once the project is accepted by the City. As-recorded documents shall be submitted to the City a maximum of 4-6 weeks prior to final acceptance. The City will review the submission for compliance. The consultant or contractor shall make any necessary corrections and resubmit.

As-recorded drawings are to be submitted as CAD drawings in AutoCAD \*.dwg format and must be georeferenced in a UTM coordinate system. If drawings are converted from other CAD software, the consultant is responsible for ensuring the accuracy of the final AutoCAD files. Confirm with the Project Manager what version of AutoCAD the final \*.dwg files are to be submitted as.

## **1.6 Excess Soil**

All drawings and reports shall comply with Ontario Regulation 406/19 On-Site and Excess Soil Management (the "Excess Soil Regulation"), as amended, made under the Environmental Protection Act, R.S.O. 1990, c. E.19 (the "EPA") and all other documents applicable to the Excess Soil Regulation including, but not limited to, the Rules for Soil Management and Excess Soil Quality Standards (the "Soil Rules").

The Contractor shall also comply with Ontario Regulation 347 General — Waste Management (the “Waste Regulation”), as amended, made under the EPA.

Additional information can be found in the Linear Infrastructure Standards Specifications for Earth Excavation and the Development Engineering Manual On Site and Excess Soil Management section.