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# **DEVELOPMENT APPLICATION GUIDELINES**

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A Guide to Submitting Planning Act Applications

NOVEMBER 12, 2021

**CITY OF OWEN SOUND**

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## Introduction

If you are reading this Application Guideline, you are either considering or have already initiated steps to develop in the City of Owen Sound. This is a very exciting prospect! This guideline is designed to inform and assist you through the Planning Act application and approvals process. This document is intended to assist you in meeting application process requirements by providing relevant information to you in terms that are easy to understand.

The application types that are addressed in this guideline are:

- Pre-consultation Applications
- Official Plan Amendment Applications
- Zoning By-law Amendment Applications
- Subdivision/Condominium (Draft Plan) Applications
- Site Plan Approval Applications
- Consent Applications
- Minor Variance Applications

We look forward to working with you!

## What is the Development Team?

The Development Team is the collective of Staff at the City of Owen Sound who specialize in development-related matters. The core Development Team is a multi-disciplinary team and is comprised of Planning, Building, Engineering, Public Works, and Parks & Open Space. The Development Team collectively considers all development applications and proposals, and works with proponents through pre-consultation, approvals, construction, and project completion.

## Pre-application Consultation Process

Completing the Pre-application Consultation (aka pre-consultation) process with the City of Owen Sound Development Team is the first step in commencing your proposal review. The pre-consultation process is required prior to submitting an application for an Official Plan Amendment, Zoning By-Law Amendment, Approval of a Plan of Subdivision or Condominium, or for major projects requiring Site Plan Approval. The requirement for applicants to undertake pre-consultation prior to formal application is regulated by [City By-law 2007-063](#), as amended.

Pre-consultation is a very helpful and informative process for an applicant, and can reveal important information about the property and the proposal itself. The pre-

consultation process is confidential and identifies those items (i.e., studies, plans) required as part of a complete, formal application.

While pre-consultation is not a requirement for consents, minor variances, and certain site plan approval application types, the City strongly encourages proponents to consult with the Development Team prior to submitting a formal application to vet their development process.

Pre-consultation is confidential, and only those City Staff and external agencies that will be involved in preliminary discussions will be made aware of the proposal. Any comments produced by the City as a result of the information provided in the pre-consultation response are preliminary and are not to be taken as an opinion of Staff or a decision of any kind.

Participating in the pre-consultation process does not authorize the initiation of any construction or preparatory work on site, including the clearing of trees or vegetation or any site alteration.

During a formal application process, other plans or studies may be deemed to be required by the City or another body, despite the conclusions of the Pre-consultation Response. A comprehensive review and zoning conformity check is conducted when a complete, formal submission is made. City Council or the Committee of Adjustment are the ultimate decision makers for all applications.

## General Pre-consultation Process

### Application & Concept Plan Submission

- This is a very short form that requests details about your proposal, including basic property information and inclusion of a preliminary site plan. Payment of Application Fee(s) is also required.

### Circulation & Review

- The information provided by the applicant is circulated to the Development Team and external commenting agencies and is reviewed through the lens of the Staff member/agency's mandate. The Development Team and commenting agencies summarize the conclusions of their review into a comment and provide it to the Planning & Heritage Division.

### Pre-consultation Response

- The Planner managing the Pre-consultation Application file aggregates all comments and inputs the data into a comprehensive Pre-consultation Response for the applicant's use. This response is an important tool that identifies the plans and studies that will be required to form a complete, formal application.

### Feedback & Pre-consultation Meeting

- Following receipt of the Pre-consultation Response from the City, the applicant is encouraged to contact the Development Team to schedule a Pre-consultation meeting. The purpose of a pre-consultation meeting is to discuss the Pre-consultation Response and the formal approvals process.

## Formal Application Submission

Before making a formal application you must ensure that you have completed or are exempt from the requirement for Pre-application Consultation and that you have read this guideline closely. As noted, the Pre-consultation Response that Planning Staff have provided to you outlines the plans and studies that are required to be submitted as part of a complete application. In accordance with the Planning Act, the City cannot initiate review of an application or deem an application complete until all required materials are submitted.

### Complete Application

If there are any questions about the technical studies/plans identified in the Pre-consultation Response, please contact the City Planner assigned to the file prior to initiating any work on those studies or plans. The Glossary of Plans & Studies (Schedule A) defines the purpose and objective of all plans and studies that may be required to support a Planning Act Application. The Planning & Heritage Division will review a Terms of Reference Manuals (Schedule B) for each study/plan to assist in appropriate scoping and inclusions. Note that the formal review process may reveal the need for additional plans/studies.

All of the items you need to start your formal submission package are easily accessible on the City's website:

- [Application Forms](#)
- [Fees & Charges By-law](#)
- [City Planning Policy](#)
- [City Zoning By-law](#)
- [Interactive zoning maps](#)

It is important that all development proposals being brought forward for formal application conform to and comply with all applicable policy. If your proposal includes a request to amend the City's Official Plan or Zoning By-law, this request must be fully justified and demonstrate that the intent and purpose of the City's Planning policies are maintained.

To ensure compliance, refer to these policy documents, all of which are easily accessed online:

- [Provincial Policy Statement](#)
- [County of Grey Official Plan](#)
- [Niagara Escarpment Plan](#)
- [Grey Sauble Conservation Planning](#)

## Application Fees

All applications submitted to the City are subject to a fee that must be submitted before your public consultation and review process can begin. All current fees and deposits are set out in the [City's Fees & Charges By-law](#).

Please make all cheques for Planning Applications and Engineering Review Fees payable to the City of Owen Sound.

In addition to these initial City application fees, review fees may be required by outside agencies and peer reviewers for specialized assessment of your proposal. You will be responsible for all costs related to the review and processing of your application. In order to minimize additional or increased costs, we encourage you to make the process as efficient as possible by making complete and accurate submissions that address all of the requirements of the City and other review agencies.

If you require assistance calculating the applicable fees or wish to confirm that you have the most recent version of the [City's Fees & Charges By-law](#), please contact the Planning & Heritage Division.

### City Engineering Review Fee

Payment of an Engineering Review Fee is required to account for the technical review required for most application types by the City's Public Works and Engineering Services Divisions. This review encompasses matters, such as: grading, drainage, sediment/erosion control, servicing feasibility, connection to existing City services, transportation, parking area layouts and turning movements, matters of accessibility, waste collection, and mail delivery. Applicants must also complete the [Engineering Review Application Form \(C.1\)](#) as part of a complete application.

### Grey Sauble Conservation Review Fees

The Grey Sauble Conservation Authority (GSCA) is responsible for development review for proposals in the City of Owen Sound where a property is within an area that may be subject to a natural hazard. Hazard lands within the City are areas that are deemed to be prone to flooding, erosion, unstable soils, or dynamic beach conditions. Depending on the nature of your proposal and the location of the subject property, a [GSCA review application](#) and fee may be required. A permit may also be required prior to any development commencing on the subject lands. The [GSCA website](#) has information about the agency's mandate and regulations.

GSCA Review Application Forms and Fees are collected by the City, and forwarded on to the GSCA. Please make cheques payable to the GSCA.

## Legal Consultation & Peer Reviews

Most development proposals require that a series of supporting plans and studies be submitted to the City, along with the application forms and fees. These specialized plans and studies sometimes require peer review by qualified professionals, such as market experts, solicitors or other specialized consultants. Costs incurred as a result of legal consultation or peer review are the responsibility of the applicant.

Prior to the start of any peer review process, the applicant is required to sign and submit a standardized Memorandum of Understanding to the City along with the required peer review deposit. Invoices for these services will be sent from the City's Finance Department to the applicant for payment. The deposit will not be utilized for those payments. Your deposit will be returned upon completion of the process and upon full payment of all invoices. Failure to pay invoices will result in delays in processing your application and/or cause the deposit to be drawn upon.

## Development Charges

Development charges are another important consideration when you are budgeting or arranging financing for your project. Development charges apply to new construction and redevelopment in accordance with the City's [Development Charges By-law](#), and go toward eligible City infrastructure projects necessitated as a result of growth in the City. City development charges apply to both residential and non-residential development.

Development Charges are calculated by the City's Building Division and are due prior to the issuance of a Building Permit.

Certain types of development are eligible to discretionary exemption from the Development Charges, subject to meeting certain criteria and entering into a Development Charges Exemption Agreement with the City. A Development Charges Exemption must be requested by completing a City [Development Charges Exemption Application Form \(B.1\)](#) as part of a Planning Act Application process. More information on Development Charges can be found on the City's [Development Charges webpage](#). [County of Grey Development Charges](#) may also apply and any requests for exemption must be separately requested.

## Securities & Additional Requirements

As part of a Site Plan or Subdivision/Condominium development process, securities are typically required to be provided to the City either in the form of cash (certified cheque) or a Letter of Credit. Securities may be required as part of other development-related agreements as well. The collection of securities allows the City

to ensure that all works associated with new development are carried out as planned in the approved drawings and to municipal standards.

Letters of Credit must automatically renew until such time as a Certificate of Completion is issued by the City. Cash Securities are accepted in the form of a certified cheque.

Securities may be required as a mechanism to guarantee work or specific action in other Planning Act Application processes or other circumstance. The monetary amounts and number of securities will differ based on the application type. In no circumstance will a Building Permit be issued prior to securities being posted or fee being paid in full.

## Public & Agency Consultation

Public consultation and engagement is an integral part of the Planning process. Consultation is mandated by the [Planning Act](#) for most approvals processes, including for amendments to the Official Plan and Zoning Bylaw, for subdivision/condominium applications, consents, and for minor variances. The [Planning Act](#) regulates how, to whom, and when notice must be given for each application type. Circulating details of the application, requesting comments from agencies, making details of the application available to the public, posting public notice, holding open houses and public meetings, and giving the public the opportunity to comment are all tools used to achieving meaningful public and agency consultation.

The Planning Act outlines how notice is to be given for all application types. At the City of Owen Sound, statutory notice is typically given:

- by mailing the notice to neighbours within proximity of the subject property; and,
- by posting a sign on the subject lands.

In some cases it is additionally or instead necessary to place an advertisement in the newspaper.

## Public Meeting

The [Planning Act](#) requires that at least one public meeting or hearing be held as part of the approvals process for the following application types:

- Official Plan Amendments
- Zoning By-law Amendments
- Draft Plans of Subdivision/Condominium
- Minor Variances

Site Plan Approval alone does not involve a public consultation process unless the application necessitates another Planning Act application mentioned above.

Public meetings usually take place as part of a regularly scheduled meeting of Council. During the public meeting, a City Planner will give a short presentation to Council and the attending public. This presentation will review the Zoning and Official Plan designation on the subject lands; the site location, characteristics, and surrounding lands uses; and will review the general purpose and effect of an application(s). The owner, applicant or a professional consultant are also welcome to speak or make a presentation at the public meeting. In order to minimize duplication, please be sure to speak to the Planning Division about the information that will be included in your presentation. Of course, the public is also invited to speak at the public meeting.

### **Who Are the Commenting Agencies?**

As part of the formal review process, all applications and submission materials are circulated to other City Departments and external agencies for information and comment in addition to the Development Team. Feedback from these partners is invaluable as we consider the merits of a proposal, in terms of how the development can be accommodated by the City's existing and planned infrastructure and how the development concept fits within our existing policy framework and regulations. Our commenting partners include, but are not limited to:

- City Development Team
- City Finance Division
- City Fire & Emergency Services Department
- County of Grey
- Grey Sauble Conservation Authority
- Indigenous Communities
- Niagara Escarpment Commission
- Ministry of Transportation
- Local School Boards
- Local Utility and Telecommunications Companies
- Adjacent Municipalities

Please be aware that these bodies may have additional permits, fees, or other requirements for development permissions and/or application review that must be met.

### **Posting Notice on the Property**

Statutory notice for a Planning Act Application is given, in part, by posting details of the application on the property using a waterproof sign. Generally, all Planning Act application types, except pre-consultation and Site Plan Approval, require posting at least one sign on the subject lands. The owner/applicant is responsible for ensuring notice is posted properly, by completing the following steps:

Submit Details	<ul style="list-style-type: none"><li>• City Clerks will take the details of your application and provide them to the sign company.</li></ul>
Pick Up Sign	<ul style="list-style-type: none"><li>• On the pre-determined date, pick up the notice sign at Image Wraps in Springmount (M-F 9am to 5pm).</li></ul>
Post Sign	<ul style="list-style-type: none"><li>• Post the notice sign in a location on the property that is clearly visible by the public.</li></ul>
Take Photo	<ul style="list-style-type: none"><li>• Take a photo of the posted sign, which clearly shows the sign location.</li></ul>
Email the City	<ul style="list-style-type: none"><li>• Send the photo to the City Clerk and confirm the date that the sign was posted.</li></ul>
Maintain the Sign	<ul style="list-style-type: none"><li>• Ensure the sign stays up and visible for the duration of the notice period.</li></ul>

[Image Wraps](#) is located at 116 Jason Street in Springmount just west of the City of Owen Sound. Their office hours are 9:00 am to 5:00 pm Monday through Friday. The Deputy Clerk/Secretary-Treasurer of the Committee of Adjustment will advise you of the date your sign must be picked up and posted. This is an extremely important part of the application process. Failure to complete any of the above tasks will result in delays in processing your application.

### Typical Timelines

Application processing timelines are often difficult to predict, especially with more complex projects involving more than one application type. The City is required, under the regulations of the [Planning Act](#) to process applications within a specified timeframe:

- 120 days for Official Plans and Official Plan amendments
- 90 days for Zoning By-law amendments
- 120 days for Plans of Subdivision
- 90 days for land severances (Consents)

### Concurrent Applications

If your Pre-consultation Response reveals that your proposal requires more than one application for approval, we require that all applications indicated on your Pre-consultation Response be submitted concurrently, unless indicated otherwise. Submitting all major Planning Act applications (which includes Official Plan and Zoning By-law Amendments, Subdivision/Condominium, and Site Plan Approval)

that pertain to your project at the same time will very likely allow you to reduce costs, save on processing times, and allows a more streamlined approvals process.

## How to Apply

Be sure to use your Pre-application Consultation Response as a guide to making your formal submission. It is important that all required information is submitted in a single package to the Planning & Heritage Division. The final signing page of your [General Information Application form \(A.0\)](#) must be witnessed by a provincially recognized Commissioner, etc.

Clerks staff at the City have commissioning authority, and can witness your signature free of charge.

When you submit your formal application, we require several copies of the plans and studies/reports that accompany and form part of your application. It is helpful when a covering letter is included with a submission summarizing its contents.

Please submit:

- One (1) complete, signed/commissioned [General Information Application Form \(A.0\)](#)
- One (1) complete addendum application form relevant to the application(s) being submitted, including one or more of the following:
  - [Site Plan Approval \(A.2\)](#)
  - [Minor Variance \(A.3\)](#)
  - [Official Plan Amendment \(A.4\)](#)
  - [Consent, Part Lot Control, Deeming \(A.5\)](#)
  - [Plan of Subdivision/Condo \(A.6\)](#)
  - [Zoning By-law Amendment \(A.7\)](#)
- Three (3) full-size copies of all plans and studies, folded and separated into packages of information for the purposes of distribution.
- One (1) reduced plan (letter or tabloid sized) must be attached to your application form
- One (1) digital copy of each plan and report submitted to [planning@owensound.ca](mailto:planning@owensound.ca) or via dropbox if the files are larger than 10MB.

Please consult with Planning Staff if you require arrangement of a dropbox link to submit all application items.

## Tips For A Speedy Approvals Process

The Planning Act and Council/Committee meeting calendars impose certain timeframes on all planning processes that are unavoidable; however, there is a lot you can do to help expedite the amount of time it takes for Staff to process your application. Here are a few tips:

- Use your Pre-application Consultation Response and feedback from the Planning Department to compose a complete and accurate application package.
- Ensure that you have used the most up-to-date policy and standards to complete your submission materials.
- Be cooperative and work with the City to keep your application moving forward.
- Don't cut corners or ignore feedback from the City or commenting agencies, it will not save you time or money in the long run.
- Where applicable, use the Comment Tracking Form provided to you by the Planning & Heritage Division to respond to all feedback on your submission.

### Plan Design & Content

The plans you submit with an application are an extremely important component of the submission package. All plans, regardless of the type of application they are accompanying, share several basic components. The level of detail required and specific requirements for the plans, drawings, and studies are to be established in consultation with the Development Team.

The [Ontario Planning Act](#) and its regulations outline the requirements for the details that must be included in plans accompanying all types of applications, including Minor Variances, Consents, Plans of Subdivision, Official Plan amendments, Zoning By-law amendments, and Site Plan Approval.

In every case, the [Planning Act](#) must be consulted for drawing requirements, and all requirements must be complied with.

The City's [Site Plan Control By-law](#) expands upon the requirements outlined in the Act and must be consulted and implemented for Site Plan Approval Applications. A copy of the [Site Plan Control By-law](#) can be found on the City's website or by contacting the Planning & Heritage Division. If a change is being proposed to a schedule or text of the City's Official Plan or Zoning By-law, a draft schedule and text must be submitted as part of a complete application.

## Site Plan Design

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Generally, the following components must be illustrated or incorporated into all site plans submitted to the City. Feel free to use it as a checklist.

- North arrow and key map.

- Scale (in metric units).

Generally a scale of 1:250 is preferred. If the subject property is large, but only a portion is subject to development, please show the entire property on the plan, as well as a detail of the proposed development area.

- The project name, plan date, and municipal address of the subject property.

- The boundaries and dimensions (in metres) of the subject land. The current uses that are occurring on lands that surround the subject property.

- If applicable, the extent of the area proposed to be rezoned/re-designated, the area or feature subject to a requested minor variance, or the proposed new lot line for a consent application, including labels for the severed and retained parcels.

- Existing and Proposed Structures:

The location, size (dimensions in metres), and type/use of all existing and proposed buildings and structures on the subject land, indicating their distance from all lot lines (in metres) and other prominent features on the property.

- Natural features:

The location of all natural features, on and adjacent to the site, as well as any in proximity that may impact your application. Natural features include, but are not limited to: watercourses, wetlands, and wooded areas.

- Artificial Features:

The location of all artificial features, on and adjacent to the site, as well as any in proximity that may impact your application. Railways, wells, and septic tanks are good examples of artificial features.

- Roads and Trails:

The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way. Trails must also be shown.

- Easements:

The location and nature of any easement affecting the subject land.

## Landscape Plan Design

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Landscape Plans are to be completed by a qualified landscaping professional, drawn to scale, showing all relevant details, which include:

- Location of all proposed planting.
- Plant list indicating botanical name and common name, size, quantity and condition (e.g., potted) of all proposed plant materials.
- Standard planting and maintenance details for all plant material. This should include notes on plant staking, pruning, watering, fertilizing, mulching, soil preparation, tree wrap, etc.
- Locations, dimensions and specifications of all landscaping structures including underground sprinkler systems.
- Minimum Plant Material Sizes (dbh) at planting.
- Plant materials selected from the City's Species List are preferred to be utilized for all trees and shrubs. Where non-native species are proposed to be used, a justification must be provided for review by the City.
- Higher standards may be required by the City according to the nature of development.
- The following note must be included on all landscape plans:  
"All plant material substitutions must be approved by the City prior to planting. All landscaping material must be maintained in a condition satisfactory to the City of Owen Sound at all times."

## Elevation Drawings

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Elevation drawings are to be completed by a qualified drafting professional, Architect or Engineer, drawn to scale, showing the character, scale and appearance of all buildings. Other relevant details that must be illustrated on a complete elevation plan include:

- Sustainable design elements
- Design concept of the building
- Details of public areas and special features
- Entrances, doors, arcades
- Recesses, projections
- Visible roof areas and rooftop equipment
- Finishing materials

- Existing and finished grade, floor and roof elevations, including building height
- Proposed signs, lights, equipment and equipment housing
- Outline of adjacent building elevations drawn to correct relationship to the proposal
- Elevations and cross-sections of interior spaces to which the general public has access to such as malls, courts, foyers, walkways, stairs, and escalators

More information about requirements and standards for specific types of plans and drawings may be available in separate guidelines published by the City.

Contact the Planning & Heritage Division for more details.

## **SCHEDULE A: GLOSSARY OF PLANS & STUDIES**

The information outlined in this glossary is designed to clearly define what a given study is intended to accomplish or what a plan must illustrate. Each item is to be prepared by a specified qualified professional, who is responsible for insuring that the item meets all industry standards, applicable policy, and professional codes. The City should be contacted if you need any additional information or clarification about a required plan or study. In many cases, a Terms of Reference will be required or warranted to scope the study relative to the development proposal. A number of Terms of Reference Manuals have proactively been crafted to ensure consistency across all studies. Terms of Reference Manuals are included as Schedule B.

Each development proposal will have different requirements for what types of plans and studies are to be submitted. The determination of what studies are required to be submitted with an application is part of the pre-consultation process.

Occasionally, a study or plan not discussed in this glossary will be required. In these circumstances, the City will provide you with more information.

### **PLANS & DRAWINGS**

#### **Site Sketch**

Drawn by hand or digitally to illustrate the subject proposal, and is intended to show all relevant details relating to a proposal. A site sketch is usually only sufficient to accompany very minor development proposals or a pre-consultation request. A site sketch may also be referred to as a 'concept plan'.

#### **Formal Site Plan**

To be completed by a qualified drafting professional, architect, or engineer, and is intended to show all relevant site design details relating to a proposal.

#### **Landscape Plans**

To be completed by a qualified landscaping professional, and is intended to show the locations and details associated with all new and existing landscaping details.

#### **Elevation Drawings**

To be completed by a qualified drafting professional, architect, or engineer, and are intended to show the character, scale and appearance of all buildings in relation to the site.

#### **Draft Plan of Subdivision/Condominium**

To be completed by a qualified drafting professional, architect, professional planner, or engineer, and is intended to show all lots, blocks, and relevant site design details relating to a subdivision or condominium proposal.

## **PLANNING STUDIES**

### **Planning Justification Report**

This study is intended to provide a land use planning justification and an objective planning analysis that evaluates the impacts, implications, and merits of a proposal. The study is to be prepared by a registered professional planner.

### **Site Plan Design Brief**

This document is intended to briefly describe the site plan design and provide information regarding the rationale for the site design to assist in reviewing the site plan. It explains why the site has been designed in the manner it has. The study is to be prepared by a registered professional planner or architect.

### **Land Use Compatibility/Impact Study**

This study is intended to examine potential conflicts that may arise as a result of the development, and ways in which compatibility issues can be mitigated. The study is to be prepared by a registered professional planner.

## **ENGINEERING STUDIES & PLANS**

### **Stormwater Management Study**

This study, and the plans that accompany it, must illustrate how the proposed development conforms to the Stormwater Management criteria as described in the City's Site Development Engineering Standards. It must recommend appropriate controls, such as low impact development, and stormwater management facilities and infrastructure. Monitoring measures must also be laid out. This study must be prepared by a water resources/civil engineer or hydrologist.

### **Grading and Drainage Study**

This study, and the plans that accompany it, must support the Stormwater Management design as developed in the Stormwater Management Study and outline what grading changes are proposed to accommodate development of the lands and how site drainage will be managed. It must also ensure that there is no impact to surrounding lands. This study must be prepared by a civil engineer.

### **Sediment and Erosion Control Study**

This study, and the plans that accompany it, must demonstrate how erosion will be prevented and sediment will be controlled during and after the occurrence of site alterations. It must also ensure that there is no impact to surrounding lands or streets. This study must be prepared by a civil engineer.

### **Servicing Feasibility Study**

This study, and the plans that accompany it, must outline how the proposed development will be serviced with sanitary and water services without having a negative impact on existing services, groundwater resources, the environment, etc. The study must demonstrate the availability and adequacy of any existing servicing to withstand the added demand. This study must be prepared by a civil engineer.

### **Traffic Impact or Transportation Study**

This study must demonstrate that the proposed development will not negatively impact traffic flows or conditions, and must outline any improvements that are required to appropriately manage traffic. This study must be prepared by a civil or transportation engineer.

### **Structural Engineering Report**

This study must demonstrate the safety, adequacy, and/or capability of an existing or proposed building or structure to house a proposed use or range of uses. This study must be prepared by a structural engineer.

## **ENVIRONMENTAL STUDIES**

### **Environmental Site Assessment**

An environmental site assessment (ESA) involves the study of a property to determine if contaminants are present and, if so, the location and concentration of these contaminants. In addition, an ESA includes the completion of a report documenting the study results. An assessment is regulated by legislation under the Ministry of the Environment, Conservation and Parks. This study is to be prepared by a qualified person in accordance with the Environmental Protection Act.

### **Environmental Impact Study**

This study must show that there is no negative impact on natural heritage features and functions, including watercourses, soils, vegetation, and wildlife, on and around a site as a result of proposed development of the lands. This study must also outline mitigation measures and monitoring strategies. The study must be prepared by an environmental planner, an ecologist, an environmental/wildlife scientist or technologist/technician, or biologist.

### **Floodplain Analysis or Hazard Land Study**

This study must demonstrate that a proposed development is not susceptible to an unacceptable flood, erosion, or slope instability hazard, and/or that it does not create such a hazard on surrounding lands. The analysis must be prepared by a geotechnical engineer, a water resources engineer, or a hydrologist.

### **Groundwater Level Assessment**

This study must establish the high groundwater level observations and trends across the development area to ensure that all footing drains are located a minimum of 0.3m above the highest observed or anticipated groundwater level. This study is to be prepared by a geotechnical engineer, hydrogeologist, or geoscientist.

### **Hydrogeological Impact Study**

This study is required to demonstrate that a proposal will not negatively impact groundwater resources, which includes an associated impact on existing users and the natural environment. The study is to be completed by a geoscientist, geotechnical engineer, or hydrogeologist.

### **Water Conservation Plan**

This study is intended to outline water conservation measures and target to be achieved by a proposal. The study is to be prepared by a professional engineer or hydrologist.

### **Landfill Assessment (MOE D4 Study)**

This study must demonstrate that a proposed development will not be negatively impacted by, and can safely be developed adjacent to or near an active or former landfill site. The study is to be completed by a geoscientist, hydrogeologist, or geotechnical engineer.

### **Tree Inventory & Preservation Study**

This study must assess any impact on trees located on and adjacent to the proposed development area. It must demonstrate minimal impact, as well as mitigation measures, preservation strategies, and restoration schedules. The study must be prepared by a landscape architect, arborist, environmental planner, ecologist, or forestry technician/technologist.

### **Stream Corridor Management Study**

This study is intended to address issues related to development in, adjacent to, or involving relocation of a watercourse. The study must demonstrate that stream functions can be retained or enhanced as part of the process. This study is to be prepared by a combination of a water resources engineer, hydrologist, environmental planner, ecologist, environmental or wildlife technician/technologist, or a landscape architect.

### **Record of Site Condition**

A Record of Site Condition is a document filed electronically in the Environmental Site Registry. It is a report documenting the results of one or more Environmental

Site Assessments (ESA) or confirming that the change of use is exempt from the requirement to complete an ESA. If applicable, an ESA will either confirm that there is no evidence of contaminants at the property that would interfere with any future use of the property or document the site condition subsequent to site remediation. The Record of Site Condition would confirm that the standards for the intended use have been met. A Record of Site Condition must be prepared by a qualified person as legislated by the Environmental Protection Act.

### **Risk Assessment for Source Water Protection**

This study is intended to assess any potential threats posed to an intake protection zone by a proposed development. It must address specific requirements of the [Source Water Protection Plan](#).

### **Wind/Micro-Climate Impact Study**

This study is required to identify the impact of winds and the creation of micro-climates on adjacent lands, uses, and environments brought about by a development proposal. Mitigation measures are to be identified where impacts cannot be avoided. The study is to be prepared by a professional engineer, architect, or environmental scientist.

## **CULTURAL HERITAGE STUDIES**

### **Archaeological Assessment**

This assessment is completed for lands that are deemed to satisfy the Ministry [checklist](#) for determining archaeological potential. An archaeological assessment must identify archaeological potential through desktop exercise and fieldwork (Stages 1-3). Stage 4 assessment includes mitigation of development impacts on found resources. An assessment is to be prepared by a qualified archaeologist.

### **Cultural/Built Heritage Evaluation Report**

This report is the evaluation of the cultural/built heritage of a property and includes the study, documentation and evaluation of buildings and landscapes on or in proximity to a property. The report must include a history of the property and its occupants, document architectural features, and consider the contextual value of the site. The report must be prepared by a heritage planner, qualified architect, or other heritage professional.

### **Heritage Impact Assessment**

This assessment builds upon the heritage evaluation report and evaluates the impact of a proposed development or change to a known heritage resource. This assessment makes recommendations regarding the impact of the proposed development and includes a mitigation strategy for any possible impacts to heritage

value. The report must be prepared by a heritage planner, qualified architect, or other heritage professional.

## **OTHER STUDIES & REPORTS**

### **Financial Impact Study**

This study is intended to examine the potential direct and indirect impacts of a development on the existing local economy. The study is to be prepared by an economist or market analyst.

### **Employment Study**

This study is intended to outline the impacts of a proposed use on employment areas, employment densities, job creation, and related employment data across a specific area. This study is to be prepared by an economist or market analyst.

### **Commercial/Retail Market Impact Study**

This study is intended to examine the potential impact of a commercial development on the existing local markets of the same or similar variety. The study is to be prepared by an economist or market analyst.

### **Residential Impact Study**

This study is intended to examine existing housing stock with respect to absorption and vacancy rates, and how a proposed development will impact housing stock and market activity. The study is to be prepared by an economist or market analyst.

### **Industrial Impact Study**

This study is intended to provide a basis for determining if an industrial development proposal is appropriate for the development and use of the lands. The study is to be prepared by a professional planner.

### **Visual Impact Study**

This study is intended to demonstrate that there will be no adverse visual impact to sight lines and views on and around the subject lands as a result of development. The study is to be assembled by a professional planner working with appropriate professionals in applicable disciplines and must include relevant mitigation measures.

### **Shadowing Study**

This study is intended to demonstrate that there will be no adverse shadowing impact on and around the subject lands as a result of development. The study is to be assembled by a professional planner working with appropriate professionals in applicable disciplines and must include relevant mitigation measures.

### **Noise & Vibration Study**

This study is intended to demonstrate that the operation of the proposed use will not produce any noise or vibration emissions beyond acceptable levels or that surrounding land uses will not adversely impact the proposed development. The study is to be prepared by an acoustics engineer and must include relevant mitigation measures.

### **Odour, Dust or other Emissions Impact Study**

This study is intended to demonstrate that the operation of the proposed use will not produce or be adversely impacted by any odour, dust, or other type of emission beyond acceptable levels. The study is to be prepared by an environmental engineer or scientist and must include relevant mitigation measures.

### **Illumination Study**

This study is to assess the adequacy of lighting to serve a site and to assess the impact of lighting on adjacent properties, including natural heritage areas. The study is to be prepared by a civil engineer or architect and must include relevant mitigation measures.

### **Urban Design Study**

This study is intended to provide information regarding the appropriateness of the urban design elements of a development proposal, including an assessment of compliance with the policies and standards of the City and Province. The study is to be prepared by a professional planner, architect, or landscape architect.

### **Energy Conservation Plan**

This study is intended to outline energy conservation measures and targets to be achieved by a proposal. The study is to be prepared by a civil engineer.

## **SCHEDULE B: TERMS OF REFERENCE MANUALS**

## Shadow Study Terms of Reference