

## SITE PLAN CONTROL - APPLICATION SUPPORT MATERIAL TERMS OF REFERENCE

### POLICY AND REGULATORY REFERENCES

#### PLANNING ACT

<https://www.ontario.ca/laws/statute/90p13>

#### PROVINCIAL POLICY STATEMENT

<https://www.ontario.ca/page/provincial-policy-statement-2020>

#### CITY OF WINDSOR OFFICIAL PLAN

<https://www.citywindsor.ca/residents/planning/plans-and-community-information/windsor---official-plan/Pages/Windsor-Official-Plan.aspx>

#### CITY OF WINDSOR ZONING BY-LAWS

<https://www.citywindsor.ca/residents/planning/Plans-and-Community-Information/Pages/Zoning%20By-law.aspx>

#### BUILDING CODE

<https://www.ontario.ca/laws/regulation/120332>

#### NATIONAL FIRE PROTECTION ASSOCIATION

<https://www.nfpa.org/Codes-and-Standards>

### TOPOGRAPHIC PLAN OF SURVEY

Topographic survey plans show the existing physical features of a site. These plans are used by Engineers and Planners to assist with the detailed design of a development proposal, but are not the plans used for the development application. A topographic survey showing existing conditions is often incorporated into the design drawings for a development application.

The surveyor often provides the topographic plan which shows elevations, contours, and the physical details noted above, on and below the ground. Contours are lines on the drawings that join points that have the same elevation on the ground. Contour lines never cross each other, and the closer the lines are to each other, the steeper the slope. Conversely, the further apart the lines are from each other, the flatter the slope. A licensed Ontario Land Surveyor must be engaged to provide the topographic plan, inclusive of boundary information.

#### Drawing Information Requirements

1. Property boundaries
2. Easements
3. Topographic information, including: trees, fences, utility vaults, poles, light standards, curbs, signs, vehicular access, watercourses, ground surface materials, buildings, structures, etc...
4. Adjacent structures.
5. Existing above and below grade services
6. The scope of a topographic plan of survey shall extend beyond the boundaries of the subject land to the centerline of adjacent right-of-ways.

### SITE PLAN

The site plan is intended to illustrate the proposed building footprint, pedestrian, bicycle and automobile circulation, landscape and grading of the site along with their relationship to surrounding streets, boulevards, and properties, on site and in context. The site plan should coincide with other drawings mentioned in this Terms of Reference since it will be reviewed in conjunction.

#### Drawing Information Requirements

1. Key plan (including adjacent land zoning categories)
2. Site dimensions
3. Existing and/or proposed buildings and/or additions to existing buildings (with dimensions)
4. Existing freestanding structures that are to remain
5. Dimensions of proposed front, side and rear yards
6. Distance between buildings
7. Abutting streets and alleys (including right-of-way width) and sidewalks.
8. Site data matrix
9. All easements/land conveyances be accurately shown on site plan
10. Refuse storage areas including fencing and screening details and separation from building
11. Walls, fences and landscape features designed for screening.
12. Proposed areas to be landscaped. Do not show proposed trees on the site plan.
13. Existing landscaping features
14. Indication of proposed and/or existing parking spaces
15. Distance from parking areas to buildings and lot lines

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16. Parking areas and loading spaces (including number of spaces, size, aisle width, curbs, surface treatment), vehicular access (including dimensions), vehicular access on adjoining lands.

### FLOOR PLANS

The proposed building(s) floor plans should accurately illustrate the arrangement of structures, rooms, windows, doors on every floor, including the ground floor and below-grade floors.

#### Drawing Information Requirements

1. Titled plans
2. Reference symbols
3. Notes and legends
4. Orientation to match site plan
5. Room names with appropriately sized lettering
6. Fully dimensioned
7. Windows, doors and wall openings

### EXTERIOR BUILDING ELEVATIONS

Show how the building's dimensions, architectural features, scale, and materials are related to its location and context. Elevations should be dimensioned accurately for the proposal and provide the necessary information for the building to be positioned within its surrounding environment. Along with an outline of the proposed building(s), the elevation should properly relate to the floor plans.

#### Drawing Information Requirements

1. Titled views for each elevation
2. Grade elevation (average topographic elevation of the centerline of road along the frontage of the property).
3. Reference symbols
4. Notes and legends
5. Exterior representation of all sides of the proposed building(s) and/or additions
6. Window, door and wall openings matching floor plans
7. Indication of exterior building materials, colours and their arrangement
8. Indication of all exterior features such as awnings, canopies, overhangs, balconies, etc.
9. Vertical dimensions for floor to floor height and building height
10. Roof slopes

### FIRE ROUTE PLAN

Represents a version of the site plan illustrating locations of fire hydrant(s), other facilities for firefighting purposes, hatched fire route (hatched) and fire route signage. A drawing designated to showing this information is required.

#### Drawing Information Requirements

1. Distance from fire hydrant to principal entrance(s)
2. Proposed and existing fire hydrants
3. If sprinklered, note location of Siamese connection
4. Hatched fire route indicating width, centerline radii, and distances from fire route to buildings
5. Fire route signage

### LANDSCAPE PLAN

A version of the site plan indicating information and details for the hard and soft landscaping on site and on adjacent streets and boulevards. This includes tree preservation plans, details and materials for paving, location, types, size and planting details for proposed trees, shrubs and other plants. Plan will show the materials, dimensions and construction details for hard and soft landscape elements including paving, furniture, seating, fences, rails, pergolas, retaining walls and other features and planting details.

#### Drawing Information Requirements

1. In compliance with Manual of Landscaping Requirements
2. OALA required to prepare drawings
3. Provided as part of application or submitted during conditions fulfillment
4. Planting details of proposed planting

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### PHOTOMETRIC PLAN

Indicates detailed information about lighting on the site including accessible roof areas. Proposed lighting fixtures types and locations on the exterior of the building and on the site are also provided along with photometric overlays to show proposed lighting levels. These drawings shall be prepared by a qualified lighting consultant in accordance with Council Resolution 228/2005 and Windsor Police Services.

#### Drawing Information Requirements

1. Exterior illumination of the site is required for safety and security reasons, provide information respecting the location, intensity, design and construction of exterior lighting facilities (details vary with scale of development) Provided as part of application or submitted during conditions fulfillment
2. Full cut-off lighting is a requirement of approval
3. Lighting specifications

### LOT GRADING PLAN

To show grading details for the site and building and their relationship to adjacent and surrounding streets, boulevards and properties, as well as grading of site circulation, and grading relationships for the interior and exterior of building(s). The lot grading plan includes information to allow for the technical review of water, site servicing and tree preservation.

#### Drawing Information Requirements

1. Use the Site Plan and Topographic Plan of Survey as a base.
2. General grading information, including existing/proposed elevations at a maximum of 6 metre intervals along property lines, driveways, sidewalks, walkways and all paved areas.
3. Proposed elevation at a maximum of 6 metre intervals along all building and structure perimeters and at building entrances.
4. Retaining walls, including grades at top and bottom of walls.
5. Existing/proposed grading adjacent to trees to be preserved, including all trees on adjacent properties, streets and boulevards within 6 metres of the subject site's property lines.
6. Proposed elevation of adjacent private property to a minimum of 2 metres within the adjacent property boundary.
7. Grading and technical information on water flow and water retention on site, including:
  - a. Storm and surface water drainage directions, site ponding limits with corresponding control volumes and control facilities, shallow groundwater conditions, major overland and emergency overland flow routes.
  - b. Soil retention and/or replacement details.
  - c. Sediment and erosion control measures applied during construction.
  - d. Buried watercourses.
8. Grading and technical information for protection of existing trees, where trees are being retained and protected, including:
  - a. Location and identification of trees to be protected.
  - b. Location of tree protection zones.
  - c. Tree protection plan notes.
  - d. Soil retention and/or replacement details.
  - e. Sediment and erosion control measures applied during construction.
9. Location of proposed utilities, transformers, gas regulators, air intakes/exhausts, etc...

### SITE SERVICING PLAN

A site servicing plan shall show all internal site services for storm, sanitary and water, including the location of all service structures or cleanouts so that the City may assess the impact a particular site may have on the municipal system. The site servicing plan shall include the entire site, as well as the street frontage(s) to at least the centreline and beyond the furthest utility service to which a site connection is to be made. Depict all existing surface and underground infrastructure including sewer, drain and water services (sized), curbs, sidewalks, boulevards, driveway crossings with dimensions from property lines, trees, hydrants, boulevard services, utility poles, lamp standards, signs, under sidewalk cellars, sewer, drain, water mains, gas, hydro electric. Telephone and fibre optic ducts, overhead wiring, manholes, hydro and telephone vaults, water valves, meter boxes, lateral connections, sign posts, catch basins, transit facilities, loading and parking bays.

The site servicing plans also show all proposed buildings and services, fully dimensioned, including municipal connections like water, sewer and drain services (sized); proposed and redundant driveway crossings; complete with dimensions to trees, hydrants, boulevard services, utility poles, lamp standards, signs; proposed on-site driveway grades; plan and profile of proposed road, curbs, sidewalks, and boulevards; critical access points (ie. doorways) with transitions, grades and sections; landscaping (new trees, grass, irrigation systems, hard landscaping, etc.) on-site surface drains; hydro electric services (overhead or underground); gas service; telephone service (overhead or underground); and fibre optic ducts.

#### Drawing Information Requirements

1. Geodetic Benchmarks used
2. Legend
3. North Arrow
4. Municipal address

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5. Professional Engineer's seal (signed & dated)
6. Key plan showing site location in respect to the City street network
7. Street Names and Abutting roads including the location of all existing surface features (i.e. edges of pavement and shoulders, curbs, traffic islands, utility poles, hydrants, bus shelters, mail boxes, sidewalks, watercourses, ditches, culverts, catch basins)
8. Existing above ground features, including but not limited to light poles, hydro/Bell/cable poles, pedestals and transformers, trees and bush
9. Proposed above ground features including, but not limited to garbage storage areas and snow storage areas
10. Existing and proposed underground services including, but not limited to sanitary sewers, storm sewers, foundation drains, watermain and water services (domestic and fire lines), including identification of all pipe material and bedding, diameter, slopes, direction of flow, and invert elevations
11. Catch basins with inlet elevations
12. Locations of Siamese connections, water and remote meters
13. Details of any service connections to municipal infrastructure including methods and materials.
14. Distance from curb to property line and clear identification of property lines and ROW limits, including any proposed road widenings, sight triangles and reserves adjacent to the subject property.
15. All existing access/driveway entrances to the subject property and the adjacent properties, including those of properties on the opposite side of the road to the subject site.
16. Details on proposed vehicular entrances to the site (widths and radii)
17. Proposed curb and sidewalk depression locations
18. Pavement designs (asphalt and granular thicknesses) for both light and heavy duty pavement areas
19. Existing and proposed buildings, structures, and retaining walls
20. Tie in dimensions for the position of new site services to ensure site connections are placed in the proper location
21. Existing and proposed above ground servicing features, including but not limited to the following: manholes, catch basins, ditches, embankments, hydrants, valve boxes and chambers, service posts, curbs, sidewalks and walkways, fences and handrails. Notation of all existing site services to be removed or disconnected.
22. Proposed services from the street to the building including the size, length and slope of all sewers and laterals, top of grate elevations and sewer inverts of all
23. manholes and catch basins
24. Pipes located within frost zones to be insulated. Detail to be provided on plan.
25. Details for all appurtenances related to site servicing to include the all specialized engineered structures, pipe bedding, insulation, flow control device, weirs, rip rap
26. Specifications for all on-site storm and sanitary sewers and water services to the property line (i.e. pipes, grates, manholes, catchbasins, seepage collars, etc.)
27. Any easement(s) and whom the easements are in favour of. Location and size of all easements (existing and proposed).
28. Clear identification of works to be completed, within the municipal right-of-way, by the Developers Contractor (i.e. closing of redundant driveway entrances, curb & gutter replacement, curb cuts, sidewalks, boulevard restoration, etc.)
29. Clearly identify downspout locations and ensure downspouts are directed to landscaped areas, splash pads or infiltration galleries.
30. Identify vertical and horizontal separation between services. Minimum vertical separation is 0.5m and minimum horizontal separation is 2.5m as per OBC. If this separation cannot be achieved a concrete cradle must be used for support to achieve proper bedding compaction.
31. Show all fire hydrant locations. Fire hydrant separation between permanent structures must be 3m minimum. Typical minimum clearances: 0.6m behind, 2m to side with port and 1m to side without port.
32. All structures must be completely on private property
33. Infiltration galleries with two observation wells must be shown on the plan, including size and over flow and storm connections to and from the gallery. Infiltration galleries must be 5m away from a structure

### NOISE IMPACT STUDY

A technical report that provides a written description of the impact of noise generated by a proposed development on the surrounding environment, the impact of noise from the surrounding environment on the proposed development and the impact of noise from the proposed development on itself as well as mitigation measures to reduce any negative impacts.

The Noise Impact Study is to be prepared, on behalf of the applicant, by a consultant that is either an accredited acoustic expert or a qualified professional engineer.

The study shall include, but is not necessarily limited to:

- a. Details of assessment criteria.
- b. Methods and assessment locations and the appropriate figures and charts showing the detailed results including how the development complies with the Ministry of the Environment and Climate Change (MOECC) minimum standards for noise impacts.
- c. Identification and analysis of the impact of noise from the proposed development on adjacent streets, parks and properties.
- d. Identification and analysis of the impact of all noise generated from the immediately surrounding area, including without limiting the foregoing, the operations of the airports, transportation/rail infrastructure, corridors and yards, waste management facilities, industries and other noise generating uses on the proposed development.
- e. Identification and analysis of the impact of all noise generated within the proposed development itself.

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- f. Recommendations for noise mitigation and any adjustments to the site plan and architectural design, as are necessary to comply with relevant regulations and standards including the need for filing Certificates of Approval (Air & Noise) to the MOECC.

The City of Windsor may require an outside consultant, at the expense of the applicant, to peer review selected technical reports submitted in support of a development application where there is no in-house expertise available.

### VIBRATION STUDY

A technical report that provides a written description of the impact of vibration generated by a proposed development on the surrounding environment, the impact of vibration of the surrounding environment on the proposed development and the impact of vibration of the proposed development on itself as well as mitigation measures to reduce any negative impacts.

The Vibration Study is to be prepared, on behalf of the applicant, by a consultant that is either an accredited acoustic expert or a qualified professional engineer.

The study shall include, but is not necessarily limited to:

- a. Details of assessment criteria.
- b. Methods and assessment locations and the appropriate figures and charts showing the detailed results including how the development complies with the standard as referenced in the policy document recommended by CNR and CPR in the case of new or existing residential development adjacent to industrial and transportation/rail infrastructure induced vibration.
- c. Identification and analysis of the impact of all vibration from the proposed development on adjacent streets, parks and properties.
- d. Identification and analysis of the impact of all vibration generated within the immediately surrounding area, including without limiting the foregoing, the operations of the airports, transportation/rail infrastructure, corridors and yards, waste management facilities, industries and other vibration generating uses on the proposed development.
- e. An analysis of the impact of the proposed development on itself.
- f. Recommendation for vibration mitigation and any adjustments to the site plan and architectural design, as are necessary to comply with relevant regulations and standards.

The City of Windsor may require an outside consultant, at the expense of the applicant, to peer review selected technical reports submitted in support of a development application where there is no in-house expertise available.

### ENVIRONMENTAL EVALUATION REPORT

The purpose of an Environmental Evaluation Report is to demonstrate that a proposed development or infrastructure undertaking may proceed in or adjacent to lands designated as Natural heritage, Environmental Policy Area A or B and/or Candidate Natural Heritage Site.

Environmental Evaluation Reports may vary in scope, depending on the size, nature and intent of the proposal and the environment under study. Where an Environmental Evaluation Report is required, such study shall:

- a. Identify existing natural features of the area, such as geomorphology, drainage, flora, fauna, microclimate and soils.
- b. Identify significant natural functions of the area, such as shelter habitats and natural recharge or discharge areas.
- c. Describe the proposal in detail.
- d. Identify those natural features and functions likely to be affected by the proposal.
- e. Assess the potential impacts of the proposal on key natural features and functions.
- f. Identify, explain and recommend specific actions which would be undertaken to eliminate, reduce or compensate for the expected impacts consistent with the accepted ecological, planning, engineer, and resource management techniques and practices.
- g. Indicate the nature and extent of public consultation and/or input.
- h. Demonstrate how and why the proposal may proceed such that there will be no negative impact on the natural features and functions for which the area is identified.
- i. Recommend appropriate planning designations for the study area.

See City of Windsor Official Plan policies 5.3.3., 5.3.4., and 5.3.5.

### LAND USE COMPATABILITY PLAN

A technical report that provides a written description of the land use compatibility of sensitive land uses, including residential uses, where permitted or proposed outside of and adjacent to or near employment areas or within the influence area of major facilities.

The report will identify any existing and potential land use compatibility issues and will identify and evaluate options to achieve appropriate design, buffering and/or separation distances between the proposed sensitive land uses, including residential uses, and nearby employment areas and/or major facilities. Recommended measures intended to eliminate or mitigate negative impacts and adverse effects will be addressed in the applicant's Planning Rationale.



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This report will be used to assist the City in making its decision concerning the proposed sensitive land uses, including residential uses, and will be peer reviewed by the City at the cost of the applicant.

The land use compatibility plan shall include, but is not necessarily limited to:

1. Provide a written description of:
  - a. Any potential land use compatibility impacts by type (i.e.: traffic, noise, vibration, and emissions, including dust and odour) and the severity, frequency and duration of such impacts, as may be appropriate for each type, that may cause adverse effect on the proposed development or surrounding environment.
  - b. Any existing approval or other authorization from the Ministry of the Environment and Climate Change (MOECC), such as an Environmental Compliance Approval or a registration in the Environmental Activity and Sector Registry, for major facilities whose influence areas include any portion of the applicant's property and the extent to which the proposed development may affect the major facilities' compliance with applicable environmental policy, regulations, approvals, authorizations and guidelines.
  - c. Within the immediate area of the proposed development, the history of any complaints received by the City and/or the MOECC.
  - d. Reasonable potential intensification, operational changes and expansion plans for existing major facilities and the potential for new employment uses to be established in the employment areas and the potential impacts of such changes.
  - e. The potential land use compatibility issues the proposed development may create that could have a negative impact on the integrity of surrounding environment.
2. Provide details of assessment criteria.
3. Provide details regarding the methodology used and assessment locations.
4. Discuss how the proposed development is consistent with the Provincial Policy Statement, is in accordance to the Planning Act and conforms to the Official Plan, as it applies to planning and development in proximity to sensitive land uses.
5. Identify and analyze the potential impact, current, future and reasonable potential operations and activities may have on the surrounding area.
6. Recommend mitigation measures for incorporation into the proposed development.
7. Demonstrate how the recommendations adhere to all MOECC minimum standards for noise, dust and odour as set out in all applicable environmental legislation, regulations and guidelines and how the recommendations allow for the employment area to be planned/used for their intended purpose.

### Peer Review

The objective of the peer review is to provide the City with an independent, expert, third party assessment of the potential land use compatibility issues as well as the proposed mitigation measures. The purpose is to assist the City in making fully informed land use planning decisions.

The peer reviewer will provide to the City, at the cost of the applicant of the proposed development, a report that will include the following:

1. Cover letter signed by the lead reviewer who is/are fully accredited, qualified and/or certified in the relevant mitigation topic(s) being reviewed and discussed (for example air quality assessments should be performed by an engineer fully accredited in such field, etc.), the cover letter should highlight key findings, conclusions and any recommendations.
2. Executive summary.
3. Table of contents.
4. General overview of the proposed development.
5. As assessment of the proposed development's context and relationship to nearby employment areas, major facilities and/or sensitive land uses and if this is consistent with what is identified in the applicant's materials.
6. An assessment of land use compatibility issues (current and future) as identified by the applicant.
7. An assessment of the appropriateness of the applicant's methodology and data.
8. An assessment of the applicant's recommended mitigation measures, in particular, the ability to meet all MOECC minimum standards for noise, dust and odour as set out in all applicable legislation, regulations and guidelines and how the recommendations allow for the development to be planned/used for their intended purpose.
9. An assessment of the applicant's stated impact of the proposed development on the current, reasonable future and potential operations and activities of the nearby employment areas, major facilities and/or sensitive land uses.
10. Conclusions and recommendation of the peer reviewer that will provide a professional opinion on whether:
  - a. The proposed mitigation measures for the proposed development meet or are equivalent to the 'best practices' within the industry.
  - b. It has been demonstrated that the recommended mitigation will provide that there are no compatibility issues due to the possibility of adverse effects.

### PERSPECTIVE DRAWING

Perspective drawing may be requested at the discretion of the City, a perspective drawing shall illustrate the proposed development from an adjacent street location at the height of a pedestrian showing the building(s), primary building entrances and adjacent built form.

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### PLANNING RATIONALE

The planning rationale provides an overall planning framework for understanding the proposal from the applicant's point of view. This document is intended to help the applicant organize and substantiate the application and to assist staff in the review of the proposal to expedite the City's responses.

Depending on the complexity of the application, the information requirements can be addresses in a letter of several pages or a longer report. The material can be prepared by the owner, the agent, the applicant or a member of the consultant team, depending on the nature of the application.