

**6TH REPORT OF THE**  
**TRANSPORTATION ADVISORY COMMITTEE**

Meeting held on September 6, 2011, commencing at 12:17 p.m.

PRESENT: S. Brook (Chair), K. Dohnberg, S. Janes, R. Morley and M. Richings and B. Mercier (Secretary).

ALSO PRESENT: M. Elmadhoon, B. Henry, I. Kalsi, D. MacRae, S. McNally and B. Turcotte.

REGRETS: F. Berry, K. Bogema, C. Bryan and M. Channon.

**I YOUR COMMITTEE RECOMMENDS:**

ecoMobility Program 1. (Added) That the Civic Administration **BE ASKED** to explore funding opportunities to implement transit priority measures through Transport Canada's ecoMobility Program, a program that is part of the Government of Canada's ecoTransport strategy to address greenhouse gas emissions and air pollution from transportation sources; it being noted that the Transportation Advisory Committee held a general discussion with respect to this matter.

**II YOUR COMMITTEE REPORTS:**

Revised Proposed Governance Structure and Advisory Committee Review 2. (2) That the Transportation Advisory Committee (TAC) reviewed and received a communication, dated June 10, 2011, and heard a verbal delegation from the City Clerk, with respect to the revised proposed governance structure and the upcoming advisory committee review, respectively. The TAC referred the matter of the upcoming advisory committee review to a working group, consisting of S. Janes and R. Morley, to formulate comments and report back at its October meeting.

2012 Budget Development 3. (3) That the Transportation Advisory Committee (TAC) reviewed and received a communication, dated August 11, 2011, from the Manager of Legislative Services; it being noted that the TAC asked its 2011 Budget allotment of \$1,729 be maintained for 2012. The TAC further asked Staff and Committee Members to make available any information on upcoming seminars and/or webinars that may be of interest to its Members.

Pedestrian Master Plan and Pedestrian Charter 4. (4) That the Transportation Advisory Committee (TAC) reviewed and received a communication, dated July 18, 2011, from A. Cook, Coordinator, Transportation Demand Management, with respect to a Pedestrian Master Plan and Pedestrian Charter for the City of London. The TAC re-iterated its support for active transportation (pedestrian, cycling and transit) and the importance active transportation has related to the development of the Smart Moves, London 2030 Transportation Master Plan.

Sifton Properties Limited – 2140 Kains Road 5. (8) That the Transportation Advisory Committee (TAC) reviewed and received a Notice, dated August 22, 2011, from M. Hefferton (B. Debbert), with respect to an application submitted by Sifton Properties Limited relating to the property located at 2140 Kains Road. The TAC indicated that in its opinion, there should be pedestrian connections to the site, and that bicycle and accessible parking should be included as part of the site plan development.

Dr. E. D. Armogan - 550 Kingsway Avenue and 572 Wonderland Road North 6. (10) That the Transportation Advisory Committee (TAC) reviewed and received a Notice, dated August 4, 2011, from B. Debbert, Senior Planner, with respect to an application submitted by Dr. E. D. Armogan (Kirkness Consulting) relating to the properties located at 550 Kingsway Avenue and 572 Wonderland Road North. The TAC expressed its concern with reducing the front yard setback from 8 m to 1.8 m, as it could adversely affect the ability to construct improvements to Wonderland Road North, as identified in the 2004 Transportation Master Plan, as well as impacting the sightlines at the intersection of Kingsway Avenue and Wonderland Road North.

- Riverbend South Secondary Plan – Background Studies and Preferred Land Use Plan
7. (14, 18) That the Transportation Advisory Committee (TAC) reviewed and received a Notice, dated June 24, 2011, a Notice, dated August 26, 2011, and Appendix 7 of the Riverbend South Area/Subdivision Transportation Study (Final Report) from L. Mottram, Senior Planner, and a communication, dated September 15, 2008, of TAC's previous comments from B. Mercier, Committee Secretary, with respect to the Riverbend South Secondary Plan background studies and preferred land use plan by Sifton Properties Ltd. The TAC indicated that in its opinion bicycle parking should be provided at the entrances to the Environmentally Significant Areas (ESA); it being noted that the TAC referred the documents, noted above, to a Working Group consisting of M. Richings and S. Brook, to further review and provide comments directly to Staff in advance of the next meeting of the TAC.
- Longwood Oaks Limited – 35 Southdale Road East
8. (15) That the Transportation Advisory Committee (TAC) reviewed and received a Notice, dated August 25, 2011, from M. Tomazincic, Planner II, with respect to an application submitted by Longwood Oaks Limited relating to the property located at 35 Southdale Road East. The TAC expressed its concern regarding access to the site, given the proximity to the Wharncliffe Road and Southdale Road intersection.
- Site Plan Approval Review Process and Delegated Authority
9. That the Transportation Advisory Committee (TAC) heard a verbal delegation and received the attached communication from B. Henry, Manager, Site Plan Approvals, with respect to the proposed amendments to the site plan approval review process and delegated authority.
10. That the Transportation Advisory Committee (TAC) received and noted the following:
- 5th Report of the TAC
- (a) (1) the 5th Report of the Transportation Advisory Committee from its meeting held on June 7, 2011;
- 2004145 Ontario Limited – 1021 Wonderland Road South
- (b) (5) a Notice, dated August 25, 2011, from N. Musicco, Planner, with respect to an application submitted by 2004145 Ontario Limited relating to the property located at 1021 Wonderland Road South;
- Royal Host Limited Partnership – 800 Exeter Road
- (c) (6) a Notice, dated August 25, 2011, from N. Musicco, Planner, with respect to an application submitted by Royal Host Limited Partnership relating to the property located at 800 Exeter Road;
- 1209571 Ontario Limited – 519 York Street
- (d) (7) a Revised Notice, dated August 18, 2011, from N. Musicco, Planner, with respect to an application submitted by 1209571 Ontario Limited relating to the property located at 519 York Street;
- The Hermitage Club – 1036 to 1040 Commissioners Road West
- (e) (9) a Notice, dated August 8, 2011, from C. Smith, Planner II, with respect to an application submitted by the Hermitage Club relating to the properties located at 1036 to 1040 Commissioners Road West;
- Riverside United Church – 675 Riverside Drive
- (f) (11) a Notice, dated August 5, 2011, from N. Musicco, Planner, with respect to an application submitted by Riverside United Church relating to the property located at 675 Riverside Drive;
- Linda Anne Brand – 1240 Richmond Street
- (g) (12) a Notice, dated July 27, 2011, from M. Tomazincic, Planner II, with respect to an application submitted by Linda Anne Brand relating to the property located at 1240 Richmond Street;
- Drewlo Holdings Ltd. – 1522 Kilally Road
- (h) (13) a Notice, dated July 21, 2011, from N. Pasato, Senior Planner, with respect to an application submitted by Drewlo Holdings Ltd. relating to the property located at 1522 Kilally Road;

TAC - 3

- Brescia University College – 1285 Western Road
- (i) (16) a Notice, dated August 25, 2011, from M. Tomazincic, Planner II, with respect to an application submitted by Brescia University College relating to the property located at 1285 Western Road; and,
- Helen Wilson – 763 Colborne Street
- (j) (17) a Notice of Public Meeting, dated August 22, 1011, from C. Smith, Planner II, with respect to an application submitted by Helen Wilson relating to the property located at 763 Colborne Street.
- Disclosure of a Pecuniary Interest – S. Janes
11. That S. Janes disclosed a pecuniary interest in Clauses 5, 7 and 10(h) of this report having to do with the application submitted by Sifton Properties Limited relating to the property located at 2140 Kains Road, and the application submitted by 1209571 Ontario Limited relating to the property located at 519 York Street, and the application submitted by Drewlo Holding Ltd. relating to the property located at 1522 Kilally Road, respectively, by indicating that all the applicants are members of the London Development Institute, of which he is the Vice President.
- Disclosure of a Pecuniary Interest – S. Brook
12. That S. Brook disclosed a pecuniary interest in Clause 10(f) of this report having to do with an application submitted by Riverside United Church relating to the property located at 675 Riverside Drive, by indicating that his employer is involved with this development.
- Next Meeting
- 13 That the Transportation Advisory Committee (TAC) will hold its next meeting on October 4, 2011.

The meeting adjourned at 2:09 p.m.

Agenda Item #	Page #

APPENDIX 'A'

**NOTE:** Strikeout text – text in previous by-law being removed  
 Bold text- new or replacement text in the proposed By-law

**PROPOSED AMENDMENT TO C.P.-1455-51  
 TO SHOW PROPOSED CHANGES TO THE BY-LAW**

Bill No. 299  
 2006

By-law No. C.P.-1455-541

A by-law to designate a site plan control area and to delegate Council's power under Section 41 of the *Planning Act, R.S.O. 1990, c.P.13*.

WHEREAS Section 41 of the *Planning Act, R.S.O. 1990, c.P.13* provides in part that, where in an official plan an area is shown or described as a proposed site plan control area, the council of the local municipality in which the proposed area is situate may, by by-law, designate the whole or any part of such area as a site plan control area and may delegate to either a committee of the council or to an appointed officer of the municipality any of the council's power or authority under that section;

AND WHEREAS Clause 5(2)(b) of the *Building Code Act* authorizes the council of a municipality to pass by-laws requiring applications for building construction permits to be accompanied by such plans, specifications, documents and other information as is prescribed;

AND WHEREAS in the Official Plan for the City of London Planning Area the whole of the City of London is shown or described as a proposed site plan control area and the Council of The Corporation of the City of London considers if appropriate to designate the whole of the City of London as a site plan control area, to delegate its powers or authority under Section 41 of the *Planning Act, R.S.O. 1990, c.P.13*, to certain appointed officials of the Corporation, and to require applications for building construction permits to be accompanied by plans and drawings referred to in Subsection 41(4) and by one or more agreements with the Corporation that deal with or ensure the provision and maintenance of any of the facilities, works or matters to be provided in conjunction with all buildings and structures to be erected and any of the facilities, works or matters mentioned in Subsection 41(7) of that Act.

THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

**SITE PLAN CONTROL AREA BY-LAW**

**INTERPRETATION**

**Definitions**

1. In this by-law, unless a contrary intention appears,
  - (a) "Act" means the *Planning Act, R.S.O. 1990, c.P. 13*;
  - (b) "Corporation" means The Corporation of the City of London;
  - (c) "Council" means the municipal council of the Corporation;
  - (d) "delegated official" means any of the appointed officers of the Corporation

Agenda Item #	Page #

identified in Schedule 3 to this by-law either by name or position occupied;

(e) "development" means

(i) the construction, erection or placing of one or more buildings or structures on land; or

(ii) the making of an addition or alternation to a building or structure that has the effect of substantially increasing the size or usability thereof; or

(iii) the laying out and establishment of a commercial parking lot or of sites for the location of three or more trailers or of sites for the location of three or more mobile homes; or

iv) **sites for the construction, erection or location of three or more land lease community homes;**

and includes redevelopment;

(f) **Development Agreement means an agreement entered into between the Corporation and the Owner outlining the terms and conditions of the development and the approved plans and drawings as provided under Section 41(7)(c) of the Planning Act RSO 1990;**

(g) "mobile home" means any dwelling that is designed to be made mobile, and constructed or manufactured to provide a permanent residence for one or more persons, but does not include a travel trailer or tent trailer or trailer otherwise designed;

(h) "Official Plan" means the Official Plan for the City of London Planning Area as amended from time to time;

(j) "Owner" means the person appearing as the registered Owner according to the records of the proper land registry office or a person in the actual occupation of land sold to the Director in accordance with the Veterans' Land Act (Canada) shall also be deemed to be the Owner.

(j) "security policy" means the policy regarding subdivision security and development agreement security adopted by resolution of Council on November 2, 1981 (Minute 584), as amended from time to time, or any successor of that policy;

(k) "Site Plan Design Manual" means Schedule 1 to this by-law; and

(l) "trailer" means any vehicle so constructed that it is suitable for being attached to a motor vehicle for the purpose of being drawn or propelled by the motor vehicle, and capable of being used for the living, sleeping or eating accommodation of persons, notwithstanding that such vehicle is jacked-up or that its running gear is removed.

### Site Plan Design Manual

2. ~~(1) In the event of conflict between the provisions of the Site Plan Design Manual and any applicable zoning by-law or federal or provincial statute or regulation, the provisions of the zoning by-law, statute or regulation shall apply.~~

**(1) The Site Plan Design Manual is attached as Schedule 1 and forms part of this by-law.**

Agenda Item #	Page #

- (2) ~~Parentetical reference in the Site Plan Design Manual to provisions of the Official Plan or other policy of Council do not form part of the Manual but are inserted for convenience of reference only.~~

Metric

3. Wherever Metric measure is used in the Design Manual, the inclusion in parenthesis of Imperial measure is for convenience only and, in the event of any discrepancy between the Metric measure and the corresponding Imperial measure, the Metric measure applies.

DEVELOPMENT SUBJECT TO SITE PLAN APPROVAL

Site Plan Control Area

4. The whole of the City of London as constituted from time to time is hereby designated as a site plan control area.

Exempt Classes of Development

5. The following classes of development may be undertaken without the approval of plans and drawings otherwise required under Subsection 41(4) or (5) of the Act, and this by-law does not apply to such classes:

- (a) A building or structure which is constructed, erected or placed on a free hold lot for the purpose of a single detached dwelling unit or a semi-detached dwelling unit or a duplex dwelling, except a single sideyard dwelling unit and except where the approval of plans or drawings is required as a condition of provisional consent or a condition of a Minor Variance decision.
- (b) An addition or alteration to a building or structure mentioned in Clause (a) except a single side yard dwelling unit and except where the approval of plans or drawings is required as a condition of provisional consent or a condition of a Minor Variance decision.
- (c) Agricultural and farm related buildings, building additions, building alterations or structures that are utilized in farming operations but not including agricultural-commercial or industrial operations such as farm equipment sales and service, farm supply sales and agricultural storage, service or supply establishments.
- (d) Sand and gravel pits located in the City with the area comprising those portions of the City of London formerly in the Townships of Dorchester and West Nissouri as they existed on December 21, 1992.

Provision and Maintenance of Facilities, etc.

6. As a condition to the approval of the plans and drawings referred to in subsection 41(4) of the Act, the Owner of the land shall hereby:

- (a) provide in accordance with the Site Plan Design Manual and at no expense to the Corporation the facilities, works or matters mentioned in clause 41(7)(a) of the Act approved in accordance with Section 41 of the Act and shown on the approved plans and drawings and in the development agreement; and
- (b) maintain in accordance with the Site Plan Design Manual and at the sole risk and expense of the Owner the facilities or works mentioned in paragraphs 2, 3, 4, 5, 6, 7, 8 and 9 of clause 41(7)(a) of the Act and shown on the approved plans and drawings and in the development agreement, approved in accordance with

Agenda Item #	Page #

Section 41 of the Act, including the removal of snow from access ramps and driveways, parking and loading areas and walkways.

**APPROVAL OF PLANS AND DRAWINGS**

**Application for Approval**

7. Every application ~~for a permit to construct a building or structure or an addition or alteration to a building or structure~~ **site plan application** shall be accompanied by the following plans, specifications, documents and information:

- (a) the plans referred to in Paragraph 1 of Subsection 41(4) of the Act, showing all facilities and works to be provided in conjunction with the building or structure and all the facilities, works and matters referred to in Clause 41(7)(a) of the Act in accordance with the **Schedule 1, Site Plan Design Manual submission requirements;**
- (b) the drawings referred to in Paragraph 2 of Subsection 41(4) of the Act in accordance with the **Schedule 1, Site Plan Design Manual submission requirements;**
- (c) where required under clause 9(b) of this by-law one or more agreements with the Corporation in the form in Schedule 2 to this by-law dealing with the provision and maintenance of the facilities and works to be provided in conjunction with the building or structure and the facilities, works and matters mentioned in Subsection 41(7) of the Act in accordance with the plans and drawings approved pursuant to the Act and this by-law and in accordance with the **Schedule 1, Site Plan Design Manual submission requirements;**
- (d) where required under an agreement referred to in clause (c) ~~cash or one or more security bonds~~ **an irrevocable letter of credit** in favour of the Corporation in accordance with Council's security policy to protect the Corporation in respect of its liability for holdback and costs under Subsection 17(4) of the Construction Lien Act, 1990 and to assure satisfactory provision and maintenance of the facilities and works to be provided in conjunction with the building or structure and the facilities, works and matters mentioned in Subsection 41(7) of the Act in accordance with the plans and drawings approved pursuant to the Act and this by-law and in accordance with the **Schedule 1, Site Plan Design Manual submission requirements; and**
- (e) all reports and studies required on the record of consultation.

**Delegation to Appointed Officers**

- 8. (1) Subject to Section 9 of this by-law, all of the Council's powers or authority under Section 41 of the Act, except the authority to define any class or classes of development as mentioned in Clause 41(13)(a) of the Act, are hereby delegated to and may be exercised by one or more of the appointed officers of the Corporation identified in Schedule 3 to this by-law either by name or position occupied.
- (2) The Council hereby appoints each delegated official to be ~~the attorney of the Corporation in accordance with the Powers of Attorney Act~~ **appointed officers** to sign and deliver, together with another one of the **appointed officers** ~~delegated officials~~, for and in the name and behalf of the Corporation agreements in the form in Schedule 2 to this by-law, and such agreements shall be binding upon the Corporation without any further authorization or formality.

**Exercise of Power**

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9. The exercise of the powers, authority or appointment delegated or made under Section 8 of this by-law is subject to the following:

(a) An **appointed officer** ~~delegated official~~ shall approve the plans and drawings referred to in Subsection (41)(4) of the Act except where,

(i) **the proposed facilities, works or matters shown on the plans and drawings are not consistent with the Provincial Policy Statement, are not consistent with the policies of the Official Plan and other Council approved policy and do not comply with the applicable zoning by-law, or**

(ii) **where submission requirements of the application under Section 7 of this by-law for approval of the plans and drawings is are incomplete.**

(b) As a condition to the approval of plans and drawings referred to in Subsection 41(4) of the Act, the delegated official may require that the Owner of the land enter into one or more agreements referred to in Paragraph (7)(c) of this by-law.

(c) The powers or authority under Clauses 41(7)(b) and (c) of the Act with respect to any of the facilities, works or matters mentioned in Paragraphs 1, 2, 3, 7, 8 and 9 of Clause 41(7)(a) of the Act shall be exercised **by an appointed officer on the advice of** ~~by a delegated official on the advice of the officer of the Corporation holding the position from time to time of General Manager of Environmental Services and the City Engineer or his delegate.~~

(d) The provisions of the Site Plan Design Manual shall be applied in each circumstance as it arises with such variations or modifications as the circumstances may require so long as each applicable provision is given effect according to its true intent and purpose.

(e) The form or wording of the agreement in Schedule 2 shall be used with such variations or modifications as circumstances may require so long as the substance is not changed or affected and any variance from Schedule 2, not being in manner or substance, does not affect the regularity of any agreement. **In addition to this, other clauses may be added as required by the appointed official.**

(f) ~~An approval by a delegated official of plans and drawings referred to in Subsection 41(4) of the Act lapses,~~

(i) ~~where a building construction permit is required for the development~~

1. ~~at the expiration of one year from the date of approval if, within the one year period, no building construction permit is issued for the development;~~

2. ~~1. at the expiration of two years form the date of approval if, within the two year period, a building construction permit is issued for the development but the Owner does not seriously commence construction of the development, in the opinion of the Chief Building Official appointed under the Building Code Act; and~~

3. ~~2. upon the revocation at any time of any building construction permit issued for the development.~~

(ii) ~~where no building construction permit is required for the development, at the expiration of two years from the date of approval if,~~



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~~within the two year period, the Owner does not seriously commence construction of the development in the opinion of the **Managing Director of Development Approvals Planning** Chief Building Official appointed under the Building Code Act; and the lapse of an approval is effective upon written notice revoking the approval by a delegated official to the Owner or, where an agreement has been registered, upon the registration of a notice that the approval is revoked and the agreement is terminated.~~

~~(g) Where a delegated official does not approve the plans and drawings referred to in Subsection 41(4) of the Act within thirty days after they are submitted to the municipality for approval or where the Owner of the land is not satisfied with any of the requirements made by a delegated officer under Subsection 41(7) or with any part thereof, including the terms of any agreement required, the Owner of the land may by written notice to the City Clerk require the plans or drawings or the unsatisfactory requirements or parts~~

~~thereof or the agreement, as the case may be, to be referred to the Planning Committee **Built and Natural Environment Committee** and the Council, and~~

~~(i) the Committee shall hear the Owner or afford the Owner an opportunity to be heard as soon as practicable thereafter make a report and recommendation to the Council; and~~

~~(ii) the Council, without holding a hearing or affording an opportunity for a hearing, shall consider the report and recommendation of the Committee and determine the matter in issue, settle and determine the details of the plans or drawings and approve the same, and settle and determine the requirements, including the provision of any agreement.~~

**(f) (i) At the time of considering a zoning or rezoning of a property or properties, City Council may require that a site plan public meeting be held to receive comments regarding the site plan, building elevations, landscape plan and any requirements of the development agreement by placing an h-5, holding provision with the proposed zone without further notice or by adding a direction for staff to hold a public meeting at Built and Natural Environment Committee and based on the one or more public meetings Council should advise the appointed officers of any items to consider in their reviews as raised by the public and/or as advised by Council; or**

**(ii) In some cases Official Plan Policies may require a site plan public meeting. In these cases the appointed officers will request that the Built and Natural Environment Committee convene a public meeting on behalf of the appointed officers to obtain input from the public and receive advice from Council and subsequently report to the appointed officers the results of the public meeting and any comments of council; or**

**(iii) When City Council passes a by-law to revoke the powers under Section 8 of this Bylaw, a public site plan meeting shall be convened by the built and Natural Environment Committee and the Owner shall be afforded an opportunity to be heard at a public meeting of the Built and Natural Environment Committee, for the purpose of considering the plans and drawings and requirements pertaining to the development. The Built and Natural Environment committee shall provide a recommendation to Council concerning the approval of the plans and drawings pertaining to the development and any requirements under Subsection 41(7) of the Act, including the provision of any agreement required.**

Agenda Item #	Page #

~~(iii) The Council, except during the months of July and August when such authority shall be delegated to the Planning Committee Built and Natural Environment Committee of Council, without holding a hearing or affording an opportunity for a hearing, shall consider the report and recommendation of the Committee and make a decision on the approval of the plans and drawings and any requirements, including the provisions of any agreement required;~~

~~and a delegated official shall formally approve the plans and drawings and impose the requirements in accordance with the Council's decision and clauses (b), (d), (e) and (f) of this section shall apply in the circumstances.~~

**In any case where development has been the subject of a public site plan meeting and that development does not proceed, a further public site plan meeting will be required when a new site plan application is made for the same lands. In cases where an application is made to make minor amendments in keeping the general intent of the plans approved by Council, the appointed officers may approve these changes and may add any additional clauses to the agreement without the need for a further public site plan meeting except as otherwise directed by Council.**

**Executive Acts Authorized**

10. The Mayor and City Clerk are hereby authorized to execute on behalf and under the seal of the Corporation any document necessary to give further effect to the provisions of this by-law, **when the appointed officer's authority has been revoked.**

**ENFORCEMENT**

**Conflict of Laws**

11. In the event of conflict between the provisions of the Site Plan Design Manual and any applicable zoning by-law or federal or provincial statute or regulation, the provisions of the zoning by-law, statute or regulation, the provisions of the zoning by-law, statute of regulation shall apply.

**Development Without Approved Plans**

12. Every person who, without having plans or drawings approved in accordance with Section 41 of the Act, undertakes any development in the site plan control area designated by this by-law is pursuant to Section 67 of the Act, guilty of contravening Section 41 of the Act.

**Failure To Provide or Maintain Facilities, etc.**

13. Every person who undertakes any development in the site plan control area designated by this by-law without providing or maintaining any of the facilities, works or matters that are mentioned in Clause 41(7)(a) of the Act and that are required by the Corporation under that clause as a condition to the approval of plans or drawings in accordance with Section 41 is, pursuant to Section 67 of the Act, guilty of contravening Section 41 of the Act.

Agenda Item #	Page #

**Failure To Enter Into Agreement**

14. Every person who undertakes any development in the site plan control area designated by this by-law without entering into one or more agreements with the Corporation that deal with or ensure the provision or maintenance of any of the facilities, works or matters and that the person is required by the Corporation to enter into under that subsection as a condition to the approval of plans and drawings in accordance with Section 41 is, pursuant to Section 67 of the Act, guilty of contravening Section 41 of the Act.

**Penalty Upon Conviction**

15. Every person who is convicted of an offence under Section 41 of the Act is liable to fine or penalty prescribed by Section 67 of the Act.

**Facilities, etc. Provided by City**

~~16. In default of an Owner of land providing or maintaining any of the facilities, works or matters that are to be provided in conjunction with all buildings and structures to be erected or that are mentioned in Clause 41(7)(a) of the Act and that are required by the Corporation as a condition to the approval of plans or drawing referred to in Subsection 41(4) of the Act, the Council may by by-law direct that such facilities, works or matters shall be provided or maintained by or on behalf of the Corporation at the expense of the Owner and the expense incurred in doing so shall be recovered,~~

~~(a) by use of any cash or security bonds irrevocable letter of credit furnished to the Corporation under Clause 7(d) of this by-law;~~

~~(b) by action;~~

~~(c) in like manner as municipal taxes; or~~

~~(c) in annual instalments payable by the Owner, with interest, not exceeding ten years.~~

**Repeal**

~~17. (1) By law No. C.P. 1213-340, entitled "A by-law to designate a site plan control area and to delegate Council's power under Section 40 of The Planning Act, 1983 passed by Council on August 5, 1986, and all amendments are hereby repealed.~~

**Commencement**

16. This by-law comes into force on the day **September 1, 2011** it is passed.

Passed in Open Council on ~~June 26, 2006~~.

~~Thomas C. Gosnell  
Deputy Mayor~~

Kevin Bain  
City Clerk \_\_\_\_\_

First Reading – June 26, 2006  
Second Reading – June 26, 2006  
Third Reading – June 26, 2006

Agenda Item #	Page #

**Schedule 1**

to By-law No. C.P.-1455-541

**SITE PLAN DESIGN MANUAL**

**1. SUBMISSION REQUIREMENTS**

**1.1. Introduction**

Site plan drawings accompanying a ~~building permit application~~ **an application for site plan approval** are required to demonstrate how a proposal meets the various aspects of **the Official Plan Policies, the Zoning By-law and the City's Site Plan Control Area By-law.**

All the information may be presented on one drawing provided the information is clearly legible and accurate. On more complex proposals it may be necessary to prepare separate drawings to illustrate each aspect more clearly, e.g.: **existing conditions, site plan, landscape plan, site servicing plan, building elevations and a legal survey plan.**

All projects require a site plan drawn to scale on a manageable sheet size. A plan of topographical survey of the job, if available, will assist in the assessment of the project. ~~In some instances~~ **Building elevations are also required and in most cases, cross-section drawings and an Urban Design Brief are also required.**

The following sections outline the submission requirements for each submission point in the Site Plan Approval process. Incomplete submissions will not be received for processing. Where possible all submissions should be made in hard copy and electronic (.pdf) formats.

**1.2. Request for Consultation Package**

The Request for Consultation summarizes the Applicant's concept plan and assumptions for developing their site. Submission of a Site Plan Request for Consultation constitutes the Applicant's formal request to initiate Mandatory Consultation as required under the City's Planning Pre-consultation By-law, C.P. 1469-217. A Request for consultation Package includes:

- a) **Supporting Information Cover Document including the completion of the Site Plan Request for Consultation form.**
  - 1. **Description of the proposed site;**
  - 2. **Written report of the context within the existing neighbourhood and the current Official Plan policy, including a map to contextualize the site/layout within the neighbourhood;**
  - 3. **Intention and objectives of the proposed site plan; and**
  - 4. **Servicing assumptions for the site.**
- b) **Concept Site Plan Drawings: All packages require a dimensioned plan illustrating the proposed concept for development of the site and showing key existing and proposed site features on the face of the plan such as location of buildings, significant vegetation,**

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access, etc.:

- Dimensioned plan illustrating the proposed site.
- Location of exiting and proposed buildings on the site.
- Significant trees and natural vegetation.
- Hard and soft Landscaping
- Pedestrian and vehicular access to/from the site
- Location and nature of vehicle/bicycle parking
- Loading/service/garbage areas
- Sign location(s)
- Principal pedestrian entrance, barrier free entrance and fire fighters' entrance
- Fencing (location & type)
- Easements, comments on the property

c) **Concept Elevations:**

The request package shall include concept elevations for each view of the proposed development (Depending upon the type and scale of the proposed development) concept elevations may take the form of either drafted plans, doctored photos or illustrated examples. Detailed elevations are not required at this stage but the provided concepts should adequately convey the proposed built form and appearance of the development and include items such as:

- Facades labelled according to the direction they face
- Indicate facade materials to be used
- Identify major pedestrian entrances
- Indicate Base, Middle, Cap of the structure(s)
- Roof type
- Sign location(s)
- Vision (transparent) glass location(s)
- Existing condition plan as per Section 1.4 of Schedule "I"
- Context with nearby buildings

**REQUIREMENTS PLANS AT THE APPLICATION STAGE**

The following plans are required for Site Plan Approval

1.3. **Legal Plan Requirements**

The Legal plan (if required) should show the following:

- (a) plans in blackline only, 56 cm x 82 cm maximum (22" x 32"), of development site, including a calculation of its area, certified by an Ontario Land Surveyor;
- (b) title, location of project, date, **of the survey**;
- (c) north point and scale (graphic bar scale as well as written ratio scale); and
- (d) bearings and distance of all property lines, and dimensions and location of all existing buildings and structures.

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1.4. **Existing Conditions Plan Requirements**

The existing conditions plan should show the following:

- (a) dimensions and locations of all existing buildings or structures, fences, access driveways, fire hydrants and utility poles;
- (b) existing site constraints, such as adjacent streets (showing curbs, gutters, ditches, etc.), sidewalks, rights of way and easements;
- (c) the location, elevation, size and species of:
  - (i) trees exceeding 100 mm (4 inches) diameter at breast height;
  - (ii) trees and shrubs exceeding 1.5 metres (5 feet) in height located:
    - on a property line of the proposed development
    - on the proposed development and within 6 metres (19.6 feet) of property line including a property line common to a public street
    - on lands adjacent to the proposed development and within 4.5 3.0 metres (5 10 feet) of the common property line;
    - (iii) trees and shrubs on the boulevard of the public street along the streetline(s) of the proposed development; and
    - (iv) **wetlands, ESA's, woodlands, and areas of Natural and Scientific Interest**
- (d) existing location and/or distance of the nearest transit stop from the limits of the property;
- (e) existing location and/or distance of the nearest transit stop from the limits of the property;
- (f) existing uses on abutting properties;
- (g) **existing contours; existing servicing;**
- (h) **existing easements or restrictive covenants.**

1.5. **Site Plan Requirements (see Figure 9.2 for Example)**

The site plan requirements are as follows:

- (a) plans submitted to be in blackline only, no greater than 56 cm x 82 cm (22" x 32") (for reduction purposes) folded to 22 cm x 28 cm or 36 cm (8 1/2" x 11" or 14");
- (b) ~~location~~ **key map** - scale 1:2,000 outline of the development site with sufficient amount of surrounding area to indicate its general location, with major adjacent features, such as parks, bus routes, etc. (base map is available from the City);
- (c) title, location (plan and lot number) and date;
- (d) north point and **metric** scale [preferably 1:500 (1" = 40') or

1:250 (1" = 20') graphic bar scale, as well as a written ratio scale];

- (e) centre line and curb line of adjacent streets, sidewalks and existing street line; required dedication for street widening purposes and future road widening in accordance with adopted ~~Council standards~~ **in the Official Plan and the Zoning By-law** (all dimensions should be included on the drawing);
- (f) if the site is adjacent to a river or large watercourse, the site plan drawing should show the location of the surface water at normal flows, the floodplain boundary, if it has been established by the Upper Thames River Conservation Authority, contours of the valley and the banks at not more than 1.5 m (5 feet) intervals and the dedication line;
- (g) clear indication of subject property's **boundary being the same as the legal plan** (dimensions and area calculations);
- (h) approximate location and height of buildings on adjacent sites;
- (i) adjacent property owned or controlled by the applicant;
- (j) locations, height and dimensions [distances between buildings and yard dimensions (front yard, side yard, rear yard)] of all buildings and other structures proposed on the site;
- (k) a "design site data" schedule as illustrated in Table 1.1 for residential uses, **industrial, institutional** and Table 1.2 for commercial uses;
- (l) location and height of external lighting fixtures;
- (m) garbage storage (type and location) and collection areas;
- (n) loading and on site vehicular circulation areas, indicated widths and proposed direction of traffic flows as well as proposed ramps or access driveways;
- (o) proposed parking areas or structures; number of spaces, dimensions of parking spaces, aisles and driveways, location of pedestrian and vehicular building entrances, and area to be devoted to each proposed use;
- (p) proposed snow storage areas;
- (q) landscaped areas;
- (r) where there is a major change in existing topography, existing and proposed grades at key points, such as building corners, tops and bottoms of proposed slopes, walls, curbs and steps;
- (s) location and height of free-standing signs;
- (t) location of walkways and bicycle ways **including surface treatment**; and
- (u) identification of transit routes abutting or adjacent to a proposed development site, and the location and/or distance from the limits of the site to the nearest transit stops.

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1.6. **Landscape Plan Requirements**

1.6.1 **Landscape Planting Plan** (See Figure 9.1 for Example)

The base plan mapping for the landscape plan should be the same as the finalized site plan and consequently. ~~It should be prepared after the site design has been agreed upon to the satisfaction of the administration.~~ The landscape plans should be in blackline only, 56 cm x 82 cm (22" x 32"), and should include:

- (a) location by symbol of all existing trees (to be preserved) and proposed trees and shrubs (the symbol should reflect the branch spread or canopy of existing trees and shrubs, and the proposed trees and shrubs at maturity);
- (b) a list of all species, including common name, botanical name, quantity, size and condition at planting (see Table 9.4);
- (c) planting specifications including sodding (see Table 9.6);
- (d) cross-section to show detailed tree and potted shrub planting methods (see Figure 9.3); and
- (e) the landscape plan should include the professional endorsement (stamp) of a landscape architect or equivalent where warranted.

1.6.2 **Tree Preservation Plan**

Trees and shrubs proposed for preservation and preservation measures can be incorporated on the Landscape Planting Plan or shown on a separate Tree Preservation Plan. Separate Tree Preservation Plans should:

- (a) be at the same scale as other site plans and preferably superimposed upon the Site Servicing Plan;
- (b) accurate location of existing vegetation;
- (c) existing and proposed grade elevations;
- (d) building(s), site facilities including parking areas, driveways, service areas, pedestrian walkways, and underground and overhead services; and
- (e) limits of construction/ground disturbance.

1.7. **Site Servicing Plan Requirements**

~~After the site design has been agreed upon to the satisfaction of the administration.~~ The site servicing plan should be prepared by a registered Professional Engineer in Ontario and the plans shall be stamped and signed. This should include:

1.7.1. **Sanitary Sewer Systems**



Agenda Item #	Page #

(a) drainage piping - location, from building to private drain connections, size and grade;

(b) private drain connections - existing and new, location, size and grade;

(c) control manholes (if required, see Section 12.6), to be located at the street line on private property;

(d) all manholes to show invert and finish grade elevations; and

(e) ~~Ministry of the Environment requirements - "private sewers" are to be designed generally in accordance with "Guidelines for the Design of Sanitary Sewage Works, Systems, Storm Sewers (Interior), Water Distribution Systems and Water Storage Facilities" - approval is required from the Ministry for these "private sewers" prior to the issuance of the permit for the private sewers if required.~~

The design of "private" sewer and water are to conform to the requirements set out in the Ontario Building Code. In some cases, these systems may require a Certificate of Approval by the Ministry of Environment.

#### 1.7.2 Storm Drainage Systems and Grading Plans

(a) catch basins - locations, proposed elevations for grates, and inverts;

(b) all manholes to show invert and finish grade elevations;

(c) drainage piping - location, size, grade (slope);

(d) private drain connections - existing and new, location, size and grade;

(e) drainage swales (landscaped areas) - elevations along swale, cross sections % grade (slope);

(f) overland flow - show flow arrows to permit ready identification of overland flow direction, show existing and proposed elevations along property lines, and key points on site and abutting properties;

(g) flows from adjacent properties - in the event that adjacent private properties drain onto the site being developed, the storm drainage system is to be designed to prevent storm water from backing up and creating a flooding or ponding condition on the adjacent property;

(h) weeping tiles - where weeping tiles are to be installed show how the flows will be handled to comply with Section 12.1;

(i) dry-well systems, **infiltration systems** and **storm** retention systems - the site services plan is to display such relevant detail contained in the consulting engineer's design as will be necessary

Agenda Item #	Page #

to insure that all design features are implemented by the contractor (see Sections 12.3 and 12.4); and

- (j) **the site shall be designed to the standards and specifications of the City and any alternative designs, enhanced operational requirements shall be approved by the City Engineer.**

### 1.7.3 Water Systems

- a) show size and location of watermain, valves, fire hydrants, Siamese connections, chambers, water meter location(s), etc.;
- b) existing services and service box chambers;
- c) watermain and water service design to City of London specifications and Ministry of the Environment requirements;
- d) Where the Ontario Building Code does not specify, the City of London's specifications shall take precedence for all watermain and services;
- e) All watermain and services above 100 mm diameter and larger shall be swabbed, chlorinated, and tested in accordance with applicable standards and requirements.

### 1.8. Building Elevations and Cross-Section Drawings Requirements (Fig. 1.1)

The following must be submitted:

- (a) the drawings submitted to be in blackline, no greater than 56 cm x 82 cm (22" x 32") - it is preferred that this drawing be included on the site plan drawing;
- (b) scale 1:200 (1" = 16') or 1:100 (1" = 10') as appropriate;
- (c) elevation of all facades of the building and front facade of any buildings on adjacent property;
- (d) the elevation should show all windows, doors, other openings, and any mechanical equipment on the roof. The habitable and non-habitable room windows of dwelling units should be identified on the drawing. Signs and graphics should also be shown;
- (e) ~~it is desirable to~~ indicate the type, colour and texture of materials ~~although this is not a requirement~~;
- (f) a longitudinal cross-section view through any building to the street line, including all parking structures, should be shown - where parking structures are included, a cross-section should be taken along the driveway providing access to the street showing the slope of the ramps (see Figure 6.2 for standards); and
- (g) the elevation of any sign structure should be shown. **(Sizes of signs are regulated under the Sign and Canopy By-law).**

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TABLE 1.1

<b>RESIDENTIAL DESIGN SITE DATA</b>		
Gross Site Area	m <sup>2</sup> ha	
Net Site Area (-road allowance dedication)	m <sup>2</sup> ha	
Number of Units:		
Single Family		
Semi-Detached		
Townhouse		
Apartments		
Number of Units by Bedroom Count:		
Bachelor		
1 Bedroom		
2 Bedroom		
3 Bedroom		
4 Bedroom		
5 or more Bedrooms		
Height	m	
Density	units per net hectare	
<b>Building Area</b>	m <sup>2</sup>	
<b>Building Coverage</b>	%	
Landscaped Open Space	m <sup>2</sup>	% *
Common Open Space	m <sup>2</sup>	% *
Parking Spaces Provided		
Parking Rates Used	<u>Ratio</u> space per	Spaces Required
<b>Visitor Parking</b>		
<b>Barrier Free Parking</b>		