



**SAULT  
STE. MARIE**

# **SUBDIVISION, CONDOMINIUM, AND SITE PLAN CONTROL APPLICATION PROCESS**



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## **1. GENERAL DRAFT PLAN OF SUBDIVISION/CONDOMINIUM/SITE PLAN CONTROL APPLICATIONS**

### **1.1. Introduction**

This document provides information on the application and approval process for Subdivisions, Condominiums and developments subject to site plan control and covers the following:

- regulatory and policy context;
- plan of subdivision vs condominium vs site plan;
- approval flowcharts;
- application and approval process; and
- supporting studies and plans.

### **1.2. Regulatory and Policy Context**

The application and approvals process is established through the following regulations and policies at the Provincial and Municipal levels:

- Planning Act, R.S.O., 1990
- Provincial Policy Statement, 2020,
- Growth Plan for Northern Ontario, 2011
- Sault Ste. Marie Official Plan 1996
- Sault Ste. Marie Zoning By-law 2005-150

As the process has evolved, the inclusion of studies and plans have been incorporated under the broad categories of land use, development, infrastructure and environment, representing the multi-faceted and complex nature of development. It is the responsibility of the City of Sault Ste Marie to ensure that an application for a proposed development is reviewed within this context and as prescribed in Section 1.2.1. of the Provincial Policy Statement which states:

A coordinated, integrated and comprehensive approach should be used when dealing with planning matters within municipalities, and with other orders of government, agencies and boards including:

- a) managing and/or promoting growth and development that is integrated with infrastructure planning;
- b) economic development strategies;
- c) managing natural heritage, water, agricultural, mineral, and cultural heritage and archaeological resources;
- d) infrastructure, multimodal transportation systems, public service facilities and waste management systems;
- e) ecosystem, shoreline, watershed, and Great Lakes related issues;
- f) natural and human-made hazards;
- g) population, housing and employment projections, based on regional market areas; and
- h) addressing housing needs in accordance with provincial policy statements such as the Policy Statement: Service Manager Housing and Homelessness Plans.

### **1.3. Draft Plan of Subdivisions vs Condominiums vs Site Plan Control Applications**

For both subdivisions and condominiums, the application, review process, and submission requirements are similar, with variations in a Draft Plan of Condominium towards the end of the process based on the ownership structure of the properties created. Developments subject to site plan control however, are generally limited to single parcels of land where land use and/or development restrictions are deemed necessary.



### **1.3.1.     *Draft Plan of Subdivision***

An application for approval of a Plan of Subdivision is typically required when a tract of land is to be divided into multiple building lots or blocks and/or the extension of public services is required to support the proposed development. Under Section 51 of the Planning Act, the City has the authority to regulate the division of land through Plans of Subdivision. Through the application and approval process, the City ensures the orderly servicing and development of parcels in accordance with provincial and municipal regulations, policies and standards. This is done by considering to what extent factors relating land use, development, infrastructure and environment can be effectively coordinated to support the proposed development.

Plans of Subdivision will usually include information on new municipal infrastructure (i.e., water and sewer servicing and new roads), lot and block patterns and any parkland dedication requirements and/or other public service requirements such as schools. Plans of subdivision are also typically used to create public rights-of-way for municipal services. If left undeveloped, a draft plan of subdivision expires 6 years after the date of draft approval.

### **1.3.2.     *Draft Plan of Condominium***

An application for approval of a plan of condominium is required when a parcel of land or any buildings on a property are to be divided into separately titled condominium units. Under the Condominium Act, the City has the authority to regulate the division of land and/or buildings through Plans of Condominium. This authority is used to regulate division of land and/or buildings into parcels or units that may be sold as part of a condominium corporation. It is also used to ensure that the rights of future owners are protected and that any interests/obligations in favor of the City are transferred from the applicant to the future owners.

Section 9(2) of the Condominium Act states that an application for condominium is processed in the same way as a Plan of Subdivision under Section 51 of the Planning Act, with necessary modifications. If left undeveloped, a draft plan of condominium expires 6 years after the date of draft approval.

### **1.3.3.     *Site Plan Control***

An application for site plan approval is required when the city has deemed the subject property under site plan control. The City of Sault Ste Marie has the authority to regulate site plans, aesthetics, servicing, densities, etc. through the Planning Act. This authority is also used to ensure that the rights of future owners, adjacent property owners, and “downstream” property owners are protected and that any interests/obligations in favor of the City are transferred from the applicant to future owners.

## **2. SUBDIVISION APPLICATION GUIDE**

### **2.1. Subdivision Application Requirements**

#### ***2.1.1. General Submission Material***

Required submission material for all subdivision applications shall consist of the following:

- Cover Letter
- The subdivision application form must be fully completed. Please keep a copy of your files.
- One copy of the subdivision declaration (a draft is acceptable)
- All supporting studies, reports, and drawings as detailed and determined in accordance with this guideline and in consultation with the City of Sault Ste Marie.
- The draft plan must be drawn to scale with boundaries certified by an Ontario Land Surveyor and must include the owner's certificate. All draft plans must be submitted in metric and include the information required under section 51(17) of the Planning Act.

#### ***2.1.2. Planning Act Requirements***

Under Section 51 (17) of the Planning Act, the applicant shall provide for approval, a draft plan of the proposed subdivision drawn to scale and showing the following:

- the boundaries of the land proposed to be subdivided, certified by an Ontario land surveyor;
- the locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts;
- on a small key plan, on a scale of not less than 1:100 metres, showing all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, every subdivision adjacent to the proposed subdivision and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;
- the purpose for which the proposed lots are to be used;
- the existing uses of all adjoining lands;
- the approximate dimensions and layout of the proposed lots;
- if any affordable housing units are being proposed, the shape and dimensions of each proposed affordable housing unit and the approximate location of each proposed affordable housing unit in relation to other proposed residential units;
- natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- the availability and nature of domestic water supplies;
- the nature and porosity of the soil;
- existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
- the municipal services available or to be available to the land proposed to be subdivided; and
- the nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

#### ***2.1.3. Additional Requirements***

The draft plan of subdivision must be:

- Surveyed by a Licensed Ontario Land Surveyor
- In conformity with the Official Plan and with any district, regional, or provincial policies
- Approved by the City of Sault Ste Marie

- Registered with a Land Registry Office

The plan must also include:

- Municipal address
- Municipal open space (m<sup>2</sup>)
- Paved area of proposed municipal owned roadways (m<sup>2</sup>)
- Unit count
- Play lots/Parkland (m<sup>2</sup>)
- Legal description
- Development area (m<sup>2</sup>)
- Property zoning
- Building setbacks (in metric)
- Right of way widths
- Community street features such as community mailboxes, entrance signage, etc
- Any zoning by-law deficiencies or contraventions must be dealt with prior to subdivision draft approval. The applicant will be required to amend plans/documents to reflect zoning compliance, as per the site plan approved building permit drawings, or a minor variance must be approved for every non-compliance issue.
- The transfer or conveyance of any land(s) affecting the subject property must be finalized prior to subdivision registration. Please note that transfers may result in zoning by-law deficiencies which could result in minor variance applications.
- Any existing building permit and or zoning certificate applications which have been applied for, but not issued a Permit/Certificate, must be issued prior to subdivision registration. If the applicant does not intend to proceed with an open application, it must be cancelled. Written requests to cancel a permit/certificate must be made to the Planning Department. Please note that cancellation requests will not be accepted for instances where work has commenced.

#### *2.1.4. Plan/Drawing Submission Requirements*

The plan/drawing requirements shall be in accordance with Sault Ste Marie Engineering Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities Section 9.2, which includes PUC Special Provisions, PUC Waterworks Pre-Approved Materials, and PUC Waterworks Specifications and Drawings.

#### *2.1.5. Submission Checklist and Terms of Reference*

A completed copy of the submission checklist (see **Appendix B**) must be submitted along with the relevant information/studies, and plans outlined in the terms of reference (see **Appendix C**).

## **2.2. Application and Approval Process for Draft Plan of Subdivision**

### **Step 1: Application for a Development Assistance Review Team (DART) Meeting**

Before submitting a planning application to the City for a plan of subdivision, a DART meeting is encouraged. The purpose of this meeting (referred to in other jurisdictions as a pre-consultation meeting) is to discuss the proposed development and to assist the applicant, the City, and other external agencies in identifying the requirements for a planning application.

The following documents are required to be submitted to the City constituting the applicant's formal request to initiate a mandatory DART meeting:

- A cover page with the applicants and any consultants contact details.
- A document that references the property (survey, parcel register, condition of agreement of purchase).
- A project description.
- A conceptual plan.
- A completed development application checklist (see **Appendix B**).

The project description and conceptual plan should provide an adequate level of information that will demonstrate the size and scale of the development and the extent to which the proposal may require alternative zoning provisions (i.e. height, setbacks, lot coverage, etc.), infrastructure capacity, environmental features, etc. The proponent should have a general understanding of how the proposed development will be serviced and whether there are any site constraints.

A checklist of possible study and/or report requirements should be completed. A copy of the checklist is provided in **Appendix B**. The applicant shall fill out this checklist identifying the studies/plans they think may be required by the City given the nature of the development and its location. The requirements for each study can be found in the Terms of Reference (see **Appendix C**). The applicant will submit the required documents in accordance with the pre-consultation stage column in the checklist. The applicant will submit the checklist to the City along with the aforementioned information constituting the applicant's formal request to initiate a DART (pre-consultation) meeting. The application information provided by the proponent prior to the DART meeting will facilitate an informed discussion and allow all parties to;

- Describe and understand the proposed development;
- Understand what studies/plans/reports must be completed before an application can be properly prepared and filed with the City;
- The City can provide the applicant with a solid basis for assessing his/her business plan(s); and
- The City will be able to identify contextual matters that might assist the application process and/or refine various study scopes.

## **Step 2: DART (pre-consultation) Meeting**

Upon receiving the Subdivision Checklist from the applicant, the City will set a date and time for the DART meeting. In the lead-up to the meeting, the City will gather internal information on the proposed development and review the studies/plans identified by the applicant.

The City will also identify both internal and external stakeholders that will need to be informed of the proposal and invite them to the DART meeting.

At the meeting the City, applicant, and stakeholders will:

- Review and discuss the proposed development;
- Identify studies and plans that will be required (including scoping required studies if applicable);
- Identify concurrent applications required;
- Review with the applicant the approval process including the process for informing Council and requirements for public consultation; and
- Identify staff contacts assigned to the file.

After the meeting, the City will prepare a DART Agreement that will:

- Provide a summary of the proposed development;
- Confirm the application(s) that will be submitted;
- List all of the studies/plans that are required to be submitted with the application(s)
- Provide any other requirements that may be unique to the development

The applicant will be required to sign the acknowledgement agreement signaling their acceptance and understanding of the process and requirements.

## **Step 3: Informal Open House/Public Information Sessions (Community Consultation)**

Information collected from the public will be an important part of the approval process. If it is decided that informal public consultation is required, the time, date, format, and content will be established.

Informal Open House: Prior to a complete formal application being submitted to the Planning Department, the applicant will be required to hold one informal public meeting. The applicant will be required to submit a letter in writing to planning staff detailing the items raised at the informal public meeting and how the applicant



plans to address items raised.

The community consultation meeting:

- Allows staff to explain the planning process to the local community;
- Allows the applicant to publicly present their proposal;
- Allows the local community to comment on the proposal; and
- Provides public input for City Planning to consider when evaluating the proposal.

#### **Step 4: Submission of Complete Application**

The amount of time between when applicant receives the DART Agreement and when the application is submitted, is the responsibility of the applicant and will vary depending on the scale, complexity and plans/studies/reports that are required. Once all of the required information is compiled, the applicant will submit an application that will include all submission requirements listed in **Section 2.1** above. The application will include all information and studies identified in the DART Agreement and DART Meeting.

#### **Step 5: Notification of Complete Application**

The term complete application has a very specific meaning. An application is determined to be complete once the City has reviewed the application form and all accompanying plans/reports/studies to determine that what has been submitted meets all requirements in the DART Agreement to the satisfaction of the City.

Planning staff will advise in writing within 30 days of formal submission if your application is considered complete or incomplete. If your application is deemed complete, a notice of a complete application will be advertised in accordance with the Planning Act.

The City will consider your application to be “incomplete” if it does not meet the minimum application requirements. Incomplete Application Notifications will be returned to the applicant accompanied by a list of outstanding information and/or material that must be submitted for the submission to be determined to be complete.

Below are other important considerations that may be relevant to your application:

- For plans/studies/reports where the City may not have internal expertise to assess the contents, a peer review may be required. The cost of the peer review will be borne by the applicant.
- If the proposed development is revised, the studies/reports shall reflect the revisions by way of an updated report or letter from the author indicating the recommendations and conclusions are the same, or a report addendum updating the recommendations and conclusions.
- If the proposed development significantly changed, a new application may be required.
- Provincial planning regulations and policies are revised from time to time and can have a direct influence on local planning processes and policy. If considerable time elapses between the DART Agreement and submission of an application, or if an application is submitted at a time when revisions are in the process of being approved, changes to accompanying plans/reports/studies may be required.

If you disagree with the City’s determination of whether the submission is incomplete or if the City does not make a decision on the completeness of the submission within 30 days, the Planning Act allows you to file a motion for directions to request the Ontario Land Tribunal (OLT) determine whether the information and material have in fact been provided; or whether a requirement was reasonable.

You are strongly encouraged to submit all outstanding information and material as one comprehensive package. The application circulation and review process will only begin once a complete application is made to the City.

#### **Step 6: Application Circulated**

Within fifteen (15) days after accepting the completed application, staff will circulate the application to relevant authorities and others who may need to be informed or contribute to providing information and

recommendations.

Depending upon the circumstances of your property, external agencies may also be asked to comment on your proposal. For example, if your property is close to a watercourse, the Sault Ste Marie Region Conservation Authority (SSMRCA) will be asked for their input and/or approval. A service for which the SSMRCA may charge.

### **Step 7: Post-circulation Meeting (Response to Applicant)**

When deemed necessary, a meeting between the City, applicant, and consultants will be scheduled to discuss agency or public issues raised during circulation, review proposed conditions of draft approval, review municipal requirements for inclusion in the subdivision agreement, and discuss revisions that must be made to the initial application.

The planner assigned to your application will coordinate responses from the circulation along with any comments received. These responses will be forwarded for you to consider and may result in a revision of your proposal.

### **Step 8: Application Revision and Resubmissions**

In response to the comments on your initial submission, and the comments raised in the post-circulation meeting, the applicant may be asked to revise his/her proposal and/or provide additional information and material and return to Step 4. Revised and/or additional information and material should be discussed with the planner.

You must include a covering letter with all resubmissions that clearly indicates how and where your proposal has been revised and, if appropriate, why any requested revisions were not made.

### **Step 9: Recirculation, Further Revisions, and Finalization of Application**

This step in the process involves:

- Recirculating your revised proposal to the City Divisions, and/or Agencies, Boards and Commissions that need to review the changes;
- Holding further discussions over new material and/or technical matters; and
- Undertaking subsequent resubmissions and re-circulations arising from these considerations.

These steps may be repeated until your application is finalized.

### **Step 10: Public Notice and Meeting at Council**

Once your application has been finalized, the City will issue a formal notice of the public meeting in accordance with the Planning Act.

The function of Council is to review the application including staff recommendations and agency comments based on applicable planning policies and regulations, information provided by the applicant, and input from public consultation so an informed decision can be made.

The applicant or their representative(s) are encouraged to attend council such that they have the opportunity to address questions or concerns of council and/or members of the public.

### **Step 11: Notice of Draft Approval or Refusal (City Council Decision)**

After the Public Meeting is held and all comments have been received from the various circulated agencies, Council shall give Draft Approval with Conditions, Refuse the application for Draft Plan of Subdivision, or defer a decision on the matter.

If approved, the planning staff prepares a report from Council, including the conditions of draft approval. The applicant must fulfill these conditions prior to the approval of the final plan. These conditions must be met within three (3) years from the date of approval.

A Notice of Decision shall be provided in accordance with Section 51 (37) of the Planning Act to the applicant and each person or public body that made a written request to be notified of the decision.

## **Step 12: Appeal Period**

Once Council has either granted or refused draft plan approval, it is subject to a 20-day appeal period, during which time specified people, including the applicant, who is not satisfied with the decision may lodge an appeal under Section 51(37) of the Planning Act.

If no appeals are received within the 20-day period, draft plan approval is considered final and binding. If an appeal is received, the Clerk of the City will forward the appeal to the Ontario Land Tribunal (OLT) within 20 days of the date of the notice. If an appeal is received, the entire matter is taken out of the Council's jurisdiction, and the Ontario Land Tribunal then arranges for a hearing.

## **Step 13: Satisfy Conditions of Draft Plan Approval**

Once the appeal period has lapsed, the applicant proceeds with the scope of work for satisfying the conditions of Draft Plan Approval.

If no appeal is submitted, Draft Plan approval of your Plan of Subdivision is deemed to be in effect on the day that it was passed. At this stage the applicant will be advised of the conditions that need to be met to obtain final approval and registration. Conditions of Draft Approval may include design requirements, road widenings, the naming of streets, parkland requirements, rezoning of the area to reflect the new uses in the subdivision, and any other requirements. The draft approval may also establish a time frame within which the conditions must be satisfied or the draft approval lapses.

In most cases, the developer will be required to sign a subdivision agreement with the municipality to ensure that the design and construction of the development is completed in accordance with City requirements.

Draft approval amounts to a commitment to go ahead with the subdivision, if all the conditions of draft approval have been met prior to the lapsing date. Lots may be offered for sale after draft approval but can be sold only after the plan of subdivision has been registered.

## **2.3. Application/Review Process for Agreement of Subdivision**

### **Step 1: Prepare and Submit Legal M-Plan, Design Drawings and Specifications, Reports and Cost Estimates, and any other conditions of Draft Plan Approval**

#### **Legal M-Plan and Legal Description**

A Draft Legal M-Plan, once registered under the Land Titles Act or Registry Act, creates new parcels of land as lots, blocks, and streets. The plan sets out the boundaries of new parcels, making every line or corner unalterable. Lots are usually where future dwellings would be located, while blocks generally dictate the location of future schools, parks, and road widenings. The plan must be prepared by a licensed Ontario Land Surveyor (OLS).

The process often involves creating an initial Plan of Survey showing the boundaries of the subject lands, adjacent properties, area calculations, municipal addresses of buildings, easements and rights-of-way, reserves, and other items. A topographical survey shall be completed showing the current conditions of the land including grade elevations and location of any features present.

Additionally, the plan includes a legal description. This is a written land description which delineates a specific piece of real property. Unlike a street address which can change, a legal description provides a permanent and unique identifier that precisely outlines the properties boundaries.

The plan is then prepared in coordination with the developer, their consultants, and municipal requirements. The plan includes Draft and Final Approval Certificates, Ownership and Surveyor Certificates, purpose and use of proposed lots, legal descriptions, key plans, and other property details.

Once submitted to the City by the developer, the Draft M-Plan is circulated to the City Planning Department, Canada Post, and the City Engineering Department for review. Any required revisions are made by the developer and the plan is resubmitted until its approval.

**Drawings and Specifications**

The required drawings and specifications are prepared by the developer and submitted to the City. They are then reviewed by the City Public Works Department, the Engineering Department, the Planning Department, and any other relevant agency (i.e. Canada Post, SSMRCA, etc.). Following the provision of review and comments, the appropriate revisions are made by the developer, and they are resubmitted to the City. This process is repeated until acceptance is achieved.

**Reports**

The required reports are prepared by the developer and submitted to the City. They are then reviewed by the City Public Works Department, the Engineering Department, the Planning Department, and any other relevant agency (i.e. Canada Post, SSMRCA, etc.). Following the provision of review and comments, the appropriate revisions are made by the developer, and they are resubmitted to the City. This process is repeated until acceptance is achieved.

**Other conditions of Draft Plan Approval**

Any other deliverables deemed necessary by the City will be completed by the developer and submitted to the City for review. They are then reviewed by the City Public Works Department, the Engineering Department, the Planning Department, and any other relevant agency (i.e. Canada Post, SSMRCA, etc.). Following the provision of review and comments, the appropriate revisions are made by the developer, and they are submitted to the City. This process is repeated until acceptance is achieved.

**Cost Estimates**

The cost estimates are prepared on acceptance of drawings and project specifications.

**Step 2: Environmental Compliance Approval (ECA)**

An Environmental Compliance Approval (ECA) is a permission that allows entities to operate their facility or site with environmental controls that protect human health and the natural environment. The ECA(s) must be prepared in accordance with MECP Environmental Compliance Approval Guidelines, as well as the guidelines for Consolidated Linear Infrastructure (CLI) ECA's.

**Step 3: Compile Draft Subdivision/Condominium Agreement**

Using the information prepared in Step 1 and 2 above, the Draft Subdivision/Condominium Agreement is prepared by the Engineering Department. It is then reviewed by the City's Legal Department, the Developer/Solicitor/Consultant, the Planning Department, the Public Works Department, the Building Department, PUC Services Inc., Union Gas, and other Relevant Utility Companies or agencies (i.e. Canada Post, SSMRCA). Any required revisions are made by the city, and it is then redistributed.

**Step 4: Submit Financial Guarantee Requirements**

Due at the signing of the final agreement, the developer shall submit the required financial guarantee requirements. This includes but is not limited to the Flushing/CCTV inspection payment, the financial guarantees, traffic signage, and the Landscaping/Parkland Payments.

**Step 5: Draft Private Drainage Agreements (if applicable)**

A Mutual Private Drainage Agreement (or a Mutual Agreement Drain) is a legal agreement between two or more private landowners that allows a shared drainage system to be constructed, used, and maintained across the various properties. The agreement should include the location, type, and capacity of the drain, the cost-sharing arrangements for construction and maintenance, the access rights for inspection and maintenance, as well as whether the agreement will bind future property owners. Further requirements are outlined in OMAFRA Factsheet #22-053 under Section 2 of the Drainage Act.

Private drainage agreements are required when a private drainage system (e.g. tile drain, ditch, or pipe) needs to cross another private property to reach the drainage outlet, the drainage works will not be owned, operated, or maintained by the City, and the properties involved are outside the scope of municipal control and no petition has been made to under the Drainage Act for a municipal drain.

Private Drainage Agreements are created in accordance with OMAFRA Factsheet #22-053 under Section 2 of the Drainage Act and submitted to the City for review. Any appropriate revisions are made by the developer and resubmitted to the City. This process is repeated until the agreement is approved.

#### **Step 6: Signature and Registration of Subdivision Agreement and Drainage Agreements (if applicable)**

At this stage, the Subdivision Agreement and Private Drainage Agreement (if applicable) are signed and registered. In addition, PUC approvals and agreement must be signed after the City signs their agreement. Once complete, a permit for a model home may be made.

#### **Step 7: Construction of Primary Underground Servicing, Road base, and Drainage Infrastructure**

Following the signing and registration of the Subdivision Agreement (and Drainage Agreements), a preconstruction meeting is held with both the Public Utilities Commission (PUC) and the City of Sault Ste Marie, and a construction schedule is created. The Public Utilities Commission generally follows the same review process as indicated in steps 1 through 6 above. Early engagement with the PUC services concurrently with the City is encouraged. All submissions, including those to meet PUC requirements, shall be made directly to the City. Document control and submission procedures are emphasized to ensure orderly review by the applicable stakeholders and departments.

Next, the construction of primary underground services, road base and drainage infrastructure may begin. Primary underground services include but are not limited to water supply lines, sanitary sewer systems, storm sewer systems, natural gas lines, electrical power cables, telecommunications cables and fiber optic networks, and district heating and cooling systems (where applicable).

#### **Step 8: Engineer Certification, Rectification, Preliminary As-Built Submission, and Acceptance of Underground Services**

During this stage, the consulting engineer certifies the construction of the primary underground services and coordinates any necessary revisions/rectifications. Preliminary as-built drawings shall be submitted to the city for acceptance. The plans must provide sufficient detail to locate services prior to the completion of roads. The preliminary as-builts shall be submitted as two (2) complete sets of hard copy as-built prints, and one (1) CAD drawing package sent with e-transmit (i.e., complete with pen settings, block and symbol libraries, etc.). This is followed by acceptance of the underground services.

#### **Step 9: Partial Release of Financial Guarantee and Start of 3-year Warranty Period**

After preliminary acceptance of Primary Underground services, part of the financial guarantee is released, and the 3-year warranty period for underground services begins, subject to the terms and conditions of the subdivision agreement. Requirements shall be made to the City Finance Department for the release of financial guarantee.

#### **Step 10: M-Plan Registration**

At this stage, the M-Plan of subdivision is registered. Once the M-Plan is registered, the following criteria/items must be met or received by the City Engineering and Planning Department to obtain a building permit:

- A copy of preliminary record drawings in accordance with PEO Guideline – Preparing As-Built and Record Documents;
- All land transfers and agreements are registered on title;
- A copy of the registered Plan of Subdivision subdividing the land;
- A copy of the Subdivision Agreement executed by the Owner and the City;
- Certification from the PUC Services Inc. or any affiliated company that the Owner has complied with its requirements to the extent that building permits may be issued. Watermain and electric power cables must either be installed and commissioned or notification received from the PUC Services Inc. that satisfactory scheduling and other arrangements have been made for their



installation;

- Certification from the City Solicitor or her designate that all necessary easements and transfers have been received in satisfactory form and have been registered;
- Certification from the Director of Engineering or his designate that services have been installed to the extent that building permits may be issued; and
- A copy of the Permit issued by the Sault Ste. Marie Region Conservation Authority authorizing the development of the property in accordance with the provisions of Regulation 176/06.

### **Step 11: Construction of Primary Surface Works**

Following the registration of the M-Plan, the construction of the primary surface works may begin (e.g. curb, sidewalk, and base coat of asphalt). Note: prior to the placement of asphalt, the developer shall arrange for a CCTV inspection by the City.

### **Step 12: Engineer Certification, Rectification, Record Drawing Submission, and Initial Acceptance**

Once construction of the primary surface works is completed, the consulting engineer coordinates any necessary revisions/rectifications. The engineer certifies the construction of primary surface works and provides record drawings, inspection reports (i.e. CCTV), material testing reports, commissioning reports, and a list of deficiencies to the approval of the City of Sault Ste Marie. Upon acceptance the City will issue a letter of initial acceptance and state the start of the one (1) year maintenance period.

### **Step 13: Partial Release of Financial Guarantee, and Start of 2-year Warranty**

After preliminary acceptance of the Primary surface works, part of the financial guarantee is released, and the 2-year warranty period begins, subject to the terms and conditions of the subdivision agreement. Requirements shall be made to the City Finance Department for the release of financial guarantee.

### **Step 14: Construction of Final Surface Works (Within 12 months)**

Next, the construction of the final surface works begins within 12 months of preliminary acceptance.

### **Step 15: Engineer Certification, Rectification, Updated Record Drawing Submission, and Final Acceptance**

Once construction of the final surface works is completed, the consulting engineer coordinates any necessary revisions/rectifications. The engineer certifies the construction of the final surface works and provides inspection reports and test results. Updated or supplemental record drawings may be required at this stage. These reflect significant changes that occurred during the maintenance period (i.e. deficiencies, service relocations, etc.). If no significant changes were made, confirmation that the previously submitted record drawings are still valid must be obtained. Upon final acceptance the City will issue a Certificate of Final Acceptance.

### **Step 16: Partial Release of Financial Guarantee, and Start of 1-year Warrantee**

After preliminary acceptance of the final surface works, part of the financial guarantee is released, and the 1-year warranty period begins, subject to the terms and conditions of the subdivision agreement. Requirements shall be made to the City Finance Department for the release of financial guarantee.

### **Step 17: Submit Record Drawing and Supporting Construction Documentation**

Once construction is complete, the consulting engineer shall prepare and submit final record drawings in accordance with the City of Sault Ste Marie Engineering Design Guidelines and Standards for Municipal Roads, Subdivisions, Condominiums, and Facilities Section 9. These record drawings must reflect the complete as constructed condition of all municipal infrastructure. The record drawings shall be signed and sealed by a licensed professional engineer and shall be submitted as two (2) hard copy prints and one (1) CAD drawing package sent with e-transmit. These drawings will serve as the City's engineering record of the developed area.



**Step 18: Expiry of Warrantees, Final Release of Financial Guarantee, and Final Assumption of Infrastructure on Municipal Property**

Following the submission of record drawings, a statutory declaration from the developer, and other construction documentation, a final release of financial guarantees and final assumption of infrastructure takes place. In addition, all warrantees expire.

### **3. CONDOMINIUM APPLICATION GUIDE**

#### **3.1. General Condominium Submission Requirements**

##### **3.1.1. General Submission Material**

Required submission material for all condominium application types shall consist of the following:

- Cover Letter
- The condominium application form must be fully completed. Please keep a copy of your files.
- One copy of the condominium declaration (a draft is acceptable)
- All supporting studies, reports, and drawings as detailed and determined in accordance with this guideline and consultation with the City of Sault Ste Marie.
- The draft plan must be drawn to scale with boundaries certified by an Ontario Land Surveyor and must include the owner's certificate. All draft plans must be submitted in metric and include the information required under Section 51(17) of the Planning Act.

##### **3.1.2. Planning Act Requirements**

Under Section 51 (17) of the Planning Act, the applicant is required to provide for approval, a draft plan of the proposed condominium drawn to scale and showing the following:

- The boundaries of the land proposed to be subdivided, certified by an Ontario land surveyor;
- The locations, widths and names of the proposed highways within the proposed condominium and of existing highways on which the proposed condominium abuts;
- On a small key plan, on a scale of not less than one centimetre to 100 metres, all of the land adjacent to the proposed condominium that is owned by the applicant or in which the applicant has an interest, every condominium adjacent to the proposed condominium and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;
- The purpose for which the proposed lots are to be used;
- The existing uses of all adjoining lands;
- The approximate dimensions and layout of the proposed lots;
- If any affordable housing units are being proposed, the shape and dimensions of each proposed affordable housing unit and the approximate location of each proposed affordable housing unit in relation to other proposed residential units;
- Natural and artificial features such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided;
- The availability and nature of domestic water supplies;
- The nature and porosity of the soil;
- Existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
- The municipal services available or to be available to the land proposed to be subdivided; and
- The nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

##### **3.1.3. Additional Requirements**

The plan must also include:

- Municipal address
- Lot coverage (m<sup>2</sup>)
- Paved area (m<sup>2</sup>)

- Unit count and unit number
- Amenity Space (m<sup>2</sup>)
- Legal description
- Development area (m<sup>2</sup>)
- Property zoning
- Building gross floor area (m<sup>2</sup>)
- Parking count-required and provided
- Fencing
- Building setbacks (in metric)
- Road widths
- Porches, decks, stairways, etc.
- Street furniture such as hydrants, hydro transformers, community mailboxes, etc.
- Parking space dimensions and aisle widths
- Common elements, exclusive use areas
- Accessible parking required and provided
- Loading required and provided
- Any zoning by-law deficiencies or contraventions must be dealt with as part of condominium draft approval. The applicant can either amend plans/documents to reflect zoning compliance or seek relief through a minor variance or rezoning application which must be approved for every non-compliance issue prior to or as part of condominium draft approval.
- The transfer or conveyance of any land(s) affecting the subject property must be finalized prior to condominium registration. Please note that transfers may result in zoning by-law deficiencies which could result in a minor variance application.
- Any existing building permit and or zoning certificate applications which have been applied for, but not issued a Permit/Certificate, must be issued prior to condominium registration. If the applicant does not intend to proceed with an open application, it must be cancelled. Written requests to cancel a permit/certificate must be made to the Supervisor, Customer Services. Please note that cancellation requests will not be accepted for instances where work has commenced.
- A Site Plan submission that is certified by a surveyor and contains a detailed site schedule on the site plan (please refer to the site plan requirements in Appendix C – Terms of Reference). This is required by the Planning Division to comply with the Zoning By-law.

#### **3.1.4. Plan/Drawing Submission Requirements**

The plan/drawing requirements shall be in accordance with Sault Ste Marie Engineering Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities Section 9.2.

#### **3.1.5. Submission Checklist**

A completed copy of the submission checklist (see **Appendix B**) must be submitted along with the relevant information/studies, and plans outlined in the terms of reference (see **Appendix C**).

### **3.2. Application and Approval Process for Draft Plan of Condominiums**

#### **Step 1: Application for a Development Assistance Review Team (DART) Meeting**

Before submitting a planning application to the City for a plan of Condominium, a DART meeting is encouraged. The purpose of this meeting (referred to in other jurisdictions as a pre-consultation meeting) is to discuss the proposed development and to assist the applicant, the City, and other external agencies in identifying the requirements for a planning application.

The following documents are required to be submitted to the City constituting the applicant's formal request to initiate a mandatory DART meeting:

- A cover page with the applicants and any consultants contact details

- A document that references the property (survey, parcel register, condition of agreement of purchase)
- A project description
- A conceptual plan
- A completed development application checklist (see **Appendix B**)

The project description and conceptual plan should provide an adequate level of information that will demonstrate the size and scale of the development and the extent to which the proposal is within or may require alternative zoning provisions (height, setbacks, lot coverage, etc.), infrastructure capacity, environmental features, etc.

A checklist of possible study and/or report requirements should first be completed. A copy is provided in **Appendix B**. The applicant shall fill out this checklist identifying the studies/plans they think may be required by the City given the nature of the development and its location. The requirements for each study can be found in the Terms of Reference (see **Appendix C**). The applicant will submit the required documents in accordance with the pre-consultation stage column in the checklist. The applicant will submit the checklist to the City along with the aforementioned information constituting the applicant's formal request to initiate a mandatory DART (pre-consultation) meeting. The application information provided by the proponent prior to the DART meeting will facilitate an informed discussion and allow all parties to;

- Describe and understand the proposed development;
- Understand what studies/plans/reports must be completed before an application can be properly prepared and filed with the City;
- The City can provide the applicant with a solid basis for assessing his/her business plan; and
- The City will be able to identify contextual matters that might assist the application process.

## **Step 2: DART (pre-consultation) Meeting**

Upon receiving the Condominium Checklist from the applicant, the City will set a date and time for the DART meeting. In the lead-up to the meeting, the City will gather internal information on the proposed development and review the studies/plans identified by the applicant.

The City will also identify both internal and external stakeholders that will need to be informed of the proposal and invite them to the DART meeting.

At the meeting the City, applicant, and stakeholders will:

- Review and discuss the proposed development;
- Identify studies and plans that will be required (including scoping required studies if applicable);
- Identify concurrent applications required;
- Review with the applicant the approval process including the process for informing Council and requirements for public consultation; and
- Identify staff contacts assigned to the file.

After the meeting, the City will prepare a DART Agreement that will:

- Provide a summary of the proposed development;
- Confirm the application(s) that will be submitted;
- List all of the studies/plans that are required to be submitted with the application(s)
- Provide any other requirements that may be unique to the development
- Public Consultation Requirements

The applicant will be required to sign the acknowledgement agreement signaling their acceptance and understanding of the process and requirements.

## **Step 3: Informal Open House/Public Information Sessions (Community Consultation)**

Information collected from the public will be an important part of the approval process. If it is decided that informal public consultation is required, the time, date, format, and content will be established.



Informal Open House: Prior to a complete formal application being submitted to the Planning Department, the applicant will be required to hold one informal public meeting. The applicant will be required to submit a letter in writing to planning staff detailing the items raised at the informal public meeting and how the applicant plans to address items raised.

The community consultation meeting:

- Allows staff to explain the planning process to the local community;
- Allows the applicant to publicly present their proposal;
- Allows the local community to comment on the proposal; and
- Provides public input for City Planning to consider when evaluating the proposal.

#### **Step 4: Submission of Complete Application**

The amount of time between when the applicant receives the Dart Agreement and when the application is submitted, is the responsibility of the applicant and will vary depending on the scale, complexity and plans/studies/reports that are required. Once all of the required information is compiled, the applicant will submit an application that will include all submission requirements listed above. The application will include all information and studies identified in the DART Agreement and DART Meeting.

#### **Step 5: Notification of Complete Application**

An application is determined to be complete once the City has reviewed the application form and all accompanying plans/reports/studies to determine that what has been submitted meets the requirements set forth in the DART Agreement and is to the satisfaction of the City.

Planning staff will advise in writing within 30 days of formal submission if your application is considered complete or incomplete. If your application is deemed complete, a notice of a complete application will be advertised in the local newspaper.

The City will consider your application to be “incomplete” if it does not meet the minimum application requirements. Incomplete Application Notifications will be returned to the applicant accompanied by a list of outstanding information and/or material that must be submitted for your submission to be determined to be complete.

Below are other important considerations that may be relevant to your application:

- For plans/studies/reports where the City may not have internal expertise to assess the contents, a peer review may be required. The cost of the peer review will be borne by the applicant.
- If the proposed development is revised, the studies/reports shall reflect the revisions by way of an updated report or letter from the author indicating the recommendations and conclusions are the same, or a report addendum updating the recommendations and conclusions.
- If the proposed development significantly changed, a new application may be required.
- Provincial planning regulations and policies are revised from time to time and can have a direct influence on local planning processes and policy. If a considerable time elapses between the DART Agreement and submission of an application, or if an application is submitted at a time when revisions are in the process of being approved, changes to accompanying plans/reports/studies may be required.

If you disagree with the City’s determination of whether the submission is incomplete or if the City does not make a decision on the completeness of the submission within 30 days, the Planning Act allows you to file a motion for direction to request the Ontario Land Tribunal (OLT) to determine whether the information and material have in fact be provided; or whether a requirement was reasonable.

You are encouraged to submit all outstanding information and material as one comprehensive package. The application circulation and review process will only begin once a complete application is made to the City.

#### **Step 6: Application Circulated**

After accepting the completed application, staff will circulate the application to relevant authorities and others who may need to be informed or contribute to providing information and recommendations.

Depending upon the circumstances of your property, external agencies may also be asked to comment on your proposal. For example, if your property is close to a watercourse, the Sault Ste Marie Region Conservation Authority (SSMRCA) will be asked for their input and/or approval. A service for which the SSMRCA may charge.

### **Step 7: Post-circulation Meeting (Response to Applicant)**

At the discretion of the City, a meeting between the City, applicant, and consultants may be scheduled to discuss agency, or public issues raised during circulation, review proposed conditions of draft approval, review municipal requirements for inclusion in the condominium agreement and discuss any revisions that must be made to the initial application.

The planner assigned to your application will coordinate responses from the circulation along with any comments received from Councilors and the local community. These responses will be forwarded for you to consider and may result in a revision of your proposal.

### **Step 8: Application Revision and Resubmissions**

In response to the comments of your submission, and the comments raised in the post-circulation meeting, the applicant may be asked to revise their proposal and/or provide additional information and material and return to Step 4. Revised and/or additional information and material should be discussed with the planner.

You must include a covering letter with all resubmissions that clearly indicates how and where your proposal has been revised and, if appropriate, why any requested revisions were not made.

### **Step 9: Recirculation, Further Revisions, and Finalization of Application**

This step in the process involves:

- Recirculating your revised proposal to the City Divisions, and/or Agencies, Boards and Commissions that need to review the changes;
- Holding further discussions over new material and/or technical matters; and
- Undertaking subsequent resubmissions and re-circulations arising from these considerations.

These steps may be repeated until your application is finalized.

### **Step 10: Public Notice and Meeting at Council**

Once your application has been finalized, the City will issue a formal notice of the public meeting. The City also requires that you post the date and time of the public meeting on the sign erected on the property.

The function of Council is to review the application including staff recommendations and agency comments based on applicable planning policies and regulations, information provided by the applicant, and input from public consultation so an informed decision can be made.

The applicant or their representative are encouraged to attend council such that they have the opportunity to address questions or concerns of council and/or members of the public.

### **Step 11: Notice of Draft Approval or Refusal (City Council Decision)**

After the Public Meeting is held and all comments have been received from the various circulated agencies, Council shall give Draft Approval with Conditions, Refuse the application for Draft Plan of Condominium, or defer a decision on the matter.

If approved, the planning staff prepares a report for the applicant and Council, including the conditions of draft approval. The applicant must fulfill these conditions prior to the approval of the final plan. These conditions must be met within three (3) years from the date of approval.

A Notice of Decision must be provided in accordance with Section 51 (37) of the Planning Act to the applicant and each person or public body that made a written request to be notified of the decision.

## **Step 12: Appeal Period**

Once Council has either granted or refused draft plan approval, it is subject to a 20-day appeal period, during which time anyone, including the applicant, who is not satisfied with the decision may lodge an appeal under Section 51(37) of the Planning Act.

If no appeals are received within the 20-day period, draft plan approval is considered final and binding. If an appeal is received, the Clerk of the City will forward the appeal to the Ontario Land Tribunal (OLT) within 20 days of the date of the notice. If an appeal is received, the entire matter is taken out of the Council's jurisdiction, and the Ontario Land Tribunal then arranges for a hearing.

## **Step 13: Satisfying Conditions of Draft Plan Approval**

Once the appeal period has lapsed, the applicant undertakes the requirements for satisfying the conditions of Draft Plan Approval.

If no appeal is submitted, approval of your Plan of Condominium is deemed to be in effect on the day that it was passed. You can begin to satisfy the conditions of draft approval and work towards the registration of your Plan of Condominium.

A number of conditions may be imposed in the Notice of Decision for draft plan approval that must be cleared prior to the issuance of final approval. The following are standard conditions and instructions on how they may be cleared:

- The plans submitted for final approval and registration must be in accordance with the approved draft plans specified.
  - The planner will compare the Condominium Plan submitted for registration with the Plan referenced in the Condominium approval to see that there are no changes. The Plan submitted with the Condominium Application has been compared to and is the same as the approved Site Plan for the development. If you are aware that the plan has changed, you need to advise the planner of this so that a decision can be made on what steps are necessary to proceed (i.e. redline drawings or resubmission depending on changes).
- The owner shall provide to the Director of Planning confirmation that the taxes have been paid in full.
  - In the final stages of clearance of conditions and as close to registration of the condominium plan as possible, go to the City's tax division and obtain a statement of account or tax certificate which shows the taxes have been paid to date.
- The owner shall file with the Director of Planning a complete copy of the final version of the Declaration and Description to be registered, which includes the following:
  - A statement from the declarant's solicitor that in his or her opinion, based on the parcel register or abstract index and the plans and drawings recorded in them, the legal description is correct and the easements mentioned in the schedule will exist in law upon the registration of the Declaration and Description;
  - The certification of the project engineer and/or architect that all buildings, infrastructure, and facilities have been constructed in accordance with the regulations made under the Condominium Act.
    - When the owner files a copy of the Declaration with the City, it shall be accompanied with a letter of undertaking, stating that, "This is our undertaking to register the Declaration in the same form and content as was provided to you, subject to any changes the Land Registry Office may require."
    - This is also our undertaking to provide you with a registered copy of the Declaration once it is registered. If the Land Registrar requires any amendments to the Declaration, we will advise you. This condition is satisfied by submitting a copy of the Declaration to the planner. If there are approval authority conditions to be included in the Declaration and Description, you are encouraged to submit a draft copy first to ensure the wording is acceptable to the City. Once the City is satisfied, your Solicitor should provide the Planner with a final version of the Declaration and Description together with an undertaking that

includes the wording in the condition. The undertaking is necessary to satisfy the City that the declaration containing the wording as approved will be what is registered on title.

- Visitor parking spaces will be clearly delineated on the condominium plan to be registered and the Declaration shall contain a clause clearly specifying visitors parking shall form part of the common elements and neither be used by or sold to unit owners or be considered part of the exclusive use portions of the common elements.
  - If the site requires visitor parking spaces, this condition is satisfied by providing the planner with a draft declaration containing the wording in the condition.
- The owner shall file with the Director of Planning, a copy of the final Declaration and Description which contains a provision satisfactory to the Director of Planning or his designate whereby non-disabled owners and/or occupants of non-visitor handicapped parking units shall be obligated, upon notification by the condominium corporation, to exchange, at no cost to the disabled driver, the use of the handicapped parking unit with a disabled driver's non-handicapped parking unit.
  - If the site requires barrier-free parking spaces, this condition is satisfied by providing the planner with a draft declaration containing the wording to best reflect the arrangement for the specific type of parking. Alternatively, non-visitor handicapped parking spaces can be made common element, however, all condominium documents including the Declaration and Description must state that the condominium corporation will retain control over the spaces and that they cannot be made exclusive use portions of the common element. All non-visitor handicapped parking spaces must conform to one of the alternatives identified above.
- The Owner shall ensure that there are separate water meters for the different components of the building or shall include wording in the Declaration that the services are to be shared and will designate who will be responsible to PUC Services Inc. for payment in full of the water bill.
  - This condition is only used in the event that the condominium application may on registration result in two or more legal entities and it is satisfied by providing a draft declaration to the planner that contains wording in the condition.
- The owner shall file with the Director of Planning, fully executed copies of the following certificates satisfactory to the said Director:
  - Certification from the applicant's solicitor with respect to the creation of necessary easements;
  - Certification from the applicant's surveyor with respect to the identification of necessary easements;
  - Certification from the applicant's engineer with respect to the identification of necessary easements.
    - This condition is only used in the event that the condominium application may on registration result in two or more legal entities and is satisfied by providing certification.
- If the condominium is not registered within 6 years of the date of draft plan approval, then this approval shall be null and void and the plans and drawings must be resubmitted to the City for approval.
  - In advance of the final registration the planner will check to ensure that the approval has not expired and the condominium can still be registered within the timelines in the condition.

### **3.3. Application/Review Process for Draft Agreement of Condominium (Site Plan Control)**

#### **Step 1: Prepare and Submit Legal Plan of Condominium (ACP-Plan), Design Drawings and Specifications, Reports and Cost Estimates, and any other conditions of Draft Plan Approval**

##### **Legal Plan of Condominium and Legal Description**

A Condominium Plan (ACP-Plan) creates new parcels of land called units. These units, except for vacant land condominiums, are three-dimensional, with the boundaries being the physical surfaces of the buildings

themselves.

The Condominium Plan involves creating a Plan of Survey that encompasses a legal description which delineates a specific piece of real property. Unlike a street address which can change, a legal description provides a permanent and unique identifier that precisely outlines the properties boundaries. Since units may be located above and below each other, the legal description of the parcel must specify the Unit Number, Level Number, and Plan Number. Unit owners share the ownership and the cost of maintaining the parts of the condominiums that are not units.

The Plan of Survey prepared for a Plan of Condominium shall be prepared using the requirements set forth in O.Reg 49/01 under the Condominium Act. The Plan of Condominium must be prepared by a licensed Ontario Land Surveyor (OLS).

Once submitted to the City by the developer, the Plan of Condominium shall be circulated throughout the City Planning Department, the City Engineering Department, and any other relevant agency (i.e. Canada Post, SSMRCA, etc.). Any required revisions are made by the developer, and the plan is resubmitted until its approval.

### **Drawings and Specifications**

The required drawings and specifications are prepared by the developers consulting engineer(s) and submitted to the City. They are then reviewed by the City Public Works Department, the Engineering Department, the Planning Department, and any other relevant agency (i.e. Canada Post, SSMRCA, etc.). Following the provision of review and comments, the appropriate revisions are made by the developer, and they are resubmitted to the City. This process is repeated until acceptance is achieved.

### **Reports**

The required reports are prepared by the developers consulting engineer(s) and submitted to the City. They are then reviewed by the City Public Works Department, the Engineering Department, the Planning Department, and any other relevant agency (i.e. Canada Post, SSMRCA, etc.). Following the provision of review and comments, the appropriate revisions are made by the developer, and they are resubmitted to the City. This process is repeated until acceptance is achieved.

### **Other conditions of Condominium Agreements**

Any other deliverables deemed necessary by the City will be completed by the developer and submitted to the City for review. They are then reviewed by the City Public Works Department, the Engineering Department, the Planning Department, and any other relevant agency (i.e. Canada Post, SSMRCA, etc.). Following the provision of review and comments, the appropriate revisions are made by the developer, and they are submitted to the City. This process is repeated until acceptance is achieved.

### **Cost Estimates**

Cost Estimates are prepared on acceptance of drawings and project specifications.

## **Step 2: Environmental Compliance Approval (ECA)**

An Environmental Compliance Approval (ECA) is a permission that allows entities to operate their facility or site with environmental controls that protect human health and the natural environment. The ECA(s) must be prepared in accordance with the MECP Environmental Compliance Approval Guidelines, as well as the guidelines for Consolidated Linear Infrastructure (CLI) ECA's.

## **Step 3: Compile Draft Condominium Agreement**

Using the information prepared in Step 1 and 2 above, the Draft Subdivision/Condominium Agreement is prepared by the City of Sault Ste Marie. It is then reviewed by the City's Legal Department, the Developer/Solicitor/Consultant, the Planning Department, the Public Works Department, the Building Department, PUC Services Inc., Union Gas, and other Relevant Utility Companies. Any required revisions are made by the city, and it is then redistributed.



**Step 4: Submit Financial Guarantee Requirements**

Following the review of the Draft Agreement, the developer shall submit the required surety requirements. This includes the Flushing/CCTV inspection payment, the Letter of Credit, and the Landscaping Payment.

**Step 5: Draft Private Drainage Agreements (if applicable)**

A Mutual Private Drainage Agreement (or a Mutual Agreement Drain) is a legal agreement between two or more private landowners that allows a shared drainage system to be constructed, used, and maintained across the various properties. The agreement should include the location, type, and capacity of the drain, the cost-sharing arrangements for construction and maintenance, the access rights for inspection and maintenance, as well as whether the agreement will bind future property owners. Further requirements are outlined in OMAFRA Factsheet #22-053 under Section 2 of the Drainage Act.

Private drainage agreements are required when a private drainage system (e.g. tile drain, ditch, or pipe) needs to cross another private property to reach the drainage outlet, the drainage works will not be owned, operated, or maintained by the City, and the properties involved are outside the scope of municipal control and no petition has been made to under the Drainage Act for a municipal drain.

Private Drainage Agreements are created in accordance with OMAFRA Factsheet #22-053 under Section 2 of the Drainage Act and submitted to the City for review. Any appropriate revisions are made by the developer and resubmitted to the City. This process is repeated until the agreement is approved.

**Step 6: Signature and Registration of Draft Agreement and Drainage Agreements (if applicable)**

At this stage, the Condominium Agreement and Drainage Agreement (if applicable) are signed and registered.

**Step 7: Construction of Primary Underground Servicing, Road base, and Drainage Infrastructure**

Following the signing and registration of the Draft Agreement (and Drainage Agreements), a preconstruction meeting is held with both the Public Utilities Commission (PUC) and the City of Sault Ste Marie, and a construction schedule is created. The Public Utilities Commission generally follows the same review process as indicated in steps 1 through 6 above. Early engagement with the PUC services concurrently with the City is encouraged. All submissions, including those to meet PUC requirements, shall be made directly to the City. Document control and submission procedures are emphasized to ensure orderly review by the applicable stakeholders and departments.

Next, the construction of primary underground services, road base and drainage infrastructure may begin. Primary underground services include but are not limited to water supply lines, sanitary sewer systems, storm sewer systems, natural gas lines, electrical power cables, telecommunications cables and fiber optic networks, and district heating and cooling systems (where applicable).

**Step 8: Engineer Certification, Rectification, Preliminary Record Drawing Submission, and Acceptance of Underground Services**

During this stage, the consulting engineer certifies the construction of the primary underground services and coordinates any necessary revisions/rectifications. Preliminary record drawings shall be submitted to the city for acceptance. The plans must provide sufficient detail to locate services prior to the completion of roads. The preliminary record drawings shall be submitted as two (2) complete sets of hard copy record drawing prints, and one (1) CAD drawing package sent with e-transmit (i.e., complete with pen settings, block and symbol libraries, etc.). This is followed by acceptance of the underground services.

**Step 9: Plan of Condominium (ACP-Plan) Registration**

At this stage, the Plan of Condominium is registered.

**Step 10: Construction of Primary Surface Works**

Next, the construction of the primary surface works begins (e.g. curb, sidewalk, and base coat of asphalt). Note: prior to the placement of asphalt, the developer shall arrange for a CCTV inspection by the City.

**Step 11: Engineer Certification, Rectification, Record Drawing Submission, and Initial Acceptance**

Once construction of the primary surface works is completed, the consulting engineer coordinates any necessary revisions/rectifications. The engineer certifies the construction of primary surface works and provides record drawings, inspection reports (i.e. CCTV), material testing reports, commissioning reports, and a list of deficiencies to the approval of the City of Sault Ste Marie. Upon acceptance the City will issue a letter of initial acceptance and state the start of the one (1) year maintenance period.

**Step 12: Construction of Final Surface Works (Within 12 months)**

Next, the construction of the final surface works begins within 12 months of initial acceptance.

**Step 13: Engineer Certification, Rectification, Updated Record Drawing Submission, and Final Acceptance**

Once construction of the final surface works is completed, the consulting engineer coordinates any necessary revisions/rectifications. The engineer certifies the construction of the final surface works and provides inspection reports and test results. Updated or supplemental record drawings may be required at this stage. These reflect significant changes that occurred during the maintenance period (i.e. deficiencies, service relocations, etc.). If no significant changes were made, confirmation that the previously submitted record drawings are still valid must be obtained. Upon final acceptance the City will issue a Certificate of Final Acceptance.

**Step 14: Submit Record Drawing and Supporting Construction Documentation**

Once construction is complete, the consulting engineer shall prepare and submit final record drawings in accordance with the City of Sault Ste Marie Engineering Design Guidelines and Standards for Municipal Roads, Subdivisions, Condominiums, and Facilities Section 9. These record drawings must reflect the complete as constructed condition of all municipal infrastructure. The record drawings shall be signed and sealed by a licensed professional engineer and shall be submitted as two (2) hard copy prints and one (1) CAD drawing package sent with e-transmit. These drawings will serve as the City's engineering record of the developed area.

**Step 15: Expiry of Warranties, Final Release of Financial Guarantee, and Final Assumption of Infrastructure on Municipal Property**

Following the submission of record drawings, a statutory declaration from the developer, and other construction documentation, a final release of financial guarantees and final assumption of infrastructure takes place. In addition, all warranties expire.

**3.4. Condominium Types and Associated Declaration Requirements**

In addition to the General Condominium Application Guidelines above in **Section 3.1**, different types of Condominiums require specific application requirements. The sections below describe the different types of condominiums and the application requirements specific to each condominium type.

**3.4.1. Standard Condominium (New Build Residential and Non-Residential)**

This is the most common type of condominium. Each unit is individually owned, and the owners share ownership of common areas, such as hallways, lobbies, amenities, and exterior grounds. The common element expenses are shared by all of the owners in the condominium and passed on by way of a monthly fee. There may also be "exclusive use" common elements which are designed for personal use. These might include the exclusive use of storage lockers or parking spots, for instance. The maintenance of common areas is also handled by the condominium corporation. Standard condominiums are typically used for residential

type buildings, though they can also be used for commercial purposes.

A condominium application is required for tenure purposes and identifies individual ownership of units, common elements and exclusive use common elements. A Standard Condominium can either be new construction or the conversion of an existing rental building to condominium tenure.

#### **3.4.2.     *Phased (New Build) Condominium***

A Phased Condominium is a Standard Condominium (new build) that can be amended to include subsequent phases. Each phase adds more units and/or common elements to the condominium. All phases must be identified in the initial application. This type of development is suitable for large developments that are built over time. Owners in earlier phases may have access to common elements that will be shared with owners of units in later phases once they are completed.

A condominium application is required for tenure purposes and identifies individual ownership of units, common elements and exclusive use common elements. A Phased Condominium allows for the creation of one Condominium Corporation rather than several small corporations.

A phased condominium application must contain a declaration in accordance with Sections 5 to 8, and Section 49 of O.Reg. 48/01 under the Condominium Act, 1998.

#### **3.4.3.     *Common Element***

With a common element condominium, purchasers own the common interest attached to a parcel of land. There are no units to own as a result. Instead, you are an owner of a parcel of tied land (POTL) that owns the common elements with the other owners. The POTLs are created through an Exemption from Part Lot Control application, provided a public meeting is held as part of the rezoning application. Common elements may include a private road, parking spaces, mailbox pad, or play area, but do not include dwelling units/lots. Freehold lots that use the common elements such as the internal roads are considered to be "tied" to the condominium element through the condominium declaration. Each owner of the POTL will still pay common expenses monthly to cover any of the costs incurred by the common elements.

A condominium application is required for tenure purposes and identifies individual ownership of units, common elements and exclusive use common elements.

A phased condominium application must contain a declaration in accordance with Sections 5 to 8, and Section 40 of O.Reg. 48/01 under the Condominium Act, 1998.

#### **3.4.4.     *Vacant Land***

A vacant land condominium is similar to a POTL, where homeowners will pay a monthly fee to maintain the shared elements. The difference here is that a vacant land condominium is a piece of land with no buildings that are sold as homes. The buildings do not need to be constructed before the condominium corporation is registered. It is commonly used for developments where the land is divided into units (lots) before construction.

The corporation can register and sell the land before any building takes place. This allows buyers to purchase a specific plot of land before construction begins.

A condominium application is required for tenure purposes and identifies individual ownership of units, common elements and exclusive use common elements. A vacant land condominium is comprised of at least one vacant lot, and common elements, such as a road. The vacant lots are the 'units' rather than a built structure.

A phased condominium application must contain a declaration in accordance with Sections 5 to 8, and Section 56 of O.Reg. 48/01 under the Condominium Act, 1998.

The Planning Act, O.Reg 544/06, Section 7, requires that a public meeting be held for all vacant land

condominiums. The City requires vacant land condominiums to go through the rezoning process, which includes a public meeting. Under section 9(6) of the Condominium Act, the Director can exempt the public meeting requirement prior to submission of the vacant land condominium application if the criteria established by the Director are met. These criteria will be identified in the Pre-Application Meeting with staff.

#### **3.4.5. Leasehold**

A leasehold agreement is similar to renting but spans a much longer duration, typically between 40 to 99 years. In a leasehold arrangement, the land is not owned by the condominium corporation, but instead, purchasers buy a "leasehold interest" in the units and common elements, granting them exclusive use for a specified period without owning the land. Part of the rent is included in the monthly common area fee paid to the landlord. Owners can still renovate, sell, and mortgage their units as they would with a freehold property. However, once the lease expires, the owner's right to occupy the unit is automatically terminated.

A phased condominium application must contain a declaration in accordance with Sections 5 to 8, and Section 60 of O.Reg. 48/01 under the Condominium Act, 1998.

### **3.5. Draft Plan of Condominium Exemption**

An exemption to draft approval of a condominium may be requested and is subject to the following requirements and approval by the City of Sault Ste Marie:

- (i) The condominium description represents a standard condominium proposal that would not result in the creation of remnant parcels;
- (ii) The condominium description is located within the City of Sault Ste. Marie and is connected to municipal water and sewer services;
- (iii) The condominium description is consistent with and conforms to the relevant planning policy documents;
- (iv) The condominium description complies with the zoning by-law in effect for the site;
- (v) Existing satisfactory development agreements are registered on title, including a site plan agreement, and the work therein is substantially complete, or such agreements are not required;
- (vi) There are no Provincial, City, and/or agency requirements identified which would need to be addressed through conditions of draft approval, including the opportunity to obtain parkland or cash-in-lieu of parkland and the granting of easements, that would otherwise require a consent approval; and
- (vii) The Director of Planning has determined that a draft approval is not necessary.

In the case of an exemption of an amendment to a registered condominium description, the following must be satisfied and approved by the City of Sault Ste Marie:

- (i) The amendment is consistent with and conforms to the relevant planning policy documents;
- (ii) The amendment complies with the current zoning by-law or development agreement law in effect;
- (iii) The amendment would not require substantive changes to supporting documentation and/or development agreements registered on title, including site plan agreements, and any minor changes that are required have been made and approved by the City of Sault Ste Marie;
- (iv) There are no Provincial, City, and/or agency requirements identified which would need to be addressed through conditions of approval, and formal support for the proposal is received from the City of Sault Ste Marie Area Municipality confirming that their requirements have been satisfied through other planning processes;
- (v) It can be demonstrated that the amendment complies with Section 107 of the Condominium Act, through correspondence from the applicant's solicitor, which demonstrates that the condominium board has approved the amendment to the description; and

(vi) The amendment represents one or a combination of the following situations:

- a) A change in unit configuration or layout within a building or buildings that does not result in substantive changes to the building footprint(s);
- b) A change of less than 10% in the number of units, or in the case of a description with fewer than 10 units, a change in the number of units that does not result in a substantive change to building or development footprint(s); and/or
- c) A change in common elements, including amenities, roads and/or operational facilities, that does not result in a material change to the development (e.g. inclusion of a small part of the common element in an adjacent unit, minor changes to the extent of exclusive use common elements, etc.) or that are operationally considered to be necessary (e.g. a minor road extension, addition of parking spaces, etc.)."

### **3.6. Conversion from Rental to Condominium Tenure Requirements**

A conversion from a residential rental to a condominium is a process that changes the legal structure of the property so that a property that is rented to tenants is transformed into individual condominium units that can be sold to individual buyers. This process may include inspections to assess the condition of the property, the subdivision of the land in accordance with zoning laws, or physical modifications and upgrades to existing infrastructure to meet building codes for condominiums. This process also involves protecting the tenant's rights. In many cases, the tenants shall be given advanced notice of the conversion and may have the option to purchase their unit before it is listed for sale

It is important to note that because of the high variability of rental conversion scenarios, the City of Sault Ste Marie will prepare and communicate relevant conditions and requirements on a case-by-case basis. Detailed comments and conditions will not be provided by the Public Works and Engineering Services Department until a physical evaluation report with the information as set out below has been received and reviewed. The applicant is to contact the City Engineering Department at (705) 759-5378 prior to the commencement of any remedial works. The general requirements for conversion applications are listed below.

- A legible as-built survey showing the location of all buildings and structures, complete with setback dimensions from all property lines
- A fully dimensioned, as built site plan, certified by an Ontario Land Surveyor, indicating compliance with all zoning by-law requirements. The plan should include all parking areas, parking spaces, accessible parking spaces, aisle widths, driveway aisles, landscape and buffer areas and amenity areas and amenity spaces. (Note: all parking spaces must comply with current parking standards).
- Fully dimensioned and labelled (use of all rooms) as built floor plans for the entire building, including mezzanines. For high-rise residential developments, typical floor plans may be provided.
- Multi-tenanted non-residential buildings: All existing tenants within a building must "legally" exist – a Certificate of Occupancy (Zoning) must have been issued for each tenant. The applicant will be required to provide a tenant schedule which includes: tenant name; unit number, business name/type; and unit total floor area. A building inspector will confirm all uses on site as part of the application review process.
- Parking for all non-residential buildings being converted to condominium tenure must be communal for all units on the property. Parking units cannot be sold or assigned to a specific unit or to a specific tenant/unit owner, occupying any part of the building. Parking must be for on-site uses only.
- Note: Any zoning by-law deficiencies or contraventions must be dealt with prior to condominium draft approval. The applicant will be required to amend plans/documents to reflect zoning compliance or a minor variance must be approved for every non-compliance issue.
- Internal Pavement Structure: The internal roads and parking areas for the proposed condominium conversion site shall be rendered in compliance with the Sault Ste Marie Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities. The Applicant's geotechnical consultant will be required to provide an evaluation of the existing asphalt pavement condition and structure. In addition, the evaluation is to recommend the remedial works required to achieve the minimum design standard for the internal roads and parking areas. Upon completion of any remedial works, the geotechnical consultant will be required to submit a pavement construction certificate confirming that the as constructed pavement structure conforms to the approved design standard, as noted above.





- Curbs, Sidewalks and Lockstone Walkways: The applicant's consulting engineer is to provide an evaluation of these facilities including any remediation proposals. All concrete curbs, sidewalks and walkways which are cracked, displaced or broken will require replacing. Standard curbs will be required on both sides of the access road and parking areas.
- Site Grading and Drainage: All landscaped areas will be reviewed to ensure that positive drainage and vegetative cover is provided in accordance with the Sault Ste Marie Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities. The applicant's engineering consultant will be required to provide an existing/proposed Site Grading Plan with the condominium application. Upon completion of any required site remediation works, the consulting engineer will be required as well to submit a Final Grading Certificate certifying that the site grading including parking paving area conforms to the approved lot grading plan, and that the proper drainage has been achieved in all areas. The Final Grading Certificate shall include confirmation of the structural adequacy of any retaining walls and/or fencing works associated with the site.
- External Interconnecting Easements: The applicant shall provide copies of the necessary legal documentation (Registered Instruments and Reference Plans) describing any and all servicing, access or utility easements within or required for the proper servicing of the lands intended for condominium conversion. Detailed conditions will include requirements that the applicant's engineer, surveyor and solicitor certify to the effect that the necessary and appropriate easements, rights-of-way and agreements for the use and maintenance of all internal services, utilities and access ways which may be capable of separate ownership have been prepared, executed, delivered and where appropriate, to be registered on title.
- Confirmation by the Sault Ste Marie Fire Services Division (705-949-3333) that a final inspection to all applicable Codes, By-laws and standards has been conducted and that all noted deficiencies have been rectified.
- The municipal naming and numbering of properties are completed under By-Laws 2014-13 and 2014-14, and proper installation is confirmed by the Sault Ste Marie Fire Services Division.

To ensure an adequate supply of affordable rental housing, the following policies shall apply to the conversion of rental units to condominium ownership:

- Rental units cannot be converted to condominium unless:
  - i. Units to be sold are affordable; or
  - ii. The vacancy rate for the entire city, as determined by Canada Mortgage and Housing Corporation (CMHC), is at or above 3% for the preceding three years.
- In all cases, tenants of the subject units shall be given the right of first refusal.
- That the subject property meets the requirements of the City's Zoning By-law, Property Standards By-law and the Ontario Building Code and that any deficiencies be addressed prior to final approval.
- That the subject property be inspected by a qualified professional and a report be submitted to the City that addresses the following matters:
  - i. A life and safety audit of the building(s).
  - ii. A structural report
  - iii. A mechanical report
  - iv. An electrical report.
  - v. A site servicing report.
- Written confirmation from the applicant that the tenants of the subject property have been notified of the application for conversion to condominium tenure and of their rights under the Residential Tenancies Act or any successor legislation shall be required.

Conversion from rental housing to condominium tenure only:

- The property owner must sign an Acknowledgement indicating that all tenants have been notified that the owner proposes to convert the existing rental residential development to condominium tenure and that the tenants have been made aware of their rights under the Residential Tenancies Act, 2006.

## **4. SITE PLAN CONTROL APPLICATION GUIDE**

### **4.1. Site Plan Control Application Requirements**

#### **4.1.1. General Submission Material**

Required submission material for Site Plan Control applications shall consist of the following:

- Cover Letter
- All supporting studies, reports, and drawings as detailed and determined in accordance with this guideline and in consultation with the City of Sault Ste Marie.
- The plan(s) must be drawn to scale with boundaries certified by an Ontario Land Surveyor and must include the owner's certificate. All plans must be submitted in metric and include the information required under Section 41 (4) and 41 (7) of the Planning Act.

#### **4.1.2. Planning Act Requirements**

##### **4.1.2.1. Approval of Plans and Drawings**

Under Section 41 (4) of the Planning Act, to undertake development within an area subject to Site Plan Control, the applicant must provide the following for approval;

1. Plans showing the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided in conjunction with the facilities and works required under Section 4.1.2.2 Clause 1.
2. Drawings showing plans, elevations and cross-section views for each building to be erected, except a building to be used for residential purposes containing fewer than 25 dwelling units, which drawings are sufficient to display:
  - a) The massing and conceptual design of the proposed building;
  - b) The relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access;
  - c) The provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;
  - d) Matters relating to building construction required under a by-law referred to in section 97.1 of the *Municipal Act, 2001*,
  - e) The sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities,
  - f) Facilities designed to have regard for accessibility for persons with disabilities.

##### **4.1.2.2. Conditions to Approval of Plans**

Under Section 41 (7) of the Planning Act, as a condition to the approval of the plans and drawings referred to in Section 4.1.2.1, the applicant may be required to:

1. Provide to the satisfaction of and at no expense to the municipality any or all the following:
  - a) Subject to the provisions of Planning Act Section 41 subsections (8) and (9), widenings of highways that abut on the land.
  - b) Subject to the *Public Transportation and Highway Improvement Act*, facilities to provide access to and from the land such as access ramps and curbing's and traffic direction signs.
  - c) Off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways.
  - d) Walkways and walkway ramps, including the surfacing thereof, and all other means of pedestrian access (including facilities designed to have regard for accessibility for persons with disabilities).
  - e) Facilities for the lighting, including floodlighting, of the land or of any buildings or structures thereon.

- f) Walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands.
  - g) Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material.
  - h) Easements conveyed to the municipality or other third parties for the construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewage facilities and other public utilities of the municipality or local board thereof on the land.
  - i) Grading or alteration in elevation or contour of the land and provision for the disposal and/or management of storm, surface and wastewater from the land and from any buildings or structures thereon;
2. Maintain to the satisfaction of the municipality and at the sole risk and expense of the owner any or all of the facilities or works mentioned in paragraphs b, c, d, e, f, g, h and i of Clause 1, including the removal of snow from access ramps and driveways, parking and loading areas and walkways;
  3. Enter into one or more agreements with the municipality dealing with and ensuring the provision of any or all of the facilities, works or matters mentioned in Clause 1 or 4 and the maintenance thereof as mentioned in Clause 2 or with the provision and approval of the plans and drawings referred to in subsection 4.1.2.1.
  4. Convey part of the land to the municipality to the satisfaction of and at no expense to the municipality for a public transit right of way.

#### **4.1.3. Additional Requirements**

The plans and drawings for Site Plan Control shall be in accordance with the Sault Ste Marie Engineering Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities, and include the following:

- Municipal address
- Lot coverage (m<sup>2</sup>)
- Municipal open space (m<sup>2</sup>)
- Paved area (m<sup>2</sup>)
- Play lots
- Legal description
- Development area (m<sup>2</sup>)
- Property zoning
- Building gross floor area (m<sup>2</sup>)
- Building setback(s)
- Street features such as hydrants, hydro transformers, community mailboxes, etc.
- Parking space dimensions and aisle widths

#### **4.1.4. Exclusions from Site Plan Control**

Site Plan Control cannot be used to regulate matters that are covered by zoning by-laws such as minimum or maximum parking requirements, minimum lot area, or height and density, nor can it be used to regulate interior design. In addition, site plan control cannot be used to regulate the standards or manner of construction of a building. Instead, Ontario's Building Code Act and Building Code establish these requirements.

#### **4.1.5. Plan/Drawing Submission Requirements**

The plan/drawing requirements shall be in accordance with Sault Ste Marie Engineering Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities.

#### **4.1.6. Submission Checklist and Terms of Reference**

A completed copy of the submission checklist (see **Appendix B**) must be submitted along with the relevant information/studies, and plans outlined in the terms of reference (see **Appendix C**).

## **4.2. Application and Approval Process for Site Plan Control**

### **Step 1: DART/Pre-consultation Meeting**

Upon receiving the Development Checklist and supporting information from the applicant (**Appendix B**), the City will set a date and time for the DART meeting. In the lead-up to the meeting, the City will gather internal information on the proposed development and review the studies/plans identified by the applicant. The City will also identify both internal and external stakeholders that will need to be informed of the proposal and invite them to the DART meeting.

At the meeting the City, applicant, and stakeholders will:

- Review and discuss the proposed development;
- Identify studies and plans that will be required (including scoping required studies if applicable);
- Identify concurrent applications required;
- Review with the applicant the approval process including the process for informing Council and requirements for public consultation; and
- Identify staff contacts assigned to the file.

After the meeting, the City will prepare a DART Agreement that will:

- Provide a summary of the proposed development;
- Confirm the application(s) that will be submitted;
- List all of the studies/plans that are required to be submitted with the application(s)
- Provide any other requirements that may be unique to the development
- Public Consultation Requirements

The applicant will be required to sign the acknowledgement agreement signaling their acceptance and understanding of the process and requirements.

### **Step 2: Submit Required Drawings and Studies**

The required drawings and reports are prepared by the developer and submitted to the City along with a completed copy of the Submission Checklist (**Appendix B**). They are then reviewed by the City Public Works Department, the Engineering Department, and the Planning Department. Following the review, the appropriate revisions are made by the developer, and they are resubmitted to the City. This process is repeated until acceptance is achieved.

### **Step 3: Site Plan Approved and Draft Agreement Circulated**

Following the submission of all required drawings and studies, the site plan is approved. If the municipality fails to approve the site plan application within 30 days, the applicant may appeal to the Ontario Land Tribunal (OLT).

### **Step 4: Submit Financial Sureties and Execute Agreement**

Following the review of the Draft Agreement, the developer shall submit the required cash requirements, and the site plan control agreement is executed.

### **Step 5: Apply for Building Permit(s) and Begin Construction**

The developer applies for required building permits and the construction begins.

### **Step 6: Engineering Consultant Certification**

During this stage, the consulting engineer certifies the construction and coordinates any necessary revisions/rectifications.

### **Step 7: Release Financial Surety**

Following Engineering Certification, the final release of financial sureties is issued.

# APPENDIX A

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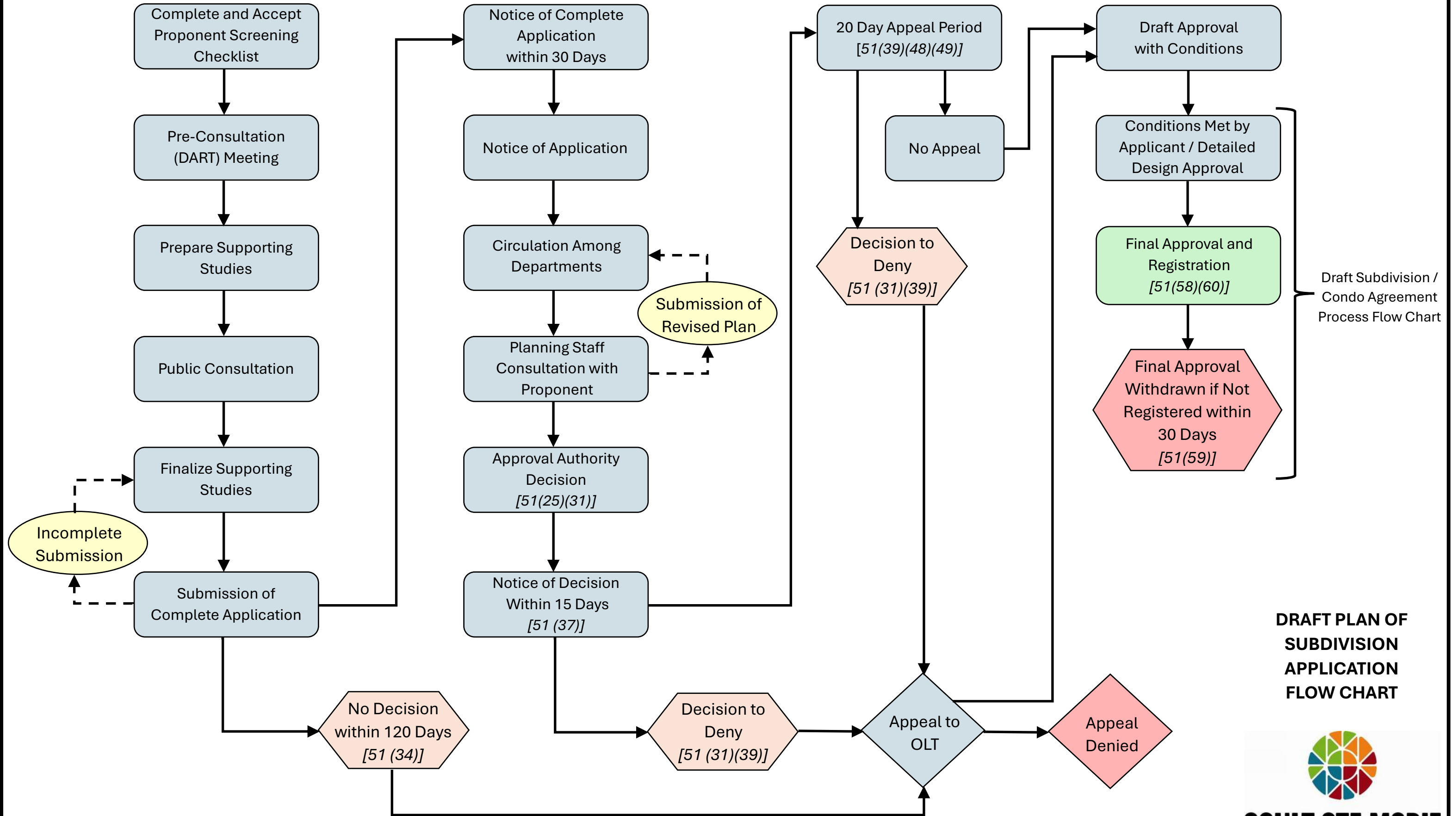
## Process Flowcharts

## SUBMISSION PREPARATION

## COMPLETED SUBMISSION

## APPEAL PERIOD

## APPROVAL PERIOD



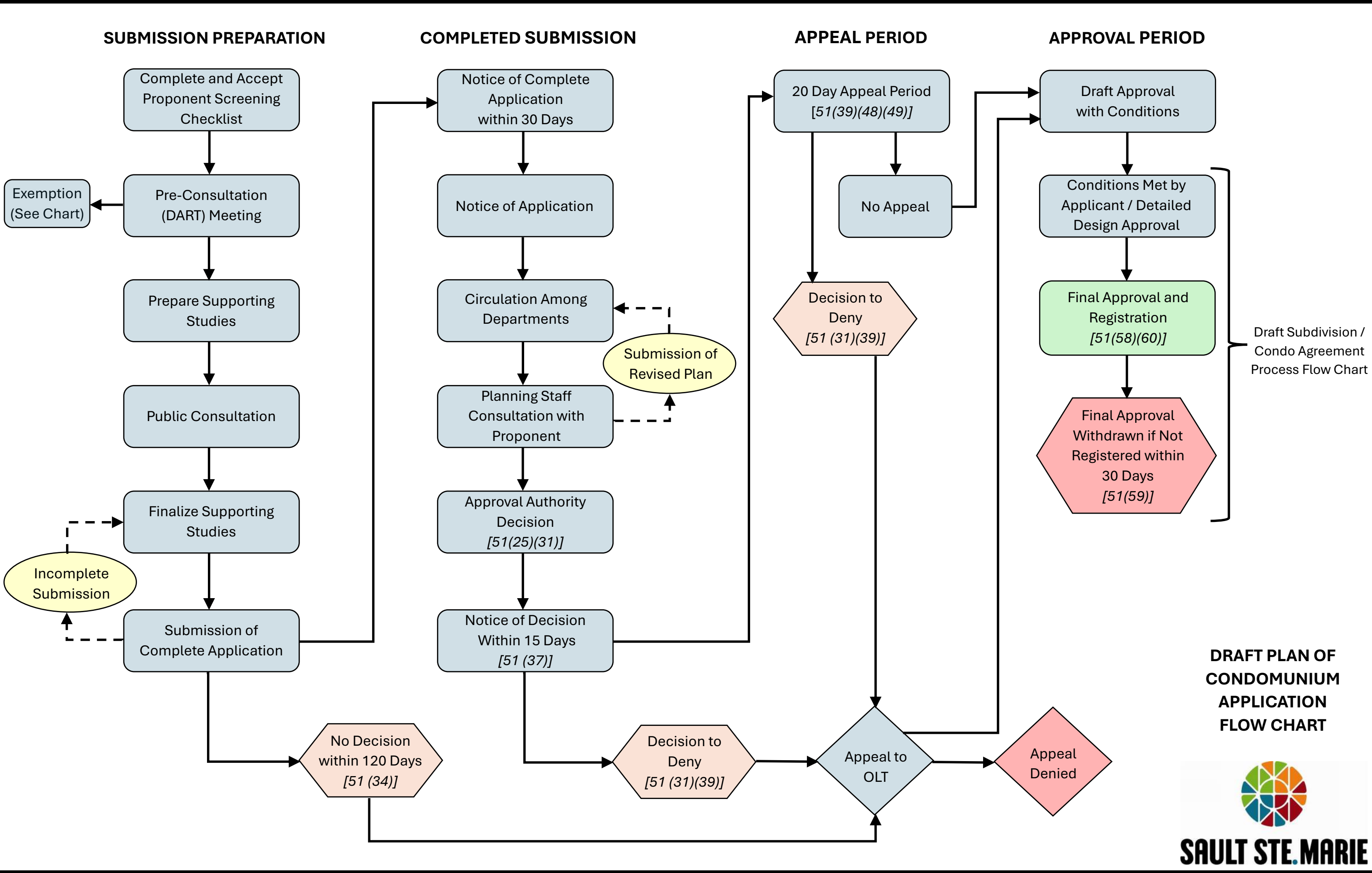
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Condo Agreement  
Process Flow Chart

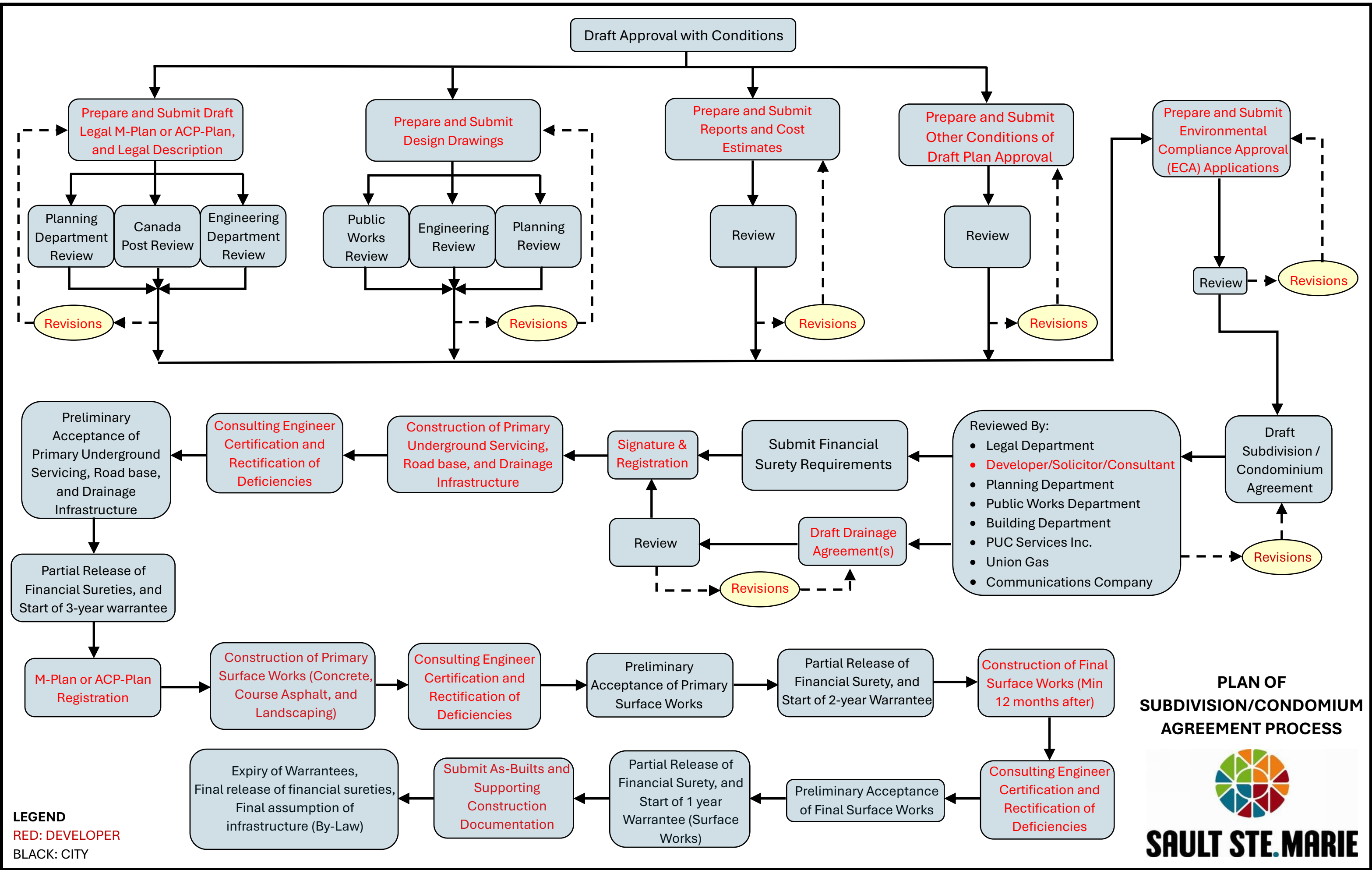
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APPLICATION  
FLOW CHART**

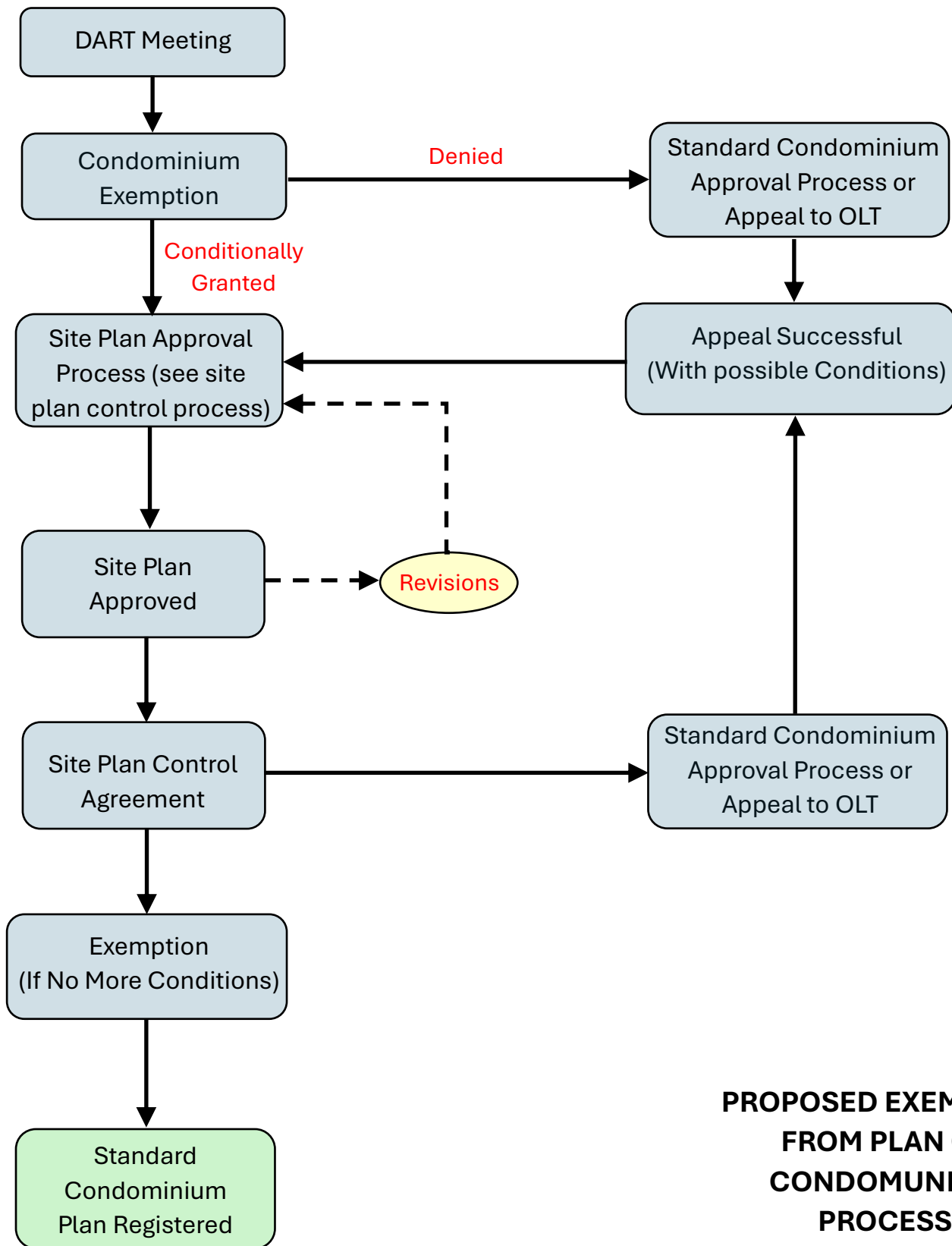


**SAULT STE. MARIE**









**PROPOSED EXEMPTION  
FROM PLAN OF  
CONDOMINIUM  
PROCESS**

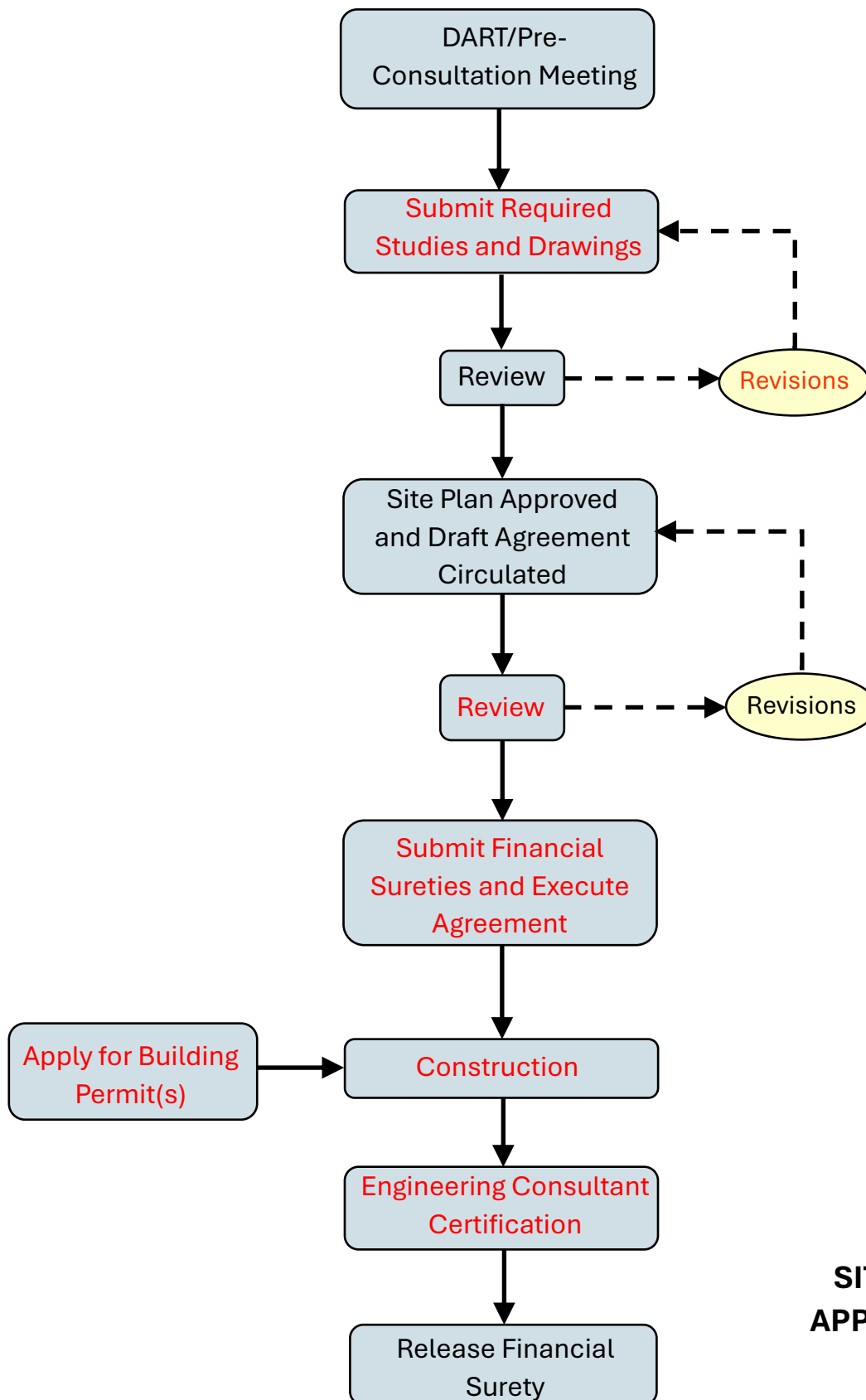


**SAULT STE. MARIE**

**LEGEND**

RED: DEVELOPER

BLACK: CITY



**SITE PLAN CONTROL  
APPLICATION PROCESS**



**SAULT STE. MARIE**

**LEGEND**

RED: DEVELOPER

BLACK: CITY

## **APPENDIX B**

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### **Checklist for Studies / Plans / Reports**

Project Name: \_\_\_\_\_ Project No. \_\_\_\_\_

The checklist below identifies information that may or will be required at different stages of the process. The information identified is to be completed as part of the application submission process. Please submit a copy of this completed checklist with your application for development, Application Review Team (DART) pre-consultation request.

Categorization	
Required	<input checked="" type="checkbox"/>
Likely Required	<input type="checkbox"/>
Possibly Required	<input type="checkbox"/>

Information	Stage			
	Pre-Consultation	Draft Plan of Subdivision/Condominium	Subdivision/Condominium Agreement	Site Plan/ Re-Zoning/ OPA Applications
<i>Land Use</i>				
Project Description	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Planning Justification Report		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Public Consultation Strategy		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Conceptual Development Plan	<input checked="" type="checkbox"/>			
Draft Plan of Subdivision		<input checked="" type="checkbox"/>		
Draft Plan of Condominium		<input checked="" type="checkbox"/>		
Final Plan(s) of Subdivision/Condominium Development/Site Plan			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Landscape Plan(s)			<input type="checkbox"/>	<input type="checkbox"/>
Archaeological Study		<input type="checkbox"/>		<input type="checkbox"/>
Cultural Heritage Impact Assessment		<input type="checkbox"/>		<input type="checkbox"/>
Urban Design Report			<input type="checkbox"/>	<input type="checkbox"/>
Sensitive Land Use Report (Land Use Compatibility)		<input type="checkbox"/>		<input type="checkbox"/>
Agriculture Impact Assessment		<input type="checkbox"/>		<input type="checkbox"/>
<i>Development</i>				
Boundary Certification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Geotechnical Study (Slope Stability Report)			<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Study (Site Servicing, Stormwater Management, Hydrogeological)		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Grading Plans		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hydrogeological Study		<input type="checkbox"/>		<input type="checkbox"/>
Noise and Vibration Study		<input type="checkbox"/>		<input type="checkbox"/>
Air Quality Study		<input type="checkbox"/>		<input type="checkbox"/>
<i>Infrastructure</i>				
Phasing Plan		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Preliminary Site Servicing Report/Plan		<input checked="" type="checkbox"/>		
Private Site Servicing Report(s)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Functional Site Servicing Report/Plan			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Preliminary Stormwater Management Plan (Report)		<input checked="" type="checkbox"/>		
Functional Stormwater Management Plan (Report)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transportation Impact Study		<input type="checkbox"/>		<input type="checkbox"/>
Parking Impact Analysis		<input type="checkbox"/>		<input type="checkbox"/>
<i>Environment</i>				
Environmental Impact Study (EIS)		<input checked="" type="checkbox"/>		<input type="checkbox"/>
Tree Inventory Preservation Plan			<input type="checkbox"/>	<input type="checkbox"/>
Environmental Site Assessment (Phase I, II, RSC)		<input type="checkbox"/>		<input type="checkbox"/>
Hazard Impact Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## **APPENDIX C**

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### **Terms of Reference and Guidelines for Studies / Plans / Reports**

## CHECKLIST TERMS OF REFERENCE

In order to ensure the interests of the City are met and to adequately assess the technical aspects of a development proposal, plans, reports and studies are required to be submitted to support an application under the Planning Act.

This document provides a comprehensive list of plans, reports and studies and supporting guidelines and term of reference. Not all plans, reports and studies within this document will be required for a development proposal and the level of detail required varies widely.

During the DART meeting, submission requirements for a subdivision or condominium application and all supporting plans, reports and studies will be identified. For more information, refer to the Subdivision/Condominium Application Process, and Checklist.

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## **1. LAND USE**

### **1.1 Project Description**

#### **Definition**

A Project Description is a document that outlines the details of a specific project in a structured format covering all stages of the project and the processes involved in it.

#### **Rationale**

A Project Description is drafted early in the Project Life Cycle. It is a useful document that may be referred to for a quick understanding of what the project involves, what it aims to accomplish, and how it shall be accomplished.

#### **Who Should Prepare This?**

The Owner/Owners Consultant

#### **When is This Required?**

At the Pre-Consultation Stage.

#### **Required Contents**

Project descriptions provide the following details:

- The problem/opportunity that the project will address
- A set of goals for the project
- The overall objectives for the project
- A project plan that describes the activities the developer will undertake
- A completed preliminary checklist of studies/plans/reports (see Appendix B)
- Proposal phasing of the project if applicable

#### **Notes:**

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

## 1.2 Planning Justification Report

### Description

A Planning Justification Report (PJR) is required to support an application made under the Planning Act. The PJR provides support for the development application by establishing a professional planning rationale and opinion as to how the proposed development conforms to applicable planning policy (e.g. Provincial Policy Statement, Sault Ste Marie Official Plan, Sault Ste Marie Zoning By-Laws) and represents good planning principles.

### Rationale

- To provide a clear understanding of the proposed development
- To justify why the land use and built form are appropriate
- To state why, in the opinion of the author, the proposal should be considered and approved.
- To identify and analyze the relevant legislation, regulations, and policies (both provincial and municipal)
- How the proposed development meets the intent of policies
- To highlight information specific or particular to the proposal (i.e., special history, different circumstances)

### Who should prepare this?

A Registered Professional Planner (RPP) or an individual with direct supervision of an RPP. All reports and drawings must be signed and dated by a registered Professional Planner, licensed in the Province of Ontario.

### When is this required?

- Draft Plan of Subdivision/Condominium Application or other larger scale applications.

### Required Report Contents

- Purpose of application - required approvals and their sequencing
- Site context – location, existing conditions, site description and surrounding land uses/context/built form
- Description of the proposal – development statistics, zoning provisions (height, setbacks, density, parking), site and contextual considerations, relevant phasing
- Requested amendments to the Official Plan and/or Zoning By-law if applicable
- Relevant planning history such as previous approvals, legislative references, Local Planning Appeal Tribunal (LPAT) history, and relevant authorities (include copies of relevant documents)
- Policy and planning analysis - Provincial Policy Statement, Growth Plan for Northern Ontario, Sault Ste. Marie Official Plan, Sault Ste. Marie Zoning By-Law, areas of compliance and noncompliance with discussion.
- Summary of supporting plans, reports, and studies.
- Summary and conclusions – analysis and opinion as to why the proposal follows proper planning practices.

### Notes:

- If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.
- Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.





- Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.
- If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

### 1.3 Public Consultation Strategy

#### Description

There are two components to a public consultation strategy, the statutory requirement and best practice. The statutory requirements are contained within the Planning Act and in Ontario Regulations (O/Regs) such as 178/16 (Plans of Subdivision) and 180/16 (Official Plans and Official Plan Amendments). This statutory requirement is intended to “get the applicant thinking” in a pro-active manner about:

- How to build “trust” in the area impacted by the proposal;
- Who the audience or “public” is who will be impacted by the proposal; and
- Ensuring that the public’s voice is heard, evaluated and recorded as part of the Development Application review process.

Best practice public consultation augments the statutory requirements and introduces other forms of public consultation such as public information centers (PICs), surveys, workshops, etc.

A public consultation strategy outlines all forms of consultation that will take place as part of the application process and should be reflective of the location, complexity, scale and nature of the proposed development. Depending on the complexity, the Public Consultation Strategy may be included within the Planning Justification Report or may be prepared as a separate report.

#### Who should prepare this?

A registered Professional Planner (RFP) or a Communications Consultant.

#### When is it Required?

A Public Consultation Strategy is required for all Draft Plan of Subdivision/Condominium Applications, or other larger scale applications.

#### Participants

- Applicant and consulting team
- City Planning Staff
- Ward Councillor(s)
- Public

#### Responsibilities

##### Applicant and consulting team:

- Prepare and provide the presentation material to the City planner at least two (2) weeks in advance of the desired Public Consultation Meeting date to allow adequate preparation time.
- Consult with City Planner on appropriate location and timing. Request mailing labels and provide draft notice that will be mailed.
- Chair meeting.
- Present proposed concept to attendees, answer any questions, respond to feedback, and commit to providing additional information as appropriate.
- Take appropriate notes to capture the comments, questions and feedback in the Public Consultation Meeting.
- Include comments and responses within the Planning Justification Report as part of a complete application submission package (See **Section 1.2**)

##### Planner:

---

- Review materials provided by the applicant to ensure there are substantive materials for the neighbourhood to review.
- Answer questions relating to the process and timing of the future planning application(s).

Ward Councillor/City Planning Staff:

- Attend, listen and ask questions in the Public Consultation Meeting.

**Meeting Notice**

The Planner will coordinate the required notices. Notice for the Public Consultation Meeting will not be given until satisfactory presentation materials have been submitted to the Planning Department.

**Meeting Location**

In a suitable publicly accessible venue that is as close as possible to the subject site, such as schools, community centres, etc.

**Required Presentation by Applicant/Agent**

The applicant is required to prepare a short presentation/or materials that:

- Introduces the proposed development concept
- Provides preliminary building elevations that communicates the look and feel of the development
- Demonstrates how the development will fit into the existing neighbourhood
- Identifies the studies to be provided or prepared in support of the application and provide draft copies, if available

**Gathered Feedback and Responses**

The goal of the meeting is to engage with the community and obtain their feedback regarding the proposed development. The applicant must provide a section within the **Planning Justification Report** that identifies the comments received and how they have been addressed.

**Notes:**

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

## 1.4 Conceptual Development (Site) Plan

### Description

To show the proposed key elements of the development in context, with adjacent street(s) and properties, including site circulation for pedestrians and vehicles, conceptual grading, and proposed hard and soft landscaping on site and on the adjacent street(s) and properties. A streetscape and landscape concept, both on the site and the adjacent site, should also be shown.

### General Details

- Must be drawn to a standard metric scale, legible at 1:100, 1:200, 1:250, 1:500, 1:1000, as appropriate
- Existing buildings shown in dashed line if demolished
- Proposed development including the ground floor of the proposed building(s)
- Distinguish between parts (or all) of existing buildings to be conserved, from new building elements in plan, if appropriate. Indicate with notes and graphics which parts are proposed to be conserved in place and which parts would be reconstructed
- All property lines, abutting streets and building footprints on adjacent properties
- All driveways and parking areas on site and on adjacent properties
- Above grade structures and parts of the buildings which overhang the ground floor including cantilevers, canopies, balconies, etc
- Existing/proposed underground structures and ramps
- Dimensioned relationships of the proposed buildings above and below grade to property lines
- General concept for grading including the existing/proposed contours (indicating slope)
- Zoning Information:
  - Property (ies) current to proposed zoning
  - Building setbacks
  - Parking Calculations
  - Maximum Lot(s) coverage and proposed coverage
  - Site triangles
  - Required and proposed landscaping percentages
  - Other as appropriate

### Easements, Reserves and Widening

- Existing/proposed reserves, easements and/or road widenings.
- Location, dimensions and details of any watercourses and any significant features or delineation lines such as flood lines, fill lines, and limits of buffer zones as they relate to natural heritage.

### Site Circulation – Pedestrian, Bicycle, Vehicular Driveways, Servicing and Parking

- General location and dimensions of existing/proposed pedestrian circulation in the street and boulevard and on site, including sidewalks, walkways, patios, stairs and ramps
- General location and dimensions of existing/proposed bicycle circulation, parking, and access to parking and storage (indoor and outdoor)
- General location and dimensions of publicly accessible areas on site, including parks and open spaces, walkways, mid-block connections, pedestrian mews, etc

- General location and dimensions of existing/proposed vehicular circulation in the road allowances and on-site including driveways, curb cuts, ramps, laneways, surface parking, loading and service areas
- Parabus route, loading areas and turn-around considerations
- Location of existing or proposed transit stops, access to transit, including station entrances
- Grading information for ramps and walkways, including Accessibility for Ontarians with Disabilities Act (AODA) requirements

#### **Waste Disposal Facilities**

- General location and dimensions for all loading and service areas, including access to these areas
- General location and dimensions of facilities for at grade storing and handling of garbage, recyclable material and organic waste

#### **Fire Code Requirements**

- Location of existing/proposed fire hydrants located within the municipal boulevard and/or on the subject property, existing/proposed fire routes, servicing the hydrant and existing/proposed Siamese connection location(s), if required

#### **Hard Landscape – Grading, Retaining Walls, Fences and Railings**

- General location of landscape and architectural elements such as retaining walls, fencing and rails on site and in the public boulevard adjacent to the site
- General concept for grading including the existing/proposed elevations at property lines, along driveways (indicating slope), pedestrian sidewalks, walkways, ground floor and at building entrances, including the relationship of grades along the right-of way, from the property line to curb face
- Spot elevations, as appropriate

#### **Soft Landscape and Planting**

- General location of soft landscape and plantings on the site and on adjacent road allowance, including location of proposed street trees
- Location of tree protection zones (where trees are being retained and protected)

#### **Concept Streetscape Diagrams**

- In plan and section views, show the streetscape concept for the proposed site and adjacent sites, showing hard and soft landscapes.

#### **Who Should Prepare this Plan**

- The applicants consulting team should prepare this plan. This plan is required in the Pre-Consultation stage.

#### **Notes:**

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.



If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.



## 1.5 Draft Plan of Subdivision

### Description

Draft Plans of Subdivisions are regulated under Section 51 of the Planning Act which requires plans to show the information below.

### Requirements

#### Draft Approval Certificate

- Include the Draft Approval Certificate on each plan submitted at time of application as shown below

This Draft Plan of Subdivision is approved under Section 51 of the Planning Act this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, subject to the conditions, set forth in letter dated \_\_\_\_\_.

\_\_\_\_\_  
Director of Planning  
Planning and Enterprise Services, City of Sault Ste Marie

Under Section 51 (17) of the Planning Act the applicant is required to provide a draft plan of the proposed subdivision drawn to scale and showing:

- The boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor;
- The locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts, including proposal reserves;
- On a small key plan, on a scale of not less than one centimetre to 100 metres, illustrate all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest; every subdivision adjacent to the proposed subdivision; and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part;
- The purpose for which the proposed lots are to be used;
- The existing uses of all adjoining lands;
- The approximate dimensions and layout of proposed lots;
- If any affordable housing units are being proposed, the shape and dimensions of each proposed affordable housing unit and the approximate location of each proposed affordable housing unit in relation to other proposed residential units;
- Natural and artificial features, including municipal appurtenances, such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided
- The availability and nature of domestic water supplies;
- The nature and porosity of the soil;
- Existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided;
- The municipal services available or to be available to the land proposed to be subdivided;
- The nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements.

Additional Requirements:

The plan must also include:

- Municipal address
- Lot coverage (m2)
- Municipal open space (m2)
- Paved area (m2)
- Unit count
- Play lots
- Legal Description
- Development Area (m2)
- Property zoning
- Building Gross Floor Area (m2)
- Parking count-required and provided
- Fencing
- Building Setbacks (in metric)
- Road Widths
- Porches, decks, stairways, etc.
- Street furniture such as hydrants, hydro transformers, community mailboxes, etc.
- Parking space dimensions and aisle widths
- Common elements, exclusive use areas
- Accessible parking required and provided
- Loading required and provided

**Building Division Requirements:**

- Parking for all non-residential buildings must be communal for all units on the property. Parking units cannot be sold or assigned to a specific unit or to a specific tenant/unit owner, occupying any part of the building. Parking must be for on-site uses only.
- Any zoning by-law deficiencies or contraventions must be dealt with prior to condominium draft approval. The applicant will be required to amend plans/documents to reflect zoning compliance, as per the site plan approved building permit drawings, or a minor variance must be approved for every non-compliance issue.
- The transfer or conveyance of any land(s) affecting the subject property must be finalized prior to condominium registration. Please note that transfers may result in zoning by-law deficiencies which could result in a minor variance application.
- Any existing building permit and or zoning certificate applications which have been applied for, but not issued a Permit/Certificate, must be issued prior to condominium registration. If the applicant does not intend to proceed with an open application, it must be cancelled. Written requests to cancel a permit/certificate must be made to the Supervisor, Customer Services. Please note that cancellation requests will not be accepted for instances where work has commenced.

**Who Should Prepare this Plan**

The plan should be completed by an Ontario Land Surveyor (OLS).

**Notes:**

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

## 1.6 Draft Plan of Condominium

### Description

Draft Plans of Condominiums - Section 51 of the Planning Act requires plans to show the following information:

### Requirements

#### Draft Approval Certificate

- Include the Draft Approval Certificate on each plan submitted at time of application as shown below

This Draft Plan of Condominium is approved under Section 51 of the Planning Act this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, subject to the conditions, set forth in letter dated \_\_\_\_\_.

\_\_\_\_\_  
Director of Planning  
Planning and Enterprise Services, City of Sault Ste Marie

- Location and number of units to be sold, on a floor-by-floor basis
- All common elements (i.e., corridors, lobbies, elevators, etc.)
- Location and number of parking spaces, if they are to be sold separately
- Location and amount of landscaped open space and common recreation space

Section 51(17) of the Planning Act requires that plans show the following information, as appropriate:

#### Ownership Information and O.L.S. Signature

- Name of registered owner, signature and date signed
- Name of Ontario Land Surveyor, signature and date signed

#### Legal Description and Property Details

- Legal address of the property
- Boundaries of the land proposed to be subdivided, certified by an Ontario Land Surveyor
- Locations, widths and names of the proposed highways within the proposed subdivision and of existing highways on which the proposed subdivision abuts, including reserves

#### Purpose and Use of the Lots and Adjoining Lands

- Purpose for which the proposed lots are to be used
- Existing uses of all adjoining lands
- Approximate dimensions and layout of proposed lots
- Natural and artificial features, including municipal appurtenances, such as buildings or other structures or installations, railways, highways, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to the land proposed to be subdivided
- Availability and nature of domestic water supplies
- Nature and porosity of soil

- Existing contours or elevations as may be required to determine the grade of the highways and the drainage of the land proposed to be subdivided

#### Servicing Information

- Municipal services available or to be available to the land proposed to be subdivided
- Nature and extent of any restrictions affecting the land proposed to be subdivided, including restrictive covenants or easements

#### Key Plan

- On a small key plan, on a scale of not less than one centimetre to 100 metres, illustrate all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest; every subdivision adjacent to the proposed subdivision; and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which the land forms the whole or part.

#### Additional Requirements:

The plan must also include:

- |                                       |  |
|---------------------------------------|--|
| • Municipal address                   | • Building Setbacks (in metric)  |
| • Lot coverage (m2)                   | • Road Widths  |
| • Open space (m2)                     | • Porches, decks, stairways, etc.  |
| • Paved area (m2)                     | • Street furniture such as hydrants, hydro transformers, community mailboxes, etc. |
| • Unit count                          | • Parking space dimensions and aisle widths  |
| • Play lots                           | • Common elements, exclusive use areas   |
| • Legal Description                   | • Accessible parking required and provided   |
| • Development Area (m2)               | • Loading required and provided  |
| • Property zoning                     |  |
| • Building Gross Floor Area (m2)      |  |
| • Parking count-required and provided |  |
| • Fencing                             |  |

#### Building Division Requirements:

- Parking for all non-residential buildings must be communal for all units on the property. Parking units cannot be sold or assigned to a specific unit or to a specific tenant/unit owner, occupying any part of the building. Parking must be for on-site uses only.
- Any zoning by-law deficiencies or contraventions must be dealt with prior to condominium draft approval. The applicant will be required to amend plans/documents to reflect zoning compliance, as per the site plan approved building permit drawings, or a minor variance must be approved for every non-compliance issue.
- The transfer or conveyance of any land(s) affecting the subject property must be finalized prior to condominium registration. Please note that transfers may result in zoning by-law deficiencies which could result in a minor variance application.
- Any existing building permit and or zoning certificate applications which have been applied for, but not issued a Permit/Certificate, must be issued prior to condominium registration. If the applicant does not intend to proceed with an open application, it must be cancelled. Written requests to cancel a permit/certificate must be made to the Supervisor, Customer Services. Please note that cancellation requests will not be accepted for instances where work has commenced.

#### **Who Should Prepare this Plan**

The plan should be completed by an Ontario Land Surveyor (OLS).

**Notes:**

- If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.
- Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.
- Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.
- If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

## 1.7 Final Plan of Subdivision/Condominium Developments

The final plan for all Subdivisions and Condominium Development shall contain all information in accordance with the Sault Ste Marie Engineering Design Guidelines and Standards for Municipal Roads, Subdivisions, and Facilities, Section 9: Plans/Reports/Design Brief Requirements. The final plans shall also contain the Final Approval Certificate for either a Subdivision or Condominium.

The Final Approval Certificate for a Subdivision is shown below:

<p>This Plan of Subdivision/Condominium is approved under Section 51 of the Planning Act this _____ day of _____, 20____.</p>
<p>Director of Planning Planning and Enterprise Services, City of Sault Ste Marie</p>

The Final Approval Certificate for a Condominium is shown below:

<p>Parts _____ approved and parts _____ exempted under Section 9 of the Condominium Act and Section 51 of the Planning Act this _____, day of _____, 20____.</p>
<p>Director of Planning Planning and Enterprise Services, City of Sault Ste Marie</p>

### Notes:

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

## 1.8 Landscape Plan(s)

### Description

To provide information and details for the hard and soft landscaping on site and on adjacent streets and boulevards, using the Site Plan drawing as a base. This includes tree preservation plans, details and materials for paving, location, types, size and planting details for proposed trees, shrubs and other plants. Landscape Plans 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.

### Rationale

A landscaping plan ensures aesthetic appeal, functionality, and environmental sustainability by strategically placing plants, trees, and structures. This plan helps optimize space, improve property value, and manage resources efficiently. It also considers the local climate and soil conditions to select appropriate vegetation, promoting ecological balance and reducing maintenance costs. Overall, it integrates design and practicality while improving the aesthetics and livability of the natural surroundings.

### Who Should Prepare this Plan

A landscape architect licensed in the Province of Ontario. The developer may at their discretion submit to the Director of Planning an alternative person/company along with references of prior experience, and examples for approval. Approval is at the sole discretion of the Director and no appeal process is available.

### When is it Required

A landscape plan will likely be required for all final plans of subdivisions, condominiums and applications for site plan control.

### Requirements

Landscape plans shall be drafted and submitted in accordance with the City of Sault Ste. Marie Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities Section 9.2. The plan requirements are listed below.

#### General Details:

- Existing/proposed easements and encroachments
- Indicate in plan and section, existing/proposed pedestrian clearway widths
- Identify all improvements to adjacent public boulevards and sidewalks, including but not limited to: trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, ramps, waste and recycling containers, lighting and bicycle parking and storage facilities
- Label all hardscape materials and provide design details for paving and other hard landscape elements on the site and in adjacent boulevards.
- Label materials and provide schematic construction details of significant hard landscaping elements, including furniture, seating, fences, railings, screen walls, living walls, retaining walls, play equipment and weather protection elements (sun and wind screens)
- Plant lists keyed to locations on the site, including the species, size, height, and root condition of all trees shrubs and plants, indicating native species
- Planting details of proposed trees, shrubs and other plants
- Indicate in plan and section, soil volumes for trees and other plantings
- Soil is retained on-site or adjusted or replaced with soil of equal or better quality
- Location, size, number and species of existing trees that are to be retained/protected (including trees on adjacent properties within six metres of the subject site's property lines)
- Tree protection plan notes for trees being protected, including those on adjacent private and City-owned property including public streets. See **Section 4.2**.



- The location of and dimensions of any design features which promote sustainability and effective stormwater management and delineate which of these would be assumed by the City (i.e. within the boulevard or on private property)

Accessible and Landscaped Roofs:

For roof(s) which are wholly or in part landscaped, including green roofs, provide Landscape and Planting Plans for each level of roof with landscape, including:

- Proposed rooftop hard and soft landscaping in plan with location, dimensions and materials of paved areas including walkways and patios, as well as furniture, seating, planters, lighting, railings and other elements including weather protection (sun and wind screens)
- Dimensioned cross-sections showing hard and soft landscaping elements, including materials, soil depths, volumes and insulation for planters
- Plant lists and planting details for all plant material, including location of plant material, species, number of plants, size, height, and root condition for all plants, indicating native species
- Location and details of roof lighting fixtures (also shown on Lighting Plan)
- Relevant cross sections and dimensions for green roofs and/or cool roofs

Landscape and Planting Plan for Sites subject to Heritage Approval

- Provide additional level of detail in the Landscape Plan for applications that include heritage considerations. These plans are to be cross referenced with any lighting and landscape plans approved under the Ontario Heritage Act.

**Notes:**

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

## **1.9 Archeological Study**

### **Description**

An Archeology Study is intended to ascertain the presence or absence of archaeological resources. If these resources are present, the archaeological study should evaluate the significance of these resources and outline measures to conserve the resources or mitigate the impact of development on these resources.

### **Rationale**

The authority to request this study is provided by the Planning Act, Ontario Heritage Act, Provincial Policy Statement, and the Sault Ste. Marie Official Plan.

The Sault Ste. Marie Official Plan Section 2.4 HE.9 requires an archaeological impact assessment meeting Ministry of Tourism, Culture, and Sports guidelines when the development impacts medium to high potential archaeological sites. Official Plan Schedule E identifies areas of Archeological potential.

### **Who should prepare this study?**

A professional holding an archaeological license from the Ministry of Tourism, Culture and Sport. All reports and drawings must be stamped and/or signed and dated by a qualified professional, licensed in the Province of Ontario.

### **When is this study required?**

If deemed necessary as part of a complete application.

### **Required Contents**

An Archaeological Study must adhere to the Standards and Guidelines for Consultant Archaeologists for work conducted within lands which comprise the City of Sault Ste. Marie.

### **Notes**

- An Archaeological Study must be submitted and accepted by the Ministry of Tourism, Culture and Sport to be accepted by the City of Sault Ste. Marie, and a letter confirming receipt and acceptance of the Archeological Study must be provided to City Planning staff.
- Should the recommendations include a program of archaeological monitoring during the construction process, an archaeological monitoring and mitigation strategy will be required as a condition of development approval.
- Should the assessment result in the discovery of archaeological resources (e.g. arrowheads or human remains), the proponent will be required to prepare and implement a commemoration and interpretation strategy as a condition of development approval.
- Archaeological assessments are to be completed together with any associated mitigation well in advance of any soil disturbance.
- It is the responsibility of the applicant and their consulting team to comply with the Ontario Heritage Act regardless of the City requesting an Archaeological Study.
- If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.
- Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.
- Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

- If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

## **1.10 Cultural Heritage Impact Assessment:**

### **Description**

A Heritage Impact Assessment (HIA) is a study to determine the impact of a proposed development on the cultural heritage value of a property (or adjacent properties) and to recommend an overall approach to the conservation of heritage resources.

### **Rationale**

- The assessment should be based on a thorough understanding of the significance and heritage attributes of cultural heritage resource(s), identify any impact the proposed development or alteration will have on the resource(s), propose mitigation options, and recommend a conservation strategy that provides the highest level of protection to cultural heritage resources within the context of the proposed development.
- The Heritage Impact Assessment should apply conservation principles, describe the conservation work, and recommend methods to avoid or mitigate negative impacts to the cultural heritage resource(s). Minimal disruption should be the guiding principle for all work.

### **Purpose**

- Identify and protect cultural heritage resources
- Identify necessary mitigation measures

### **Who Should Prepare This?**

A member in good standing of the Canadian Association of Heritage Professionals. All reports and drawings must be stamped and/or signed and dated by a qualified professional, licensed in the Province of Ontario.

### **When is this required?**

- In support of a Draft Plan of Subdivision/Condominiums and applications made under site plan control.
- The City may require this study in accordance with Provincial Planning Statement Section 4.6.

### **Required Contents**

#### Introduction to the Development Site

- Inventory and description of the cultural heritage resource(s) contained within the development site (or on the adjacent properties) identifying significant features, buildings, landscapes, vegetation, vistas, and including any heritage recognition of the property with existing heritage descriptions as available.
- Description of the context including adjacent heritage properties and their recognition (as above), and any yet to be identified potential cultural heritage resource(s).

#### Background Research and Analysis

- Cultural heritage value or interest of the site.
- Development history of the site including original construction, additions and alterations with substantiated dates of construction.

#### Statement of Significance

- A statement of significance identifying the cultural heritage value and heritage attributes of the cultural heritage resource(s). This statement will be informed by current research and analysis of the site as well as pre-existing heritage descriptions. This statement is to follow the provincial guidelines set out in the Ontario Heritage Tool Kit.
- Professional quality record photographs of the cultural heritage resource in its present state.

Description of the Proposed Development or Site Alteration

Impact of Development or Site Alteration:

- An assessment identifying any impact the proposed development or site alteration may have on the cultural heritage resource(s).

Considered Alternatives and Mitigation Strategies:

- An assessment of alternative options, mitigation measures, and conservation methods that may be considered to avoid or limit the negative impact on the cultural heritage resource(s).

Conservation Strategy:

- The preferred strategy recommended to best protect and enhance the cultural heritage value and heritage attributes of the cultural heritage resource(s).
- Recommendations for additional studies/plans related to: conservation; site specific design guidelines; interpretation or commemoration; lighting; signage; landscape; stabilization; additional record and documentation prior to demolition; and long-term maintenance.

**Notes**

The assigned City Planner will determine through the pre-consultation process if a Heritage Impact Assessment, or any supplementary reports, are required.

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

## **1.11 Urban Design Report**

### **Description**

An Urban Design Brief (UDB) is intended to provide the design rationale for site, building and landscape design elements of the proposed development and how it is compatible and complimentary with the existing neighbourhood. The level of detail expected in the UDB will depend on the scale, site, nature, and complexity of the development proposal.

### **Rationale**

The Urban Design Brief should not be a description of the proposed development layout, nor does it replace the requirement for a Planning Justification Report. It should explain how the proposed development represents the most effective design to meet the intent of the City's policies and how the proposal responds to the surrounding physical context.

### **Who should prepare this report?**

An urban designer, licensed architect, or a Registered Professional Planner (RPP) with a demonstrated specialization in urban design.

### **When is this required?**

If deemed necessary as part of a complete application.

### **Required Contents**

Provide an overview of the urban design vision, objectives and principles for the proposed development. Describe how the development will integrate with the existing and planned surrounding context and how it will contribute to creating a unique sense of place through the public realm and built form.

### Context Analysis

Provide a description and detailed analysis of the site and the surrounding existing and planned context noting the attributes and considerations including, but not limited to:

- Elevation drawings
- Existing natural features, topography and vegetation
- Lot fabric (including frontage and depth)
- General street/block pattern (including block lengths)
- Built form character of surrounding area
- Surrounding land uses
- Views and vistas to and from the site
- Landmarks or gateways
- Transportation networks (vehicular, cycling, pedestrian, transit, access points etc.)
- Relationships and linkages to public open spaces

Description and analysis must incorporate context mapping and photographs depicting the subject site and relationship to its surrounding context.

### Development Plan

Provide a detailed description and illustration(s) outlining the overall character and configuration of the proposed development site. The plan should illustrate how the proposal fits within, and interfaces with, the surrounding context.

### Detailed Design Direction

Provide detailed design direction that describes how the development plan will be realized. The design direction should be clearly expressed through text, detailed sketches representing proposed development, and precedent images illustrating intended features and attributes of the proposal. The design direction should address, but not be limited to:

#### Site Design:

- Master planning (for large sites)
- Positioning of the building(s) in relation to the site, abutting streets and surroundings
- Vehicular and pedestrian access and circulation
- Streetscape
- Public open spaces
- Landscaping and amenity areas
- Parking, loading and service areas
- Lighting

#### Built Form:

- Height and massing
- Setbacks
- Building to street ratio
- Transition to adjacent uses and built form
- Entrance points/gateways

### Heritage Resources

Where heritage properties and buildings exist as part of a development site, describe how the heritage resource will be protected, conserved, enhanced and integrated.

### Sustainability Features

Describe how low impact development, stormwater facilities, energy efficiency measures and green building technologies will be incorporated. A Sun/Shade Study, as well as a Wind Study may be required if deemed necessary as part of the Urban Design Report.

### **Notes:**

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.



### **1.12 Sensitive Land Use Report: (Land Use Compatibility Report)**

#### **Description**

The definition of Sensitive Land Uses according to the Provincial Policy Statement is “Buildings, amenity areas, or outdoor spaces where routine or normal activities occurring at reasonably expected times would experience one or more adverse effects from contaminant discharges generated by a nearby major facility. Sensitive land uses may be a part of the natural or built environment. Examples may include, but are not limited to residences, day care centres, and educational and health facilities” (PPS).

#### **Rationale**

This Report shall meet the requirements set out in the Provincial Policy Statement 1.2.6 Land Use Compatibility. Major facilities and sensitive land uses shall be planned and developed to be avoided. If avoidance is not possible, minimize and mitigate any potential adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term operational and economic viability of major facilities in accordance with provincial guidelines, standards and procedures. Any sensitive land identified are to be included in the Planning Justification Report.

Pre-consultation with planning authorities is highly encouraged when planning for a new development, to identify potential constraints with respect to potential impacts to major facilities and sensitive land uses, explore alternative locations if necessary, and ensure all necessary studies are completed to inform planning decisions.

#### **Who Should Prepare This?**

Proponents are responsible for retaining qualified individuals to undertake appropriate studies, locating and designing their development to avoid, minimize and mitigate adverse effects and/or potential impacts to major facilities, and for installing and monitoring any required mitigation measures, as well as ensuring any necessary permissions (including Environmental Compliance Approval (ECA), Environmental Assessment (EA) and Environmental Activity and Sector Registry (EASR) registrations as applicable) under the Environmental Protection Act (EPA), the Environmental Assessment Act (EAA), the Ontario Water Resources Act (OWRA), or any other relevant legislation. Qualified individuals should have the education, experience, training or certification that will qualify them to: conduct the necessary analysis on adverse effects; provide expert opinions; and make recommendations on the subject matter related to avoiding or mitigating the adverse effects.

For example:

- Noise impact studies should be prepared by qualified individuals with experience in environmental acoustics.
- Vibration studies should be undertaken by qualified individuals with experience in vibration.
- Dust studies should be undertaken by qualified individuals with experience in assessing sources of particulate matter, including fugitive emissions and dust mitigation measures.
- Odour compatibility studies should be undertaken by qualified individuals with experience in odour assessment and mitigation.

In most cases these reports should be prepared by a licensed engineering practitioner that is a holder of a licence, limited licence, or provisional licence under the Professional Engineers Act.

#### **When is this Required?**

The Report is to be applied to achieve and maintain land use compatibility between major facilities and sensitive land uses when draft plan of subdivision or condominium, or site plan approval under the Planning Act is needed in the following circumstances:

- A new or expanding sensitive land use is proposed near an existing or planned major facility; or
- A new or expanding major facility is proposed near an existing or planned sensitive land use.

A major facility is defined as the following by the Provincial Policy Statement: “facilities which may require separation from sensitive land uses, including but not limited to airports, manufacturing uses, transportation infrastructure and corridors, rail facilities, marine facilities, sewage treatment facilities, waste management systems, oil and gas pipelines, industries, energy generation facilities and transmission systems, and resource extraction activities.” (PPS)

The Report also applies in situations where the use of the land is not changing, but the nature and/or intensity of the land use is, and an application under the Planning Act is required. For example, a six-story residential building being replaced by a twenty-story residential building within the same parcel can trigger this report, if an approval under the Planning Act is required. It also applies in situations where there is a new use proposed for an existing building and an application under the Planning Act is required. For example, a new residential use may be proposed for a building that is currently used for commercial purposes, which would lead to a situation of potential incompatibility if the building is located within an industrial and commercial employment area.

### **Required Contents**

- Provincial Planning Statement Section 3.5 provides direction to ensure that major facilities and sensitive land uses are appropriately planned and developed to avoid, or if avoidance is not possible, minimize and mitigate adverse effects (e.g. from odour, noise and other contaminants) and ensure the long-term viability of major facilities. As such, planning proposals need to demonstrate how land use compatibility has been assessed and addressed.
- Planning authorities also need to ensure that long-term viability and functions of employment areas are protected from encroachment within and surrounding these areas, and that proper conservation of these areas is maintained as per Provincial Planning Statement Section 2.8.

### **Notes:**

Relevant policies referenced above represent minimum standards. Within the framework of the provincial policy-led planning system, planning authorities may go beyond these minimum standards to address matters of importance to a specific community, unless doing so would conflict with any policy of the PPS.

A draft guideline to Land Use Compatibility by Ontario Ministry of the Environment, Conservation and Parks (MECP) exists. This guideline acts in concert with provincial noise, dust and odour guidelines, standards and procedures, and refers to these technical guidelines for further direction on undertaking compatibility studies, assessments and modelling. The guideline provides context on how land use compatibility is achieved through Ontario's land use planning process and the Environmental Protection Act (EPA) and regulations. It should also be used to inform the Environmental Assessment (EA) processes carried out under the Environmental Assessment Act (EAA) and for compliance considerations.

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

### **1.13 Agricultural Impact Assessment:**

#### **Description**

The purpose of an Agricultural Impact Assessment (AIA) is to evaluate the impact a proposed development could have on the agricultural resource. The evaluation will consider if the proposal adversely affects existing and future agricultural production or activities on a subject property or in the area surrounding it. The AIA will also assess the potential impact a development may have on the overall viability of agriculture in the area and identify possible adverse impacts on agricultural production, infrastructure and operations. The decision regarding whether a development application should be approved or denied will be made as a result of many factors, one of which will be its impact on agriculture and whether that impact is acceptable within the context of established planning policies.

#### **Rationale:**

The principle underlying the recommendations of the AIA is to protect agricultural land and to minimize adverse impacts on agriculture, both in the immediate vicinity of the development, and on the broader community. AIA will address Provincial, Regional and Local planning issues in addition to assessing the impacts associated with the regulatory regime (Minimum Distance Separation (MDS), Source Water Protection, Nutrient Management, etc.).

#### **Purpose:**

- Identify possible adverse impacts on the agriculture;
- Identify additional restrictions that may impact abutting agricultural operations as a result of the development (e.g. changes in MDS that would restrict expansion of an abutting agricultural operation);
- Identify and evaluate locational options for the proposed development and demonstrate that the proposed location is the preferred option in terms of minimizing the impact on agriculture;
- Identify methods of removing or reducing any adverse impacts resulting from the development; and,
- Address whether it is appropriate to provide “warning clauses” for the development, noting the presence of surrounding agricultural operations and if so, to make recommendations in that regard.

#### **Who Should Prepare This?**

The AIA should be prepared by qualified professionals with established technical and planning expertise and credentials in the fields of Planning and Agriculture.

#### **When is this Required?**

In general, an AIA may be required to accompany draft plans of Subdivision/Condominium applications, and applications for site plan control.

Provincial Policy Statement requires the application of the Ontario Ministry of Agriculture, Food and Rural Affairs (OMFRA) Minimum Distance Separation (MDS) Formulae for new development in the vicinity of an existing livestock operation, as well as the expansion of an existing livestock facility in close proximity to sensitive land uses such as rural residences.

#### **Required Contents**

The scope of the AIA may vary depending on the scale of the development proposed and its potential impacts. The scope will be confirmed by the City as part of a pre-consultation process. All decisions on the scope of an AIA will be made by City staff based on the nature of each specific application.

An AIA shall include, but is not limited to the following:

#### Description of Proposal

- A description of the type of application and the nature of the proposal including a site plan, and a plan showing the location of the proposal in the context of the surrounding area.

- A description of any activities or processes associated with the proposal. If the proposal would provide for a range of possible uses, the AIA should address all possible scenarios involving permitted or proposed uses causing the maximum adverse impacts on agriculture.

#### Applicable Planning Policies

- A review of the policy context and regulatory framework in which the development is proposed, from an agricultural perspective, including relevant provisions of the Provincial Policy Statement
- Provincial Plans, the Regional Official Plan, Local Official Plan and Zoning By-law.
- Identification of the existing and proposed official plan designations and zoning on the property as well as location within Provincial planning policy areas.
- An assessment of applicable agricultural-related policies in the above plans and by-laws, and a description how the proposed development is consistent with these policies.

#### On-site and Surrounding Area Physical Resource Inventory

- **Soils:** A detailed description, including mapping, of the soil composition of the site and surrounding area and the Canada Land Inventory (CLI) agricultural capability ratings of the soils. A description of the inherent limitations to agricultural capability should be included. Verification/refinement of existing soil capability mapping may be necessary.
- **Climate:** A general description of climatic features including Crop Heat Units, number of frost-free days, and the general climatic patterns of the area. A description of any microclimatic conditions particular to the site should be included (e.g. frost pockets).
- **Slope / Topography:** A general description of slope and topographic features including contour mapping of the site and surrounding area. If there are CLI notations regarding topography, an assessment of this information should be completed. A description of any limitations to agricultural capability based on slope should be included.
- **Drainage:** A description of the details regarding drainage including existing or past improvements. If tile drainage exists a description of the system and its status should be provided. If no system exists the need for one and the potential improvements that could be achieved through tile drainage should be addressed.

#### On-site Features

- **Past Farming Practices:** An outline of the history of the type and extent of agricultural operations on the site, including any recent changes.
- **Type and Intensity of Existing Agricultural Production:** A description of current cultivation patterns, livestock operations, and any wooded or currently idle areas.
- **Non-Agricultural Land Use On-site:** A description of on-site non-agricultural lands uses indicate conflicts with existing and potential on-site agriculture.
- **Parcel Size, Shape, and Accessibility:** A description of fields on the site and their relationship to transportation routes and neighboring farm properties vis-a-vis accessibility by farm machinery. Indicate limitations on farming efficiency posed by same.
- **Existing Farm Management:** A description of land tenure and management on-site i.e. leased or owner operated, on or off-site residence, size of the total operation of which property is part.
- **Capital Investment in Agriculture:** A description and evaluation of the degree of investment in land improvements, irrigation systems, tile drainage, rootstocks, facilities, buildings, machinery, etc.

#### Off-site Land Use Features

- **Surrounding Land Use Types:** A description of the location, type and intensity of surrounding agricultural and non-agricultural land uses and proposed land use changes up to a distance of 1 km from the property boundary of the site. These should be indicated on a map with details about the history of surrounding agricultural uses.
- **Existing and Potential Constraints to On-site Agriculture:** An evaluation of constraints on agricultural production on-site arising as a result of existing and proposed non-agricultural uses in the area, including Minimum Distance Separation, nutrient management, traffic impacts, etc.
- **Regional Land Use, Lot and Tenure Patterns:** In order to determine the general character of the area which might influence the long-term agricultural potential of the site, an overall description of

the broad rural area containing the site, including the extent of the area considered, a description of the fragmentation and tenure (absentee, non-farm) characteristics, non-agricultural land uses, the general agricultural (soil and macroclimatic) capability, and a review of non-agricultural commitments in the pertinent planning documents. Indicate the availability of agricultural support services to the site.

#### Agricultural Viability

- An assessment of the viability of the site property as an agricultural operation on its own and in consolidation with a larger existing operation. The flexibility of the site for different types of agricultural operations should be considered in the viability assessment. This review should include considerations related to alternative agricultural operations that could occur into the future.
- Impact on the viability of neighboring agricultural operations resulting from increased restrictions that may occur as a result of the proposed development.

#### Assessment of the Impacts on Agriculture

- A description of the short and long term effects of the proposal on the agricultural community through the direct loss of agricultural resources including a description of the quantity and quality of land lost from agricultural production and the effects on existing or potential operations on the site.
- A description of the potential effects of the proposal on existing and potential farming operations on surrounding lands. The discussion should consider Minimum Distance Separation criteria, Nutrient Management issues, the compatibility of the proposal with agricultural operations, and the effects on the flexibility of surrounding lands to accommodate both changes in types of farming, such as from cash crops to livestock, and expansions to livestock operations. Potential impacts on existing wells or impacts due to noise and increased traffic should be addressed.
- Consideration of the proposal's impact on the existing agricultural character of the general area including implications for land use, tenure or fragmentation patterns. The effect of the proposal as an intrusion in an agricultural area or on the continuity of the agricultural area should be considered.
- Consideration of the potential cumulative impacts of this proposed development in the context of other decisions in the area.

#### Alternative Location Analysis

If the AIA is being completed to satisfy the policies of the PPS, a Provincial Plan or the Regional Official Plan to address the proposed removal of land from prime agricultural areas, an alternative location analysis should be completed to demonstrate that the proposed development location has the least impact on agriculture and to demonstrate the need, within an appropriate planning horizon, for additional land to be designated to accommodate the proposed use.

#### Mitigative Measures

- A description of any measures that could be taken to reduce the impacts of the proposal on both on-site and off-site agriculture and the degree to which the impacts would be reduced (e.g. confining the development to areas on the site with poorer capability land and retaining as much good quality land in production as possible, establishing appropriate buffers on the development site so as not to impact the ability of abutting operations to expand).
- Identification of the impact of removal and/or mitigation measures the proponent proposes to undertake as part of the proposal.
- Identification of any notices that could be included as conditions of development to ensure that the presence of surrounding agricultural operations are recognized and to advise future land owners that those operations may be subject to future expansion or shifts in production.

#### Conclusions

The main findings from the study should be summarized. Net potential impacts to agriculture resulting from approval of the proposed development after implementation of agreed to mitigation measures should be identified. Opinions regarding the implications for the Regional agricultural sector of proceeding with the proposal as described should be provided. If appropriate, mitigation measures to reduce any negative

impacts on the agricultural sector should be proposed. Proposals for ongoing monitoring to assess future impacts should be included.

The report should include professional opinions as to the extent to which the development can satisfy the directions of the Provincial Policy Statement (PPS), the agricultural development policies of the Regional Official Plan and Local Official Plan, and why the proposal represents good planning.

#### Background Information to Accompany the AIA

The AIA should be supported with the following background information:

- Literature cited;
- All background data sources;
- A list of people contacted during the study;
- A description of the methodologies and survey techniques employed in the study, including a description of soil sampling techniques and method of viability assessment;
- Soil survey site investigation data (e.g. soil profile descriptions and slope measurements); and,
- Curriculum vitae of study team members.

#### Summary

Include a summary at the front of the report containing a description of the proposal, its effects on agriculture and all conclusions and recommendations arising from the study.

#### **Notes:**

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.



## 2. DEVELOPMENT

### 2.1 Boundary Certification

**Definition:**

The boundary survey establishes the perimeter of a property as it relates to a site's legal description.

**Rationale:**

The Land Registration System requires a legal survey for an owner to subdivide land. A boundary survey defines the developable parcel of land and identifies any easements, covenants, restrictions, encroachments, etc. which may impact the development.

**Who should prepare this?**

An Ontario Land Surveyor (OLS).

**When is this required?**

Draft Plan of Subdivision/Condominium Application, and Applications for Site Plan Control.

**Required Contents**

A licensed professional surveyor will:

- Check and ensure the extent of title, and note planning restrictions, easements and other legalities.
- Prepare a legal boundary (plan of survey) and, if necessary, other surveys (for example a topographic survey) of the site.
- Prepare a Draft Plan of the proposed subdivision or condominium.
- Prepare the final plans required for registration or deposit in the Land Registry system (e.g. M-Plan or Reference Plans).

**General Details:**

- Plans shall be in Metric Scale
- Must be drawn to a standard scale (i.e. 1:100, 1:200, 1:250, 1:500) and preferably at same scale as Site Plan Drawing
- Legal description
- Boundaries, dimensions and site area calculations of the parcel(s) of the site
- Boundaries and dimensions of any abutting lands in which the applicant has an interest
- Municipal address of buildings on or adjacent to the site
- Spot elevations along the boundary of the site and within 10m onto adjacent lands
- Areas subject to O.Reg 153/03, if applicable
- Underlying lot fabric, including lot and registered plan numbers
- Location, width and area of any rights-of-way and easements affecting the site and any elements within the easements; (identification of any widenings)
- Location, width and names of all roads or highways within or abutting the site
- Location of existing above and below grade utilities within the adjacent street boulevard (Site Plan Control Applications only); location of any fire hydrants on property or in close proximity to property





- Location of all vegetation, watercourses, natural features, artificial features; including Municipal appurtenances and paved areas on or adjacent to the site
- Location and grade of all existing trees including trees on adjacent properties within six metres of the subject site's property lines

**Notes:**

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

## **2.2 Geotechnical Study (Slope Stability Report)**

### **Definition:**

This study is to determine if the proposed development and/or associated construction activities related to the development will cause or have the potential to cause erosion or slope instability problems on the lands being developed and/or adjacent lands and infrastructure.

### **Rationale:**

A geotechnical investigation may be required to identify the Existing Top-of-Slope (ETOS) and determine the Long-Term-Stable Top-of-Slope (LTSTOS). Due to the complexities of site development and soil conditions, the development proposal should be discussed in advance with City engineering staff to confirm the level of study required. Typically, comprehensive assessments are required for development projects close to major features such as steep ravines, while less detail may be required for minor works near shallower slopes. The assessment of the LTSTOS is to be completed following the Ministry of Natural Resources (MNR) Technical Guide on River and Stream Systems: Erosion Hazard Limit (2002) and should be accompanied by a detailed slope stability analysis. The LTSTOS must be plotted on a topographic site plan and the minimum Factor of Safety required by the City and Sault Ste Marie Region Conservation Authority for slope stability analysis is 1.5.

### **Who Should Prepare this Report?**

A registered professional engineer qualified in geotechnical engineering. All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario. Per OP 4.6 F.3: Removal of vegetation on a slopeland shall not be permitted without consultation with a Professional Forester, Professional Engineer, or Landscape Architect.

### **When is this Report Required?**

This report may be required to support the Draft Plan of Subdivision/Condominium Applications, or applications for site plan control.

This report is required in accordance with the Official Plan 4.6 F.2: Any application for development of any slopelands that contains slopes over 15% shall be accompanied by an engineering study that addresses the hazards of slope stability at that site, and an Environmental Impact Study (EIS) that shall address all of the environmental concerns of development at that site (see Section 4.1).

### **Report Requirements:**

Where required, a solution based on sound technical data should be recommended to minimize or eliminate the impact of the development and associated activity, and at the same time ensure that the development will be safe for a minimum design period of 100 years. Alternatives should be considered, and a final solution recommended and justified by comparing it to the alternatives. The basic requirements are as follows:

- Determine the existing subsoil conditions and pertinent geotechnical parameters for the entire height of the slope;
- Model the existing slope conditions and assess its stability. Determine the stable slope inclination corresponding to a minimum Factor of Safety of 1.5;
- Model the recommended alternative(s) to demonstrate a minimum factor of safety of 1.5 is achieved; and
- Provide and assess mitigation strategies, where required.

The level of detail required for a specific submission will depend on factors such as:

- Slope characteristics (e.g., height, angle, and distance from watercourse);
- Distance of development from the slope;
- Local soil conditions; and
- The type of development proposed.

The following report outline provides a general guide for the documentation and calculations required by the City.

- Project description and scope of work
- Site description (location and site conditions)
- An overview of the local geology including rock types and properties (i.e. moisture content, grain size distribution, density, shear strength, compressibility, etc.)
- Summary of field investigations conducted
- Details of laboratory tests performed, and any instrumentation used
- A slope stability analysis which includes a description of the slope geometry, proposed cuts or fills, explanation of the analytical methods, a calculation of the factor of safety for the slope under various conditions, and an identification and analysis of the potential slip surfaces.
- An interpretation of the analysis results including the overall stability of the slope and any factors that may influence the stability.

This report shall be reviewed for acceptance by the SSM Region Conservation Authority.

**Notes:**

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

### **2.3 Geotechnical Study/ Soils Report (Site Servicing, Structural Considerations/Foundations, Stormwater Management, Hydrogeological):**

#### **Definition:**

A Geotechnical Report is a sub-surface investigation that analyses soil and bedrock composition to determine its structural stability and its ability to accommodate development.

#### **Rationale:**

To provide an assessment to determine geotechnical design parameters and if there may be significant challenges in the conceptual designs, land requirements, detailed design, and construction stages of a development and to supplement Stormwater Management Reports or Hydrogeological Studies.

#### **Who Should Prepare This?**

A registered professional engineer qualified in geotechnical engineering. All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario.

#### **When is this Required?**

In general, this study will be required for Draft Plan of Subdivisions/Condominium Applications and Applications for Site Plan control in which servicing plans, stormwater management reports and hydrogeological studies are required.

An updated study may also be required for Final Approval of Subdivision or Condominium Applications.

Geotechnical Studies are required for the design and construction of municipal facilities, structures or parts thereof designed in accordance with Part 4 of the Ontario Building Code (OBC) and all Subdivisions/Condominiums to determine the soils suitability for development.

The detailed design of any infiltration facilities will be based on site specific percolation tests. The number of tests will be dependent on the size of the facility and the different types of soils conditions found within the proposed facility foot print zone of influence.

In accordance with Official Plan Section 3.4: The areas of alluvial soils are environmentally sensitive to development because of the bearing capacity of these soils to support foundations. No development applications or building permits shall be approved for development on alluvial soils without a review and a report prepared by a professional engineer approved by the municipality. Refer to OP Schedule B for locations of alluvial soils.

In accordance with Official Plan 3.5: Lacustrine clay soils lack the ability to support the operation of domestic sewage systems. The development of a domestic sewage system shall not take place in areas of clay soils unless all of the guidelines of the Ministry of Environment and Energy and Algoma Health Unit are met and the approval of the Algoma Health Unit is obtained.

In accordance with Official Plan 4.3: Development proposed within floodplains in accordance with T.1 and/or T.4 shall require an Environmental Impact Study (EIS). Any development, including grading or the placement of fill within the floodplain and any setback area must be accompanied by a study using "accepted geotechnical principles".

In addition to a Geotechnical Study, a Hydrological Review may also be required.

The applicant is responsible for the preparation and cost of these studies.

**Required Contents:**

The following is a general outline of information to be included in the Geotechnical Study:

- Purpose and scope of services, site and project description
- Geologic setting (overview of regional geology, local stratigraphy, groundwater occurrence)
- Subsurface conditions including soil and groundwater conditions, and bedrock (if applicable).
- Soil physiochemical behaviors to identify soil corrosivity
- Service installation recommendations and design parameters
- Road construction and pavement design
- Retaining structure design parameters
- Foundation recommendations and design parameters
- Frost protection recommendations and design parameters
- Temporary shoring
- Drainage recommendations and design parameters
- Seismic design recommendations
- Explanation and/or justification of the number of boreholes (recommend consultation with City)
- Confirmation of the feasibility of the conceptual stormwater management design from a geotechnical perspective. This must include a test pit or borehole in the location of all stormwater management facilities including low-impact development locations (if known at the time of the geotechnical investigation)
- Address any side slope stability concerns, hazardous soils, berm construction (with the appropriate materials and compaction), specifications of a liner (if required), high groundwater table and/or bedrock issues
- Locations of investigation on site and servicing plans
- Factors of safety, feasibility and risk assessment
- Mitigation measures and monitoring programs where necessary
- Determination of the location of the seasonably high groundwater level after the ground has thawed to account for the high groundwater table associated with the snowmelt event
- Discussion and conclusions
- Recommendations regarding below grade watertight structure(s) and/or requirement of Environmental Compliance Approvals (ECA) from Ministry of Environment Conservation and Parks (MECP) where applicable.
- Figures and illustrations including site plan, borehole location plan, and typical cross-section drawings
- Borehole logs
- Lab test data

**Notes:**

- If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.
- Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.
- Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.



- If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

## **2.4 Grading Plans:**

### **Description:**

A grading plan outlines the proposed drainage characteristics for the land development. Design elevations, surface gradients, lot types, ditches and swale location are the usual components of the plan. The plan also presents the elevations, dimensions, slopes, drainage patterns, etc.

### **Rationale:**

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 Site Grading Plan includes information to allow for technical review of stormwater, site servicing and tree preservation.

### **Who Should Prepare this Plan?**

A qualified, Licensed Professional Engineer. All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario.

### **When is this Report Required?**

A Grading Plan may be required for Draft Plan of Subdivision and Condominium Applications and will be required for Final Approval of Subdivision or Condominium Applications and Applications for Site Plan Control.

### **Requirements:**

Grading plans shall be drafted and submitted in accordance with the City of Sault Ste. Marie Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities Section 9.2. The plan requirements are listed below.

The proposed site layout information shall include the following:

- Footprint of buildings including limits of underground structures (if applicable).
- Building elevation information including finished floor elevation (FFE), basement floor elevation (BFE), entrance elevation, and minimum building opening elevation.
- Site layout including proposed streets, lots and approximate location of proposed structures.
- Proposed location of entrances, accesses, vehicular accesses, internal driveways and ramps, stairs, doors, and utilities, air intakes/exhausts and their respective grades and elevations.
- All land to be conveyed to the city including right of way and lane widenings.
- Identify proposed landscaping works as shown on landscaping plans and indicate their respective grades and elevations relative to the building and the adjacent street or lane.

The drainage elements on the drawing shall include the following:

- The location of the development within the total topographic drainage area.
- All existing watercourses including creeks, ponds and wetlands indicating direction of flow.
- Existing overland flow routes (i.e. direction of flow, spill points)
- Boundaries of catchment and sub-catchment areas tributary to each set of catch basins, infiltration pond(s), or drainage channel(s), indicating the direction of flow, drainage area, and where appropriate, runoff coefficients.



- The location and layout of the proposed stormwater drainage system including swales, maintenance holes, catch basins, and all storm sewers indicating pipe material, diameter, slope, and direction of flow.
- The size and location of any proposed post-development stormwater storage and retention facilities, including hydraulic grade lines.
- The location of outfalls, or connections to existing systems.
- Details to show how rear lot drainage will be directed to the street.
- The drainage pattern for individual lots, the limits of the entire development as well as the surrounding areas including all rear yard catch basins, pipes, swales, proposed grades and slopes including steepness.
- Ponding limits and depths (hydraulic grade lines).

The grading plans shall show details of the existing and proposed grading of the property and shall include:

- Existing grading and elevation information as follows:
  - Top elevation of catch basins, area drains, maintenance holes, and gutters.
  - Top and bottom elevation of curbs and curb depressions
  - Top and bottom elevation for existing retaining walls (both sides of wall)
  - Existing one (1) metre contours (maximum) and all existing natural drainage courses on the land to be developed.
  - Existing elevations within the interior of each lot.
  - A field survey of the existing site topography at a contour interval not to exceed one half of one metre determined in accordance with the Canadian Geodetic Datum and with spot elevations along the property to clearly show the existing drainage patterns on the site and the adjacent sites. These extend into adjacent lands to understand the potential impacts of drainage both from and to adjacent lands, i.e. a minimum of thirty (30) metres beyond the site boundary.
  - Existing elevations at six (6) meter intervals along property lines, driveways, sidewalks, walkways, and other paved areas.
- Proposed grading and elevation information as follows:
  - Top elevation of catch basins, area drains, maintenance holes, and gutters.
  - Top and bottom elevation of curbs and curb depressions, including curb restoration, limits, and transitions.
  - Top and bottom elevation for proposed retaining walls (both sides of wall). Cross sections with elevations (bottom and top of wall) for walls over 0.6 meters in height.
  - Finished road elevations and grades, including but not limited to centerline, back of curb, back of sidewalk. Centerline road elevations are to be shown every 15 meters.
  - Finished grade elevations at all lot corners at each proposed building and at appropriate locations around large or multi-level buildings.
  - Finished grade spot elevations along all swales, ditches, at each catch basin and at appropriate intervals on large sites such as parking lots and open space areas.
  - Proposed boulevard/sidewalk widening or narrowing and their proposed grades and impact on curb height.
  - Proposed elevations at six (6) meter intervals along property lines, driveways, sidewalks, walkways, and other paved areas.
  - If there are any changes to overland flow routes, they are directed away from adjacent properties, existing and proposed buildings.
  - Proposed spill location

- Maximum ponding level during 100-year storm events.
- In areas where in the opinion of the Engineering Division, existing or future ground water levels may compromise basement construction, the following shall be shown on the Grading Plan:
  - Elevation of existing ground water table elevation.
  - Estimate of future ground water table elevation.
  - Minimum foundation footing elevation.

**Notes:**

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

## **2.5 Hydrogeological Study:**

### **Description:**

A Hydrogeological Study is an objective science-based review of the subsurface hydrogeologic and geologic conditions in an area or location to identify development suitability and constraints.

### **Rationale:**

A Hydrogeological Study is undertaken to assess matters such as: groundwater infiltration and recharge, groundwater discharge and baseflow, groundwater elevations and flow paths, water quality and temperature, cumulative watershed impacts, coldwater fisheries supported by groundwater discharge, and impacts to the City's drinking water sources.

### **Who Should Prepare This?**

A licensed, professional geoscientist or exempted engineer as set out in the Professional Geoscientist Act of Ontario. All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario.

### **When is this Required?**

- In support of Draft Plan Approval of Subdivision or Condominium Application.
- Land uses within the Precambrian Uplands area shall be in accordance with Official Plan Section 4.11. The consideration of a land-use application under the provisions of the Planning Act, for a use beyond those listed in the implementing zoning by-law shall be accompanied by an Environmental Impact Study and a Hydrogeologic Study prepared by experts in those fields.
- New residential and non-residential development can occur on full municipal services within the area designated Residential or Commercial on Schedule "C". New residential development within the Rural Area as shown on Schedule "C" can occur on individual wells and septic systems, provided the lands are suitable for the long term provision of such services. Development applications of 5 lots or more must be accompanied by a hydrogeological study that addresses the quality and availability of the water supply, as well as the suitability of the soils to support the proposed septic systems.

The Groundwater or Aquifer Recharge Area has been identified in the Sault Ste. Marie and Area "Groundwater Management and Protection Study" (June, 2003).

### **Requirements:**

The Hydrogeological Study at a minimum shall include an assessment of the Existing Conditions, an Impact Assessment for the proposal development, and Mitigation Measures. Below is a summary of the elements that should be included within the report. The scope of the assessment is site specific. The proponent is encouraged to undertake pre-consultation with the City of Sault Ste. Marie, and the Conservation Authority to confirm the scope prior to undertaking any technical work.

#### Existing conditions

- Introduction and background
- Site location and description
- Description of topography and drainage, physiography, geology and soils

#### Field Work

- Test pits/boreholes
- Monitoring Wells

- Private Well Survey
- Hydro stratigraphy/Hydrogeology: Aquifer properties, groundwater levels, groundwater flow direction
- Description of surface water features and functions
- Water Taking Permit Details
- Water Quality
- MECP Procedure D-5-5 (Private Well Water Supply)
- Source Water Protection: Wellhead Protection Areas, Transport Pathways, Significant Drinking Water Threats, Existing Conditions/Issues
- Ecologically Significant Groundwater Recharge Areas

#### Impact assessment

- Groundwater Levels
- Pumping Tests
- Groundwater Discharge (Baseflow)
- Water Balance
- Groundwater Quality
- MECP procedure D-5-4 (Onsite Sewage Systems)
- Source Water Protection: Wellhead Protection Areas, Creation of a Transport Pathway, Significant Drinking Water Threats, Existing Conditions/Issues
- Quantity and Quality of an aquifer used for the supply of drinking water
- Temporary Dewatering
- Contaminant Migration
- Flowing Conditions

#### Mitigation measures

- Maintenance of Infiltration/Recharge
- Maintenance Groundwater Quality
- Monitoring Program
- Contingency Plans

Please ensure consistency with the Ministry of Environment, Conservation and Parks (MECP) Hydrogeological Assessment Guidelines (1995).

#### **Notes:**

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

## **2.6 Noise and Vibration Study:**

### **Description:**

A Noise/Vibration Impact Analysis is a technical report that provides an analysis of the impact of noise and vibrations 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 to surrounding properties.

### **Rationale:**

Development should be appropriately designed, buffered and/or separated from industries as necessary to mitigate adverse affects including those from noise/vibration to promote safety and security. In addition, the effects of nearby development should be minimized as necessary to preserve the quality of parks and open spaces.

### **Who Should Prepare This?**

An accredited acoustic expert or a registered professional engineer qualified in acoustical engineering. All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario.

### **When is this Required?**

This study may be required in support of a Planning Act application for either a new sensitive use in proximity to an existing noxious use, or vice versa. The report must be prepared to demonstrate that appropriate Ministry of Environment noise guidelines can be achieved.

### **Required Contents:**

During pre-application consultation, City Planning staff will work with the applicant's consultant to determine if such a report is required and, if so, the specific requirements of the Study, based on the nature of the proposed application and context of the study area. The Study should include, but is not necessarily limited to:

#### Introduction

- Description of the subject site and the proposed development
- Location/context map
- Identification of the noise source(s)
- Description of the sound level guidelines/standards applied (methods)

#### Environmental Noise (and Vibration) Assessment

- Noise sources and noise level forecasts (e.g. Tables showing ultimate road traffic and predicted unmitigated sound energy exposures outdoors)
- Environmental noise guidelines
- Noise impact assessment (including low frequency noise impacts, noise from surrounding area, and noise generated within the proposed development)
- Vibration assessment, if applicable

#### Noise (and Vibration) Mitigation Requirements and Recommendations

- Indoors: architectural requirements, ventilation requirements
- Outdoors: at source requirements, sound barriers (i.e. Description and site plan with noise mitigation)

#### Figures

- Key Plan
- Proposed mitigation plan
- NEF/NEP map
- CadnaA contour map or equivalent

#### Appendix

- STAMSON calculations
- Manufacturer brochures for High STC windows, mechanical units, and mitigation products
- Traffic data from City of Sault Ste Marie (if applicable) within one year
- Sound levels on each stationary noise source

A Noise/Vibration Impact Analysis should be based on the applicable guidelines established by the Association of Professional Engineers of Ontario, the Ministry of the Environment, Conservation and Parks, Canadian National Railway, and City By-laws. Please consult with any other affected agency to ensure the study captures the needs of all agencies.

#### **Notes:**

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

## 2.7 Air Quality Study

### Description:

A technical report that provides an analysis of the impact of air emissions, including odour and dust, on the surrounding environment by the proposed development as well as mitigation measures to reduce any negative impacts.

### Rationale

This report will:

- Provide a written description of the impact of air emissions from the surrounding environment on the proposed development.
- Provide details of all measures proposed to mitigate or reduce the anticipated negative air emission impacts.

### Who Should Prepare this Study?

This Air Quality Study is to be prepared, on behalf of the applicant, by a Consultant that is either an Air Quality expert or a qualified Professional Engineer.

### When is this Study Required?

This study may be required to support:

- Draft Plan of Subdivision or Condominium Application or application for Site Plan Control.
- Sensitive land uses including residential land uses, schools, day cares, hospitals, places of worship, and other uses identified as sensitive by the City.
- If the proposed development is determined not to include a sensitive land use assessment of nearby industrial uses is not required unless requested by the City.
- Air Quality Studies will be required for applications that include sensitive uses, depending on their proximity to sources of emissions or areas with permissions for employment uses that may emit in the future. That area is defined by the 'area of influence' in the Province's D-6 Guidelines (currently 1000m from the property line of the emitting use).
- The requirement for an Air Quality Study may already be a condition of initial approval of the proposed development.

### Type or Level of Assessment

- Different levels of analysis are required depending on the types of sensitive uses included in the proposed development, and the character and proximity of nearby industrial uses to the proposed development.
- The Air Quality Study process shall use a tiered, risk-based approach. This minimizes the effort required for proposed developments that are unlikely to be impacted by air, odour, or dust emissions, while ensuring adequate assessment when situations with higher potential impacts are identified.
- If the development includes a sensitive land use, the proximity of the sensitive land use to any industrial land use should be evaluated. Proximity to industrial land uses should be assessed based on the principle of potential influence areas outlined in the Ministry of the Environment Conservation and Parks (MECP) Guideline D-6 "Compatibility between Industrial Land Uses" (the Guideline). The Guideline provides a classification system for industrial facilities, from Class I (facilities with the lowest potential for emissions) to Class III (facilities with the highest potential for emissions).

- Nearby industrial land uses (within 1000 metres of the proposed development) should be classified according to this classification system and listed in the Air Quality Study.
- If the separation distance for one or more nearby industrial land uses is lower than the potential influence distance in the Guideline (70, 300, and 1000 metres for Class I, II, and III industrial uses respectively), then further assessment is required. Note that separation distance should be evaluated from property line to property line unless ancillary land uses or mandatory setback distances are present, in which case these may be included in the separation distances.
- If further assessment is required due to the proximity of industrial land uses, the consultant shall obtain a copy of any Environmental Compliance Approvals (ECAs; previously known as Certificates of Approval) issued to the subject industrial facilities.
- If these ECAs include an air emission component, the consultant shall obtain a copy of the emission summary table from each of the industrial facilities. These emission summary tables should be examined to evaluate the presence of common contaminants emitted by nearby industrial facilities. If the combined facility ground-level concentrations of any particular compound exceed 100% of the MECP limit for that compound, further analysis with respect to that contaminant may be required to assess cumulative impacts from multiple facilities. This analysis could include dispersion modelling or long-term air sampling and monitoring in advance of application approval. The applicant should submit a proposed monitoring plan for the City's approval and finalize the plan in consultation with the City. The applicant should not commence monitoring until the City has approved the monitoring plan.
- If the nearby industrial facilities have operations that emit odours, as determined by the character of the operations or the presence of odour assessment in the ECA, a community odour survey in the vicinity of the proposed development is required. The applicant should submit a proposed community odour survey plan for the City's approval and finalize the plan in consultation with the City. The applicant should not commence the community odour survey until the City has approved the plan.
- Additionally, if nearby facilities have significant levels of particulate matter emissions, or a fugitive dust management plan is a condition in the ECA, or the industrial land use contains unpaved roads or outdoor storage piles, a dust monitoring program may be required as part of the Air Quality Study.

### **Required Contents**

During pre-application consultation, City Planning staff will work with the applicant's consultant to determine if such a report is required and, if so, the specific requirements of the Study, based on the nature of the proposed application and the context of the study area.

The Study should include, but is not necessarily limited to:

- A list of industrial land uses within 1000 metres of the proposed development
- Classifications per MECP Guideline D-6 of nearby industrial land uses and their distances to the proposed development
- For industrial facilities whose area of influence includes sensitive land uses associated with the proposed development, copies of any issued Environmental Compliance Approvals
- Copies of any emission summary tables required as part of the Study process
- Methodology and results of air sampling, odour community surveys, and dust sampling required as part of the Study process
- Identification and analysis of the impact of air emissions, odour, and dust generated from the immediately surrounding area, including without limiting the foregoing, the operations of airports, transportation/rail infrastructure, corridors and yards, waste management facilities, industries and other air emissions-generating uses on the proposed development.



- Identification and analysis of the impact of air emissions generated within the proposed development on itself
- Recommendations for air emission mitigation, including both potential emission control upgrades at sources and any adjustments to the site plan and architectural design as are necessary to minimize exposure to air emissions, odour, and dust, and to comply with relevant regulations and standards including, if necessary, applying for Environmental Activity and Sector Registry (EASR) registrations or Environmental Compliance Approvals (ECAs) to the Ontario Ministry of the Environment and Climate Change.

NOTE: The City may hire an outside consultant to review air quality studies submitted in support of a development application, and the cost of any such services will be paid for by the applicant. This is done when there is no in-house expert available.

**Notes:**

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

### **3. INFRASTRUCTURE**

#### **3.1 Phasing Plan**

##### **Description**

A phasing plan describes the timings of when each stage of your development will be completed.

##### **Rationale**

A phasing plan is needed for all major development applications where the:

- Development is to be built out in phases rather than all at once
- Development is for mixed use
- Development includes community benefits

##### **Who should prepare this?**

The Owners Planning Consultant and Land Development Engineer.

##### **When is this Required?**

In support of a Draft Plan of Subdivision/Condominium Application or development control application where the development is to be phased.

##### **Required Contents**

- Overall Development Plan: This plan should provide an overview of the entire subdivision and identify the number of phases required to complete the development.
- Schedule of Phases: The plan should provide a schedule of the proposed phases and identify the approximate timeframe for each phase.
- Site Plan: The site plan should show the location of all proposed improvements, including lots, streets, utilities, and other infrastructure.
- Design Standards: The plan should comply with all applicable design standards and regulations, such as setbacks, lot size, and zoning requirements.
- Utility Plan: The plan should include a utility plan that identifies the proposed locations of water, sewer, and electrical infrastructure for each phase.
- Phasing Criteria: The plan should identify the criteria for determining when each phase is complete and ready for occupancy.
- Construction Details: The plan should include general construction details for each phase, such as grading, drainage, paving, and landscaping.
- Environmental Impact: The plan should evaluate the environmental impact of the proposed development and identify measures to mitigate any negative impacts.
- Community Amenities: The plan should identify any community amenities, such as parks, recreational areas, and public spaces.
- Financing Plan: The plan should include a financing plan that outlines the estimated costs for each phase and identifies the source of funding for each phase.

##### **Notes:**

- If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.
- Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.
- Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.



- If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

### **3.2 Preliminary Site Servicing Report/ Plan**

#### **Description**

A preliminary Servicing Report is intended to demonstrate the impact of a proposed development on the infrastructure capacity of the area. The Servicing Report must prove that the demands of the proposed development on water and wastewater, stormwater, gas, electricity, and telecommunications are all met without causing detrimental impact to existing infrastructure servicing capacity. This plan is used to obtain preliminary approvals, conduct feasibility studies and support initial discussions with stakeholders.

#### **Rationale**

The Servicing Study and report is critical to ensuring there is capacity within existing municipal infrastructure to support the proposed development and for the developer to adequately plan their development to support their phasing and financial planning.

#### **Purpose**

- To determine the overall impact on municipal service capacities, such as: water treatment, water distribution systems and pressure zones, pump stations, wastewater treatment plants, sewers and stormwater management facilities, etc. due to the proposed change in land use or development.
- To determine the necessary improvements to municipal servicing infrastructure required to support the proposed level of development.
- To determine mitigation measures to minimize any negative impacts.
- To plan the servicing of the development and identify potential issues.

#### **Who should prepare this?**

A Preliminary Servicing Report shall be completed by a qualified professional engineer licensed in the province of Ontario with experience in land development and municipal engineering.

#### **When is this required?**

In support of Draft Plans of Subdivision/Condominium Application and re-zoning application or Official Plan amendments.

#### **Applicable Policies**

Planning Act S(17)(h)

#### **Required Content**

Municipalities can only permit new development if there is confirmation of sufficient reserve capacity in the local sewage and water systems.

A Preliminary Servicing Report must contain the following information:

- Water Consumption – estimated consumption, current capacities of the distribution system, phasing, net impact due to the proposed change in land use or development, need for expansion and upgrades.
- Fire Protection: must demonstrate there are adequate water flows in the adjacent infrastructure available for fire fighting purposes.
- Sanitary Sewage – estimated discharge, current capacities of downstream systems, net impact due to the proposed change in land use or development, need for expansion and upgrades.
- Storm Drainage –the storm drainage issues will be addressed in accordance with the Stormwater Management Report requirements set out in the Stormwater Management Terms of Reference (**Section 3.5**).
- Hydraulic gradelines modelling to estimate the potential of basement flooding or sewer back-ups.

- Phasing of development and construction staging
- Financial implications of infrastructure expansion and upgrades
- Location map of the subject property
- Property description
- Present owner contact
- Information on the magnitude of the proposed development, including preliminary site, lots and street layouts, etc.
- Basic design assumptions and parameters
- Identify upgrades to existing infrastructure required to support the proposed development
- The proposed basement and ground floor elevations of all buildings to be constructed
- Description of how the proposed development follows applicable standards (i.e. Sault Ste Marie Design Guidelines and Standards for Municipal Roads, Subdivisions, Condominiums, Facilities, and Site Plans.
- Discussion of major design challenges and constraints
- Feasibility discussion based on report conclusions

The preliminary servicing report shall be accompanied by engineering drawings containing the following information:

- Title block including address and legal description
- Metric scale of 1:100, 1:200, 1:250, or 1:500.
- North arrow.
- Key Plan for site location, at a scale of approximately 1:10,000.
- Geodetic Benchmark.
- Professional Engineer's seal (signed and dated).
- Catch basin locations.
- Location of existing and proposed underground services.
- Location of existing and proposed above ground services.
- Plans and profiles of underground works in an appropriate scale.
- Details of any service connections to municipal infrastructure including methods and materials.
- Location and details of all existing man-made or natural features on or adjacent to the site, including natural features such as trees and watercourses, easements and public utilities, embankments and catch basins, curbs, sidewalks, hydro poles, light standards, fire hydrants and transformers, etc.
- The proposed site layout including existing to be retained buildings and proposed building(s), the limit of underground structures, and any lands intended to be conveyed to the City including new public streets, Right of Ways, lane widenings and easements.

### **Notes**

The level of detail for the Servicing Report depends on the type of application and the size of the development, and concerns raised by the City such as known downstream sewer capacity issues.

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

### 3.3 Private Site Services Report

#### Description and Rationale

A Private Site Servicing Report is a technical engineering report prepared to demonstrate how a private development will be serviced for water, sanitary sewage, and stormwater—typically without relying fully on municipal infrastructure.

#### Required Contents

- The legal description, lot size, property dimensions, existing rights-of-way,
- Easements, municipal utility corridors, water service location, water wells;
- The location of items listed in Column 1 of Tables 8.2.1.6.A., 8.2.1.6.B. and 8.2.1.6.C. of the Building Code;
- The location of the proposed sewage system;
- The location of any unsuitable, disturbed, compacted areas, or slopes greater than 4:1; and
- Proposed access routes for system maintenance.
- Reasonable use Assessment
- Determination of Domestic Water Demands for reference in any hydrogeological study
- Determination of domestic sewage generations rates and preliminary lot layouts with conservative treatment areas identified in combination of a reasonable use assessment.

#### When is this required?

Private Site Servicing Plans are required as part of a complete application.

#### Notes:

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

### 3.4 Functional Site Servicing Plan/Report (Final Approval)

#### Description

The functional site servicing report is a document prepared detailing the final design of a project. The functional servicing report presents design parameters and supporting calculations for the development. Its primary purpose is to ensure that all necessary services and utilities for a site are designed in a way that meets regulatory standards and operational requirements, as well as the future needs of the development. Its secondary purpose is to communicate to future technical persons the design parameters, assumptions and functioning of the various services.

#### Who should prepare this?

A Professional Engineer licensed in Ontario must prepare the Functional Servicing Plan. The report and drawings must be stamped, dated and signed by the licensed professional.

#### When is this required?

In support of Draft Plans of Subdivision/Condominium Applications and Applications for Site Plan Control.

#### Required Content

Prior to the City granting approval for the construction of roadways, electrical systems, water servicing systems, sanitary sewer systems, etc., the developer shall submit, for approval of the Engineering Division, a complete set of construction drawings prepared by a Professional Engineer for the roadways showing details of the proposed construction. The construction drawings shall be drafted and submitted in accordance with Engineering Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities **Section 9.2**, and supplemented by a Functional Site Servicing Report prepared by a Professional Engineer which includes a Transportation System, Electrical System, Watermain, and Sanitary Sewer Design Brief. The requirements for each design brief are listed in the sections below.

#### *3.4.1 Transportation Design Brief*

- Detailed description of the project site, including the existing conditions and any constraints.
- A detailed description of the proposed development and a key map showing the location of the site, site boundaries, number of hectares of the site, the site address or legal description, and the nearest major intersection.
- Geodetic elevation of the water table including estimates of potential variations.
- Refer to the design criteria outlined in the City of Sault Ste. Marie Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities **Section 7.0**.
- Design of grades to ensure proper drainage on roadways, walkways, parking lots, etc.
- Identify the proposed use of the land served by the road as well as traffic volumes and loads to be expected for different development scenarios as per the City of Sault Ste. Marie Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities **Section 7.8**.
- A detailed description of the traffic control devices and an analysis of the impact of the project on the local traffic conditions.
- Determine road base requirements required to accommodate construction traffic on partially completed roadways.
- Determine proposed design for pavement structure, road base, subbase and any subsurface drainage and specify the thickness of the asphalt and granular layers.
- Determine the horizontal and vertical alignment of roads including cross sections.
- Specifications for curb and gutter types and their locations.



- Specifications for the alignment, width, and material proposed for sidewalk construction. Accessibility precautions should be in accordance with the City of Sault Ste. Marie Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities **Section 7.5.**
- Specifications for the layout and design of parking lots, including dimensions, orientation, and flow of traffic.
- Specifications for ramps and stairs, including materials, riser and tread dimensions, and handrails.
- Determine the effect of existing and future services located under the roadbed.
- Description of the safety measures implemented for both pedestrian and vehicular safety.
- Identification of transportation system improvements required to mitigate adverse impacts
- Consultant contact information
- Transportation context for the horizon year and time periods for analysis
- Any supporting data used in the analysis

### *3.4.2 Electrical Systems Design Brief*

- Description of the project site, including existing conditions and site constraints.
- A load analysis including the current electrical demands, projected electrical demands, and peak demands.
- Load calculations to support the load analysis, including diversity factors, coincidence factors, and load factors.
- Safety features installed on circuits to prevent shock to user, prevent damage to connected devices, and mitigate fire hazards.
- Street Light intensity calculations and specifications for City owned lighting in accordance with the City of Sault Ste. Marie Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities **Section 7.1.**
- Design of lighting systems including luminaire types, locations and spacing, and control systems. This should also include emergency lighting if applicable.
- Descriptions of cable types, as well as the routing of cables and any protective measures. These shall be in accordance with the City of Sault Ste. Marie Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities **Section 7.8.**
- Descriptions of any electrical equipment to be used, including standard equipment and traffic control equipment in accordance with the City of Sault Ste. Marie Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities **Section 7.4.**
- Design of grounding systems, including specifications for grounding electrodes and conductors in accordance with PUC standards.
- Requirements for bonding various electrical components and systems in accordance with PUC standards.
- Safety systems associated with the electrical design (i.e. surge protection and arc flash protection).
- The design of energy saving measures or sustainability considerations, if applicable.
- Design of control and automation systems, if applicable. This could include lighting controls, HVAC controls, and integration of electrical systems with the building management system (BMS).
- An operation and maintenance plan which includes regular inspections and repairs, if applicable.
- Identification of any potential risks and associated mitigation measures, if applicable.
- Procedures for testing circuits or other electrical systems. This shall include a test plan, test procedures, expected results, as well as any equipment and resources needed to perform the tests. Testing shall be in accordance with the City of Sault Ste. Marie Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities **Section 7.1.9.** This will be required at this discretion of the PUC.

- Consultants contact information.

### *3.4.3 Watermain Design Brief*

- Description of the project site, including existing conditions and site constraints.
- A demand analysis describing the current and projected water demands, including peak demand scenarios.
- Procedures and materials to be used for the backfilling and compacting process in accordance with the City of Sault Ste. Marie Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities **Section 6.2.4**.
- A hydraulic flow analysis showing hydraulic calculations, projected flow rates, velocities, and pressures throughout the system.
- Determine grade, size, direction of flow, and required depth of cover.
- An analysis of fire flow demands and operating conditions during fire flow scenarios.
- A proposed layout including alignment, clearances, sizing, and depth of cover. These shall follow the design guidelines listed in the City of Sault Ste. Marie Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities **Section 6.1**.
- Specifications for pipe materials, valves, and fittings. These shall be in accordance with the City of Sault Ste. Marie Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities **Section 6.2.8**, and **6.2.11**.
- Types and locations of valves, hydrants, flow meters, etc.
- Procedures for pressure testing and disinfection procedures. These shall be in accordance with the City of Sault Ste. Marie Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities **Section 6.2.15** and **6.2.16**.
- A temporary water service plan in accordance with the City of Sault Ste. Marie Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities **Section 6.3**.
- Design Briefs for temporary water systems shall be submitted in accordance with PUC Special Provisions Waterworks Section 493.04.01.
- Consultant contact information

### *3.4.4 Sanitary Sewer Design Brief*

- Describe the project site, the existing conditions, and any site constraints.
- List any applicable standards, specifications, or permits relevant to the project.
- Determine the required number service connections.
- Determine population density, per capita wastewater generation rate, peaking factor used, and explain how the design satisfies the MECP Design Criteria for Sanitary Sewers and the City of Sault Ste. Marie Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities **Section 3.2**.
- Determine the current and projected sewer flow demands for the project area, including peak demand scenarios.
- Show calculations for pipe sizing, determine the horizontal and vertical alignment of the sewer, determine the clearances to other services and utilities, and determine the depth of cover to ensure protection and functionality, in accordance with the City of Sault Ste. Marie Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities **Section 3.2**.
- Determine grade, direction of flow, and material of all pipes in the sewer system.
- Provide a capacity analysis which analyzes the network capacity to handle projected flows.

- Provide a calculation of hydraulic gradients and slopes to ensure gravity flow and self-cleaning velocities. Show hydraulic grade line elevation at point of connection to City main.
- Provide calculations to show estimated velocities.
- Include specifications for all joints and connections used in accordance with the City of Sault Ste. Marie Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities **Section 3.2.2.9.**
- Determine what source water protection plan area the works are located within, whether there are vulnerable areas within the project area, and determine whether the works constitute a significant threat.
- If applicable, determine the location and design of pump stations, as well as pumping equipment (i.e. pumps, controls, etc.). Also, provide design considerations for power supply and backup systems.
- Provide procedures for testing sewer lines (e.g. air tests, infiltration tests), and provide the testing results.
- Describe the flow path and receiving plant of the sewage works, and how the downstream systems (receiving sewers, pumping station, etc.) have been affected.
- Invert information for service connections at property line and at point of connection to sewer main.
- Provide information on sanitary maintenance holes including top and invert elevation, and specifications for safety platforms and drop structures.
- Provide a downstream sanitary sewer analysis. If the calculated capacity of the sewer exceeds 70% pipe full, (including flows from the development), then an hydraulic grade line analysis shall be completed and shown on a plan/profile drawing(s). If the calculated capacity exceeds 100% or the hydraulic grade line exceeds the pipe invert at any location then the basement elevation shall also be shown on the plans.
- Consultant contact information.

**Notes:**

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

### 3.5 Preliminary Stormwater Management Report/Plan

**Description:**

A Preliminary Stormwater Management Report is intended to demonstrate the impact of a proposed development on the current stormwater management infrastructure of the area. The report must prove that the demands of the proposed development will not result in a negative impact on the existing stormwater infrastructure. This preliminary report is used to obtain preliminary approvals, conduct feasibility studies and support initial discussions with stakeholders.

**Rationale:**

The Preliminary Stormwater Management Report is critical to ensuring there is sufficient capacity within the existing municipal stormwater infrastructure to support the proposed development. It is also important because it provides the developer with the relevant information required to adequately plan their development to support their phasing and financial plan.

In accordance with Official Plan Section 7.1.2, The Groundwater Recharge Protection Area is the area of sand and gravel deposits south of the Shield Line, as shown on OP Schedule "F". The importance of protecting the City's groundwater resources is critical. On-site stormwater must be collected, stored and treated, and properly disposed of, in order to remove contaminants before the stormwater is allowed to enter into the ground or exit the property.

PPS Section 4.2 requires that stormwater management practices minimize stormwater volumes and contaminant loads, and maintain or increase the extent of vegetative and pervious surfaces.

**Purpose:**

The objective of a Preliminary Stormwater Management Report is:

- To provide the necessary information to evaluate the effects of a proposed development on the stormwater and drainage infrastructure.
- To recommend how to manage rainwater/snowmelt for the proposed development.
- To determine necessary improvements to the existing stormwater infrastructure required to support proposed level of development.
- To plan the servicing of the development and identify potential issues.
- To determine mitigation measures to minimize any negative impacts.

**Who should prepare this?**

A qualified, registered professional engineer. All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario. The study may be a stand-alone document or combined with a Functional Servicing Report.

**When is it required?**

The Preliminary Report outlines the design assumptions and conceptual engineering schemes to manage both quantity and quality of run-off. The Preliminary Report is to be submitted when the application is initiated and must be accepted prior to Draft Plan Approval of a Plan of Subdivision or Condominium.

**Required Contents:**

A Stormwater Management Report must be based on:

- Established stormwater management principles,
- Best management practices,
- The Ontario Ministry of Environment, Conservation and Parks Policies and design guidelines
- The City of Sault Ste. Marie Design Guidelines and Standards for Site Plans, Roadways, Subdivisions, Condominiums, and Municipal Facilities.

The preliminary report must provide sufficient engineering information to allow for the necessary review and acceptance of the proposed stormwater management schemes in principle. This report should address the following:

- Identify existing stormwater management requirements that apply specifically to the site.
- Identify criteria and constraints – quantitative, qualitative, erosion sensitivity and environmental concerns related to water resources for both interim and ultimate development conditions, both on and off site.
- Identify the inlets (from upstream) and outlet (to downstream) for the minor and major systems, including overland flow routes.
- Identify all internal and external drainage areas under existing and future development conditions for minor and major flows.
- Indicate if the off-site land or works are required to implement the stormwater management proposals and comment to what extent (e.g. easements, dedication, land acquisition, etc.).
- Indicate the interim measures required for erosion, pond siltation and sedimentation, downstream works, and riparian flow considerations during the construction phase.
- Indicate if other agencies are required to grant approvals or issue permits and provide proof of approvals.

In addition, the Preliminary report must include the following information:

- Location map of the subject property.
- Property description.
- Present owner contract.
- An external drainage plan including all upstream lands and any diversion of drainage routes.
- An internal drainage plan including flood and fill lines and overland flow routes.
- Schematic layout of the sub watershed showing the main watercourse, tributaries and trunk sewers.
- Provide descriptions of pre-development and post-development conditions, statistics and respective storm release rates.
- Any supporting calculations, reports and drawings, such as:
  - Calculation of proposed surface run-off coefficients and release rates.
  - Calculation of existing run-off coefficients and release rates.
  - Calculation on permissible release rate and required on site storage.
  - Methods of run-off attenuation and on-site storage.
  - Measures to maintain or improve water quality.
  - Measures to minimize downstream runoff effects (i.e. erosion, flooding, etc.).
- Ontario Ministry of Environment, Conservation and Parks Certificate of Approval and related documents if applicable.

**Notes:**

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

### 3.6 Functional Stormwater Management Plan/Report

#### Description:

A Stormwater Management Report is a document that identifies the quality and quantity impacts of the change in stormwater operations on the following:

- Existing infrastructure
- The lands subject to development
- Water bodies; and
- Downstream impacts

Best practices in stormwater management help to minimize the effects of polluted or otherwise impacted (e.g. higher temperature, high levels of sediment, de-oxygenated) runoff on the hydrologic cycle due to the current urban form. Effective management of stormwater is critical to the continued health of the lakes, streams, ponds, fisheries and habitats that make up our watershed.

#### Rationale

A Stormwater Management Report is required in order to provide City staff with the necessary information to evaluate the effects of the proposed development on the stormwater and drainage infrastructure as well as the local hydrologic cycle and watershed. Promoting best practices in stormwater management is important to protect the watershed, the great lakes from excess erosion, fluctuations in flows, and flooding as well as maintain groundwater recharge and improve water quality.

#### Purpose

To evaluate the effects of the proposed development on the stormwater and drainage system, and to recommend how to manage rainwater/snowmelt for the proposed development.

#### Who should prepare this?

A qualified, registered professional engineer. All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario. The study may be a stand-alone document or combined with a Functional Servicing Report.

#### When is it required?

A Final Stormwater Management Report may be required as part of the following applications:

- Final Approval of Subdivision/Condominium Application
- Final acceptance of engineering drawings

#### Required Contents

Prior to the City granting approval for the construction of Stormwater Management Infrastructure, the developer shall submit, for approval of the Engineering Division, a complete set of construction drawings prepared by a Professional Engineer for the roadways showing details of the proposed construction. The construction drawings shall be drafted and submitted in accordance with **Section 9.2** and supplemented by a Functional Stormwater Management Report prepared by a Professional Engineer. The requirements are described in the sections below.

A Storm Water Management (SWM) plan will be required for all new developments and re-developments. The SWM plan shall incorporate a combination of Best Management Practices (BMP), Low Impact Development (LID), and end-of-pipe facilities, such as SWM ponds and oil/grit separators, as appropriate.

A detailed design must be performed for each stormwater system that is to be built in the City of Sault Ste. Marie. A SWM report shall accompany each design submission and the owner's engineer shall include calculations to support the design of the SWM system and related quality and quantity requirements.



The Engineer must retain a copy of all design information supplied to the Developer and the Engineer will submit to the Public Works and Engineering Division computational sheets, and related model output used to determine design flows, hydraulic capacity of components of the drainage systems and the entire drainage system and estimates of the depth and extent of flow in open channels.

Acceptance of design documents by the Public Works and Engineering Division does not relieve the Engineer of the responsibility for proper design, nor does it imply that the Public Works and Engineering Division has checked the plans, technical briefs, and supplementary calculations for compliance with this document. Additional copies of any plans, technical briefs, and supplementary calculations as deemed necessary by the Director of Engineering may be required.

All developments are required to comply with the Storm Water Rate and Volume Control and Quality Standards and must submit a Stormwater Management Design Brief. The requirements and scope of the Design Brief will be in accordance with Sault Ste Marie Stormwater Management Appendix K and shall be prompted by a qualified person approved by the City Engineer. Below is an outline of the contents to be included in a typical Stormwater Design Brief for new development designated as Major Site Alteration:

- The description, location, and dimensions of all proposed site alteration activities.
- A key map showing the location of the site, site boundaries, number of hectares of the site, the site address or legal description, the nearest major intersection, a legend, scale, and a north arrow; and,
- A list of all required and/or obtained permits from other regulatory agencies (i.e. SSMRCA, MNRF, DFO, etc.).
- The location of the regulatory storm flood line and fill regulation lines.
- The location and type of existing vegetative cover
- The location and dimensions of any existing and proposed stormwater drainage systems and natural drainage patterns on and within thirty (30) metres beyond the site boundary; and,
- The location and dimensions of utilities, structures, roads, highways and paving on the site within thirty (30) metres beyond the site boundary.
- The location, dimensions and use of the buildings and other structures existing or proposed to be erected on the site.
- The location of driveways on each site and all easements and right-of-way over, under, across or through each site.
- The location and dimension of all proposed access routes from roadways.
- The location and dimensions of all proposed staging areas for equipment; and,
- An indication on the drawing of the directions of overland flow and overland flow routes.

The following tables shall be provided in the SWM report:

- Pre-development flows for each return period
- Uncontrolled post-development flows for each return period.
- Stage-storage-discharge for storage areas
- Controlled post-development flows for each return period.
- A summary table comparing pre-development flows and controlled post- development flows for each return period.

The following appendices shall be included

- Existing and Proposed Runoff Calculations.
- Storage Calculations and Stage-Storage Discharge.
- Storm Sewer Design Sheet.



- Stormwater Management Facility Operation and Maintenance Manual; and Existing and Proposed Storm Catchment Drawings.
- Ponding Areas, extents, and depths/ hydraulic grade lines.

### *3.6.1 Erosion and Sediment Control (ESC) Plan*

The Erosion and Sediment Control (ESC) plan should propose BMPs to control the discharge of sediment and/or other potential pollutants from the site. A provision should instruct the installation of ESC measures before initiation of site alteration. The ESC plan is part of the overall stormwater management design brief and should encompass the following:

- The measures should consider the protection of receiving water bodies, wetlands, and storm sewer inlets.
- The control measures should show significant effort to minimize the following:
  - Disturbance of natural soil cover and vegetation.
  - Exposed soil and unstable soil conditions.
  - Off-site sediment transport on trucks and equipment.
  - Work in and adjacent to water bodies and wetlands; and
  - Compaction of site soils.
- Narrative regarding the potential for discharge of sediment and/or other potential pollutants from the site.
- Identification of a person knowledgeable and experienced in the application of erosion prevention and sediment control BMP's who will oversee the implementation of the ESC Plan.
- Description of the ESC measures used and an operating and maintenance plan for each measure must be developed.
- A schedule of the anticipated start and completion dates of each land disturbing or land developing activity including the installation of erosion control measures needed at the site to meet the requirements of these standards.
- Any specific chemicals and the chemical treatment systems that may be used for enhancing the sedimentation process on the site and how compliance will be achieved must be described.
- The nature of stormwater runoff and run-on at the site, including factors such as expected flow from impervious surfaces, slopes, and site drainage features.
- If any stormwater flow will be channelized at the site, the applicant must design BMP's to control both peak flow rates and total stormwater volume to minimize erosion at outlets and to minimize downstream channel and stream bank erosion.
- Drainage works shall be designed to minimize erosion and the impairment of water quality on receiving streams as a result of storm water run-off.
- Provisions for the maintenance of the site and control measures and a schedule for monitoring procedures during construction including a mud tracking prevention program which describes the procedure for mud tracking prevention and road clean up and designating a contact person for such a program throughout each land disturbing and land developing activity.
- The specifications for any Oil/Grit Separator models proposed for a development must be signed and sealed by a Professional Engineer. The required submission of information for review and approval by the City must include design computations including estimated performance, supported with well-documented sizing (computer modelling) program and CADD details.

### *3.6.2 Stormwater Management – Rate and Volume Control, Quality Control*

The rate, volume, and quality control calculations and requirements listed below are required within the rate, volume, and quantity control section of the Stormwater Management Design Brief.

- The expected amount, frequency, intensity, and duration of precipitation, including the criteria for the design of the major/minor storm water systems including runoff coefficients, storm return period, initial inlet time, pipe friction factors, etc.
- Calculations showing the peak flows of storm water to be handled by the major/minor storm water systems from within the development, for tributary areas outside the development and for backwater effects during the major storm event.
- The design engineer shall also provide calculations to verify that surface drainage under major storm conditions will not result in significant erosion or flooding.
- Water balance and groundwater requirements of other authorities having jurisdiction shall be confirmed, accounted for, and documented in the design brief.
- A plan of the development showing the major/minor storm systems including all water courses, contributing areas, manholes, catch basins, pipes, outfalls, as well as the major storm route, all drainage easements/rights of way and showing the extent of the flooded area expected during the major storm event.
- Supporting calculations for the sizing and design of all stormwater quantity and quality control facilities.
- Calculations showing development will not increase the bounce in water level or duration of inundation beyond the specified limit in immediately downstream receiving wetlands.
- The number of hectares of impervious surface for both pre- and post-construction must be specified.
- Methods used to minimize soil compaction and preserve topsoil must be described. Minimizing soil compaction is not required where the function of a specific area of the site dictates that it be compacted.
- The location, dimensions, design details and design calculations of all site control measures, including plan and profile drawings of stormwater management facilities, rate control devices, and erosion control devices necessary to meet the requirements of these standards; and
- Standard details and/or specifications for the BMP's used on the project must be included in the final plans and specifications for the project.
- The engineer is to generate hydrographs to assess the performance of the stormwater pond and shall include these in the stormwater management report.
- HY8 modelling shall be used for culvert analysis and a report provided showing hydraulic grade lines and energy grade lines.
- The location of lakes, streams, wetlands, channels, ditches, other water courses, Environmental Protection Zones, and all other water bodies that will receive stormwater from the construction site, during or after construction, on and within three hundred (300) metres beyond the site boundary.
- Ponding areas, extents, and depths, including hydraulic grade lines shall be shown on the plans and profiles.

### *3.6.3 Grading Design*

The grading design brief shall contain the following elements:

- The location and dimensions of all proposed temporary stockpiles for fill, soil and other materials.
- Calculation of cut and fill volumes and volumes to imported or exported from site.
- The location and identification of predominant soil types, rock outcrops, and groundwater levels.
- Description of current land use, vegetation, drainage patterns, or existing structures.
- Summary of grading and drainage strategies used to manage runoff and prevent erosion.
- A minimum of one on site geodetic benchmark shall be noted.
- Assurance that the grading design complies with MECP standards and standards described herein.

- Summary of design criteria including factors of safety, slope angles, and slope gradients.
- Summary of all drainage facilities which will be constructed, the size and location of all proposed drainage easements and the limits of any flooding anticipated as a result of a major storm event.

**Notes:**

- No alterations to existing boundary elevations of adjacent lands shall be undertaken unless written agreement with the adjacent property owner has been obtained and submitted in a format acceptable to the City of Sault Ste Marie.
- If at the design plan submission stage (i.e. application for a building permit) it is known that surface water run-off from the owner/applicants' lot must flow across either adjacent and/or downstream properties, the owner/applicant must submit written confirmation of agreement to accept the surface water flow in perpetuity from the affected property owner.
- If during construction, alterations to the design plan have to be made to drain water across either adjacent and/or downstream properties, letters of acceptance from the affected property owners must be received with the final as-built Lot Grading Plan.

### *3.6.4 Operation and Maintenance*

The operation and maintenance plan is a required subsection of the Stormwater Management Design Brief, and it shall review the calculations and procedures listed below.

- A maintenance plan that includes, but is not limited to, who will conduct the maintenance, type of maintenance needed, maintenance intervals, standard inspection forms, and demonstrating that at the time of final stabilization that the stormwater facilities conform to design specifications.
- Methods to be used for final stabilization of all exposed soil areas must be described. Final stabilization is not complete until all requirements outlined below are complete:
- All soil disturbing activities at the site have been completed and all soils are stabilized by a uniform perennial vegetative cover with a density of 70 percent of its expected final growth density over the entire pervious surface area, or other equivalent means necessary to prevent soil failure under erosive conditions.
- The permanent stormwater management system is constructed and is operating as designed. Temporary or permanent sedimentation basins that are to be used as permanent water quality management basins have been cleaned of accumulated sediment. All sediment has been removed from conveyance systems and ditches are stabilized with permanent cover.
- All temporary synthetic and structural erosion prevention and sediment control BMP's (such as silt fence) have been removed. BMP's designed to decompose on site (such as some compost logs) may be left in place.
- For residential construction only, individual lots are considered finally stabilized if the structure(s) are finished and temporary erosion protection and down- gradient perimeter control has been completed.
- For construction projects on agricultural land (e.g., pipelines across crop, field pasture or range land) the disturbed land has been returned to its preconstruction agricultural use.
- The OGS should be cleaned of sediment, accumulated oils and grease, debris and other pollutants as needed to ensure the continued proper operation of the system. The maintenance protocol for the OGS shall be reviewed and given to the City of sault Ste Marie prior to installation.

**Notes:**

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.



Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

### 3.7 Transportation Impact Study

**Description:**

A Transportation Impact Study is an evaluation of the effects of a proposed development on the existing road network and adjacent properties. The study is intended to determine improvements to infrastructure, service upgrades and recommend mitigation measures to address travel demands generated by the development, if necessary.

**Purpose:**

To evaluate the effects of a development or re-development on the transportation system and to suggest any transportation improvements that are necessary to accommodate the travel demands and impacts generated by the development.

**Rationale:**

The Traffic Impact Study will provide the City with a comprehensive analysis of the implications of the proposed development on transportation both at the local and regional scale. The study will provide a basis through which the suitability of the type and scale of the proposed development can be evaluated along with the identification of what improvements and mitigating strategies may be necessary either on or off site as well as for future demand in order to provide for safe and efficient traffic flow.

**Who should prepare this?**

A qualified transportation engineer experienced in preparing transportation engineering studies. All reports and drawings must be stamped, signed and dated by a qualified professional engineer, licensed in the Province of Ontario.

**When is it required?**

Shape the Sault Background Report identifies that a Transportation Impact Study may be required as part of a development's application process, as determined by the City.

If deemed necessary as part of a complete application.

**Required Contents:**

A Transportation Impact Study should include the following information at a minimum:

- Location plan of the subject property
- Property description
- Owner/Consultant contact information
- Transportation context for the horizon year and time periods for analysis
- Estimation of travel demand generated by different development scenarios
- Evaluation of transportation impacts of site-generated traffic/transit demands
- Identification of transportation system improvements required to mitigate adverse impacts
- Assessments of parking and access issues
- Supporting data used in the analysis

The Transportation Impact Study should be based on established transportation planning and traffic engineering principals and adhere to the City's Engineering Design Guidelines and Standards for Municipal Roads, Subdivisions, Condominiums, and Facilities.

**Notes:**

Pre-consultation or discussion with City Engineering and Planning staff is required prior to commencement of the Transportation Impact Study. Applicants and/or their consultants are required to submit a full scope of work proposal for review and approval by City staff.

A detailed analysis will be required for development proposals that exceed population and employment forecasts for the in-effect Transportation Master Plans. This work is to be completed by the City's Transportation Master Plan consultant at the Applicants expense.

In instances where a proposed development requires improvements to the City's transportation network; a design brief, completed design drawings and cost estimates are required to be prepared to the satisfaction of the City by an experienced engineering consultant specializing in transportation design. The Applicant may be required to implement the improvements. All improvements should be assumed to be at the applicants expense or require front-ending (if development charges eligible).

Additional content not listed here may also be necessary to meet the specific requirements of the planning application.

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

### **3.8 Parking Impact Analysis (Parking Study):**

#### **Description:**

A Parking Study is used to estimate the parking demand that will be generated by a proposed development and determine the number of parking spaces required as per the City of Sault Ste. Marie zoning requirements and standards, local conditions, and site constraints. A Parking Study can also be used to justify a deviation from parking requirements as part of an amendment to the parking requirements for a development, as well as to explore alternative strategies to satisfy the parking requirements of the development.

#### **Rationale:**

Parking is a key component of the transportation network and urban fabric of the City. Ensuring adequate and appropriate parking for residents and visitors contributes to Sault Ste. Marie's land use efficiency, good urban design, and economic vitality; however, an oversupply of parking can be costly, aesthetically unpleasing, and can have negative impacts on the streetscape and built form. Conversely, an undersupply of parking can cause issues with circulation and access within the City.

#### **Who Should Prepare This?**

The applicants traffic engineer should prepare this.

#### **When is this required?**

A parking study may be required for the following application types:

- Draft Plan of Condominium Applications
- Conversion of an existing rental property to condominium tenure
- Site Plan Control Applications in the downtown core

#### **Required Contents:**

- Location plan of the subject property
- Property description
- Owner/Consultant contact information
- Inventory of parking facilities in the area
  - On-site parking
  - On-street parking
  - Off-street public parking in the area
- Utilization of existing facilities during peak periods of parking demand
- Estimate of the parking demand generated by each component of the development including, where applicable:
  - Residents
  - Employees
  - Visitors/Customers/Patrons
- As assessment of the feasibility and appropriateness of shared parking on the site
- A parking strategy if the parking demand cannot be accommodated on-site
- Information and plans showing the location of any off-site parking and the lease arrangements for this parking

#### **Notes:**

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.





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## 4. ENVIRONMENT

### 4.1 Natural Environmental Impact Study (Assessment)

#### Description:

The purpose of an Environmental Impact Study (EIS) is to determine the potential impacts, direct and indirect, of a proposed development on the natural environmental features of an area. An EIS may also be required to determine the status of a potential environmental feature that has not been officially designated.

#### Rationale:

An EIS is an umbrella title under which are a number of separate technical studies of increasing complexity. The number and complexity of technical studies required will vary and will be determined by the number of environmental features on or around the site, and the size and sensitivity of these features. An EIS provides the mechanism for assessing the potential impacts of a proposed development on a feature and the affect it may have on the environmental system. The results of an EIS will be recommendations for conservation, mitigation and/or compensation, as may be required.

Although an EIS may be required as part of an application under the Planning Act, studies that may be required are regulated under other acts and are the responsibility of other Ministries and authorities (i.e. Ministry of Natural Resources and Forestry (MRNF), Conservation Authority, etc.).

For this reason, the City will identify if an EIS is required. The contents required for an EIS will be determined as the applicant's study progresses. Commonly the scope is developed by the applicant's consultant in consultation with regulatory bodies and the City and is referred to as a scoped EIS. This is done to ensure that all necessary requirements and associated methodologies for conducting the technical studies have been comprehensively considered. An EIS is initiated once a scoped EIS has been provided to and reviewed by the City. An EIS that has not been scoped by the City will result in the submission of an incomplete application.

#### Purpose:

- To outline potential impacts on natural heritage features, functions and/or systems
- To propose mitigations to offset impacts.
- To determine compliance with relevant sustainability and land use policies

#### Who should prepare this?

The EIS will be prepared by a qualified environmental professional with expertise in species identification, biological, ecological and/or environmental functions and processes.

#### When is this required?

To support development proposed within or adjacent to a natural area, system and/or feature, or is reasonably expected to have adverse effects on the area, system, feature or function. The following considerations are outlined in the Sault Ste Marie Official Plan.

OP Schedule "A" outlines natural constraints to development. These constraints may mean prohibition of development; development subject to detailed Environmental Impact Study (EIS); or development with minimum conditions after review.

#### Required Contents:

Contents shall comply with the Environmental Assessment Act and shall include;

- Describe the development proposal in relation to the existing natural features and functions on the subject lands and adjacent lands

- Determine if natural features of the subject lands function or contribute to the functioning of core and/or corridor habitat
- Describe the surrounding environment including biophysical inventory, specifically indicating species at risk (including vulnerable, threatened and endangered species)
- Examine the functions of the natural features, their sensitivity and significance
- Identify and map the location and extent of sensitive or significant features
- Identify and map the proposed areas of direct and/or indirect impact on the natural features and their ecological functions, or the impact of development on the function of the land as core or corridor habitat
- Identify any lands to be preserved in their natural state or enhanced
- Identify alternative mitigating measures to address the negative effects of development on the natural features and their ecological functions, including measures for avoidance and setbacks for development
- Review requirements for natural heritage feature offsetting/compensation
- Identify the potential for restoration and/or creation of wildlife habitat
- Include a monitoring program to measure the impacts of development over time, which should include consideration for potential long-term induced impacts and post-construction adaptive management strategies to address such potential impacts
- Examine the cumulative impact of the existing proposed and potential development, including the impact on groundwater function and quality (this may require a hydrogeology study).
- Recommend how the proposal will maintain, restore, protect or enhance the natural features and ecological function of the area
- A description of potential impacts to the features and functions identified as part of the study (note that negative impacts may result in a denial recommendation without mitigation or offsetting)

**Note:**

An Environmental Impact Study should begin early in the development process when there is the greatest opportunity to design in harmony with the natural environment.

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

**4.2 Hazard Impact Study (Natural and Built) – This will be amended upon completion of new Official Plan. To be completed by City Planning Department.**

Description

OP

Rationale

OP

Should follow Provincial Planning Statement Section 3.1 and 3.2 regarding natural and human-made hazards.

When is this required?

Official Plan Schedule “B” indicates environmental constraints and hazards.

- OP 4.1: Groundwater Recharge Protection Area; identified in Schedule B
- OP 4.2: Great Lakes Flood Line; identified in Schedule B
- OP 4.3: Tributary Flood Line; identified in Schedule B
- OP 4.4: Specific Flood Areas; identified in OP 4.4
- OP 4.6: Fill Areas; identified in Schedule B

### 4.3 Tree Inventory Preservation Plan

**Description:**

A Tree Preservation Plan provides a strategy and specific actions taken for the protection of trees within and outside the development limit which are, or may be, impacted by constructed works. It will consist of a plan that includes, but is not limited to, boundary tree identification, inventories, species at risk identification, development setback requirements and construction related elements for trees relevant to the development proposal.

**Purpose:**

To identify tree care methodology and detail specific treatments required to protect and to preserve trees before, during, and after construction on a site. This provides staff with a basis on which to assess the proposed application with regard to tree preservation and protecting issues and the overall contribution to the urban forest canopy cover.

**Rationale:**

A Tree Protection and Preservation Plan provides City staff with a basis on which to assess the proposed application's tree preservation and protection issues. It also analyzes the overall urban forest canopy cover contribution. Providing continuous tree canopy enhances natural habitats and serves to connect links to open space and other natural areas within the City. Encouraging placement of trees near public and semipublic spaces for shade cover and aesthetics is a valuable feature for any urban area as it reduces the urban heat island effect, decreases urban air pollution, and provides for more enjoyable spaces.

**Who should prepare this?**

A Qualified Tree Consultant such as:

- A Registered Professional Forester (RPF)
- A Registered Landscape Architect (LA)

All reports and drawings must be stamped, signed and dated by a qualified professional, licensed in the Province of Ontario.

**When is it required?**

To support the following applications:

- Draft Plan of Subdivision or Condominium Application
- Any time a significant number of trees are being preserved, removed or harmed as a result of development or related actions resulting from development.
- The presence of trees that are determined to be species at risk, significant wildlife habitats, significant woodlands, significant valley lands, and Areas of Natural or scientific interest. These features themselves are defined by the Endangered Species Act.

**Required Contents:**

- A brief overview of the study area and proposed development
- A photo log of the site showing site conditions
- A tree inventory (and other vegetation species as required on a case-by-case basis) identifying all existing trees or groupings of trees, their species, size and condition, and those trees proposed to be removed or retained
- A discussion of the rationale for proposed tree removal and retention
- Information to address tree protection measures for all retained tree(s)
- A detailed tree protection methodology section to address those particular conditions where the proposed development will impact the health and structural integrity of the tree(s)
- Identification of any dead, diseased and/or hazardous tree(s)

- Identification of any tree designated under the endangered species Act, (e.g. Black Ash).

A Tree Preservation Plan should contain:

- A large formal plan visually displaying the information presented in the tree inventory and other relevant information within the report including tree numbers, tree protection zone limits, tree preservation fencing location, details, and specifications, Qualified Tree Consultant's contact information, location of topsoil stockpiles, and the construction storage and staging areas including the construction access route. Information on the plan shall also include the drip lines of vegetated areas staked by the Conservation Authorities in conjunction with the municipal staff.
- The Site Servicing and Grading Plan that may accompany some applications must include the existing and proposed grades.

Applicants should consult the City's Parks Department with Public Works which would contribute to understanding the content requirements in any Tree Preservation Plan.

**Notes:**

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

#### **4.4 Environment Site Assessment(s) and Record of Site Conditions**

##### **Description:**

A Phase I Environmental Site Assessment (ESA) is a report which details the results of a systematic investigatory process, by which the assessor seeks to determine whether a particular property is or may be subject to actual or potential contamination. The assessment does not involve the collection of samples or alteration of a property (i.e. excavation), unless enhancements are agreed upon by the assessor and the client.

A Phase II Environmental Site Assessment (ESA) is a report detailing the results of a systematic iterative process, by which the assessor seeks to discover, characterize and/or delineate the concentrations or quantities of substances of concern related to a site, and compare those levels to established criteria.

A Record of Site Condition (RSC) is a summary of the environmental condition of a property, based on the computation of Environmental Site Assessment (ESA's) that are conducted by a Qualified Person (QP). The RSC may also include the completion of a Risk Assessment and the development of property specific standards. An RSC is filed to the Public Environmental Registry once regulatory requirements are met.

##### **Rationale:**

The reuse and redevelopment of brownfield sites is a key policy of the City Sault Ste. Marie Official Plan.

The Provincial Policy Statement 3.2 states: Sites with contaminants in land or water shall be assessed and remediated as necessary prior to any activity on the site associated with the proposed use such that there will be no adverse effects.

By requesting a Phase I and/or Phase II Environmental Site Assessment it helps ensure that a property is safe for the intended use. Where City records or other information indicate that a site may be contaminated by a prior or current use, a Phase I Environmental Site Assessment may be required to determine whether there is a need for a Phase II Environmental Site Assessment, and/or Record of Site Condition.

##### **When is this required?**

Phase I and II ESA's, and RSC's are required as part of the developer application for draft plan approval.

A Phase I Environmental Site Assessment is required when City records or other information indicate that a site may be contaminated by a prior or current use, and/or where there is a potential change in land use that would require a Record of Site Condition for final approval of a subdivision application.

A Phase II Environmental Site Assessment will be required when a Phase I ESA indicated a potential for the presence of soil and/or groundwater contamination, and/or when, based on the review of a Phase I ESA, the Environmental Projects Manager determines that a Phase II ESA is warranted based on the nature of the property and surrounding land uses, the proposed development, and/or the potential concentration of contaminants.

The most common reason for obtaining an RSC, is for property owners who are looking to change the use of a property to a more sensitive use. An example of this could include someone looking to take an old industrial building and convert it to residential apartments. This type of change is prohibited under Section 168.3.1 of the Environmental Protection Act. The building code also prohibits the construction of a building to be used in connection with a change to a more sensitive use, unless an RSC has been filed. Note: a change in use refers to an actual change in use and not a change on the zoning of the property. For vacant properties the current property use is considered to be the most recent use (e.g. an abandoned property last used for an industrial use would still be considered an industrial property) regardless of what zoning applies.

##### **Who Should Prepare this Report:**

A Qualified Person (QP) is a person as defined in O. Reg. 153/04 who is able to conduct or supervise a Phase I or II Environmental Site Assessment or file a Record of Site Conditions. This person must hold a

licence, limited licence, or temporary licence under the Professional Engineers Act or be registered with, and a member of the Association of Professional Geoscientists of Ontario.

**Required Contents:**

The Phase I and Phase II ESA's, and RSC's must be completed to the requirements under Ontario Regulation 153/04. Guides for Completing Phase I and Phase II Environmental Site Assessments, and RSC's are available on the Ministry of the Environment and Climate Change website. The City of Sault Ste. Marie requires that the Phase I or Phase II ESA, and RSC must have been prepared within two years of the date that the planning application is made or have been prepared within five years of the date that the planning application is made if it has been updated within the past two years by a Qualified Person. The submitted copy must be signed by the Qualified Person who completed the assessment(s).

**Notes:**

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.