

Development application guidelines

Functional servicing study

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| What is the purpose of this? | A <i>functional servicing study</i> determines the overall impact of a large scale land development proposal (i.e. subdivision) on the water and wastewater service capacities. It also determines the required improvements to the municipal servicing infrastructure, and any mitigation measures to minimize negative impacts. |
| Who should prepare this? | This study should be prepared by a registered professional engineer qualified in municipal engineering. All drawings must be stamped, signed and dated by a professional engineer, licensed in the Province of Ontario. |
| When is this required? | A <i>functional servicing study</i> may be required as part of the following applications: <ul style="list-style-type: none">▪ Official Plan Amendment▪ Zoning By-law Amendment▪ Draft Plan of Subdivision/Condominium▪ Site Plan Control |
| Why do we need this? | The authority to request this work is provided by the <i>Planning Act</i> , the Provincial Policy Statement (2005), the Region of Halton Official Plan, the Livable Oakville Plan, the Region's Sewer Use By-law and the Town's Storm Sewer Use By-law. |
| How should this be prepared? | <p>A <i>functional servicing study</i> should include sufficient details for Town and Regional staff to determine the financial and infrastructure implications of servicing the proposed development. The submission should include reports, plans (e.g. engineering, drainage area, etc.), computer modeling results and design calculations relating to the designs and upgrades of municipal services.</p> <p>A <i>functional servicing study</i> should include the following components:</p> <p>Introduction</p> <ul style="list-style-type: none">▪ location map and description of the subject property▪ information on the magnitude of the proposed development, including preliminary site design, lots and street layouts, etc. <p>Water Supply and Distribution (Halton Region jurisdiction)</p> <ul style="list-style-type: none">▪ estimated consumption, and current capacities of trunk systems▪ water distribution concept plan, and phasing of development▪ net impact due to the proposed change in land use or development, and need for expansion and upgrades <p>Wastewater (Halton Region jurisdiction)</p> <ul style="list-style-type: none">▪ estimated discharge, and current capacities of trunk systems▪ net impact due to the proposed change in land use or development, and need for expansion and upgrades <p>Stormwater Drainage</p> <ul style="list-style-type: none">▪ for an Official Plan Amendment and/or a Zoning By-law Amendment or Site Plan |

Control see Development Engineering Manual, Section 3.1.3.06, pg. 19 (A), General Site Plan Submission

- for Draft Plans of Subdivision or Condominium, the storm drainage issues will be addressed in accordance with the requirements for a stormwater management report (see Terms of Reference for a Stormwater Management Report or Subwatershed Study or Environmental Impact Study)

What else should we know?

A *functional servicing study* should be based on established municipal engineering design principles, applicable guidelines (e.g. Ministry of the Environment Guidelines), regulations and by-laws and infrastructure information available from the Town and Region.

The level of detail required depends on the type of application and the size of the proposed development. For example, a report in support of an application for an Official Plan and/or Zoning By-law Amendment will be more conceptual than a report in support of an application for a Draft Plan of Subdivision, which will include more details, such as where lot, block or right-of-way dimensions are approved in principle. The applicant is encouraged to discuss the scope of the study with Town staff prior to study commencement.

An *Environmental Impact Study (EIS)* may also be required to address the impact of development on water resources features or functions on- and off-site.

When a development is located adjacent to a Regional roadway, then the *functional servicing study* should also address what the impact of storm drainage from the development has on the Regional road and/or associated Regional drainage system.

What other resources are there?

Town of Oakville – Development Engineering Procedures and Guidelines:
http://www.oakville.ca/Media_Files/DevelopmentProcess/DevEngProcedureManual.pdf

Halton Region – Development Engineering Review Manual (DERM):
[http://www.halton.ca/cms/One.aspx?portalId=8310&pageId=10181#Development_Engineering_Review_Manual_\(DERM\)](http://www.halton.ca/cms/One.aspx?portalId=8310&pageId=10181#Development_Engineering_Review_Manual_(DERM))

Ministry of the Environment – Stormwater Management Planning and Design Manual (MOE 2003 Guideline):
http://www.ene.gov.on.ca/environment/en/resources/STD01_076363.html