

# Development application guidelines

## Park/open space concept plan

### What is the purpose of this?

A *park/open space concept plan* describes the design and characteristics of passive or active recreational space, including urban squares and piazzas in development proposals.

### Who should prepare this?

A *park/open space concept plan* is to be prepared by a landscape architect with the Ontario Association of Landscape Architects (OALA).

### When is this required?

A *park/open space concept plan* may be required for the following applications:

- Official Plan Amendment
- Zoning By-law Amendment
- Plan of Subdivision
- Plan of Condominium
- Site Plan Control

### Why do we need this?

The *park/open space concept plan* is required to demonstrate a proposed development's conformity with the applicable policies of the Official Plan, regulations of the Zoning By-law and adherence to any relevant urban design guidelines. The *park/open space concept plan* also enables staff to determine if the land is properly sized and configured to support the desired active and recreational needs for the space.

### How should this be prepared?

A *park/open space concept plan* should indicate:

- the location and description (e.g. type, material, size, height) of:
  - all existing natural features, including top-of-bank and watercourses
  - existing vegetation to be retained or removed
  - protection measures for the existing vegetation to be retained
  - all proposed planting beds and sodded areas
  - all hard surfaced areas (e.g. urban squares, walkways, parking areas)
  - built features such as playgrounds, bridges, shade structures and stairs
  - active recreational uses like soccer fields, tennis courts or splash pads
  - all fences, screen walls and retaining walls, including height and materials
  - stormwater management landscape features
  - above and below ground utilities, including lighting standards/features
  - garbage collection facilities, including screening and snow storage
- a plant list showing index, type, size, quantity, species, spacing, etc.
- proposed grades, finished first floor elevations, existing grades along the property lines and elevations at the base of trees to remain
- any other landscape element that contributes to site development or pedestrian amenities and connections
- all measurements in metric
- stamped by a member of OALA if a site plan submission

**What else should we know?**

Please discuss the specific requirements of your application with an Urban Designer in the Planning Services Department or a Landscape Architect in the Parks and Open Space Department.

**What other resources are available?**

Town of Oakville - North Oakville Urban Design and Open Space Guidelines, November 2009:

<http://www.oakville.ca/assets/2011%20planning/nco-urbdesguidelines-09nov09.pdf>

Town of Oakville - North Oakville East Parks Facilities Distribution Plan, November 2009:

<http://www.oakville.ca/assets/2011%20planning/nco-parksplan-09nov09.pdf>

Town of Oakville - North Oakville East Trails Plan, May 2008:

<http://www.oakville.ca/assets/2011%20planning/nco-trailsplan.pdf>