

Planning Applications Pre-consultation Package

Official Plan Amendment
Zoning By-law Amendment
Draft Plan of Subdivision
Draft Plan of Condominium
Site Plan Approval

Effective January 1, 2021, a \$311 Pre-consultation request fee is required as per Fee By-law 2020-131. Send e-transfers to planningapps@oakville.ca.

To help slow the spread of COVID-19 and support Public Health officials, the Town of Oakville has joined the Province of Ontario and Halton Region in declaring a State of Emergency. Effective May 4, 2020 Pre-consultation Meetings will be held using the ZOOM app. Submit your Pre-consultation Request to planningapps@oakville.ca and meeting details will follow once agendas are determined.

The Town are only accepting digital submissions, send your digital submission requests to planningapps@oakville.ca

(Additional information regarding digital submissions and electronic fee payments can be found at: <https://www.oakville.ca/business/application-forms-guidelines.html>)

**Town of Oakville
Planning Services Department**
1225 Trafalgar Road
Oakville, ON., L6H 0H3
PHONE: 905.845.6601
www.oakville.ca

Guide for Applicants

Applications for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium and Site Plan approval are required to follow the pre-consultation process, as required by By-law 2007-106, or any amendments or replacements to that By-law. Applicants are required to attend a pre-consultation meeting before submitting a planning application. The meeting is intended to identify key issues and the approvals that will be required with a project, and confirm the supporting materials that must be submitted with the planning application(s).

For most development applications, applicants should review Terms of Reference for the Urban Design Brief, conduct a preliminary design analysis and consult with Planning and Urban Design staff prior to requesting a Pre-consultation Meeting.

Timing & Required Information: Pre-consultation meetings are held on regularly scheduled dates as availability permits. Requests to attend must be made at least 14 working days prior to the pre-consultation meeting by submitting the following information electronically:

- a) a completed Pre-consultation Request (Form 1); and,
- b) the required supporting material in the Request form.

Official Plan Amendment, Zoning By-law Amendment, draft plan of subdivision and draft plan of condominium:

The Town's Official Plan establishes standards for complete applications and an application for Official Plan Amendment, Zoning By-law Amendment, draft plan of subdivision and draft plan of condominium will only be considered complete under the *Planning Act* when the following items have been provided to the Town:

- a completed application form,
- cover letter,
- all information and materials prescribed by statute,
- an executed Pre-consultation Agreement,
- minutes of developers meeting (See Note "g")
- all supporting information and materials required to be provided with the initial submission pursuant to the Pre-consultation agreement, in a digital format of each plan/drawing, and,
- the prescribed application fee(s).

Site Plan:

Site Plan applications will be deemed complete when the following items have been provided to the Town:

- a completed application form,
- cover letter,
- all information and materials prescribed by statute,
- an executed Pre-consultation Agreement,
- all supporting information and materials required to be provided with the initial submission pursuant to the Pre-consultation agreement in a digital format of each plan/drawing, and,
- the prescribed application fee(s).

Digital Submissions:

The planning department will accept digital submissions with the following naming conventions. Digital submissions are to be provided in a single zip file via email or download. Additional information regarding digital submissions and electronic fee payments can be found at:
<https://www.oakville.ca/business/application-forms-guidelines.html>

Digital copies must be named in an organized and descriptive manner according to the below format: File Number _ Condensed Name _ Version Number _ Date *(with no spaces)*

For Example, your set of files should look like the following list:

- 00_CoverLetter_v1_2020-02-28
- 01_Aerial_v1_2020-02-14
- 02_Survey_v1_2020-02-23
- 03_SitePlan_v1_2020-02-23
- 04_SitePlanDetails_v1_2020-02-23
- 05_FloorPlan_v1_2020-02-23
- 06_Elevations-v1-2020-02-21
- 07_Landscape_v1_2020-02-18
- 08_LandscapeDetails_v1_2020-02-18
- 09_CanopyCoverage_v1_2020-02-18
- 10_PedestrianCircPlan_v1_2020-02-23
- 11_Servicing_v1_2020-02-15
- 12_Grading_v1_2020-02-15
- 13_SWM_v1_2020-01-30
- 14_TIS_TruckTurning_v1_2020-02-20
- 15_NoiseVibration_v1_2020-02-2012
- 16_ESSQ_v1_2020-02-28
- 17_ESS1_v1_2020-02-28
- 18_3D model_v1_2020-02-28

File Naming Conventions:

- NO spaces in the file name.
- NO special characters within the file name (i.e. @ # \$ % & * / \ |).
- ONLY Letters, Numbers, Dashes, Underscores and Periods are permitted in the file name.

Final Note:

- All submission of plans and/or studies must be clearly labelled and in a larger font size in the title block as the next submission by number, corresponding to the version number and date in the file name.

General Information:

Re-circulation fee: A re-circulation fee of 15% of the in-effect application fee will apply to every re-circulation of any *Planning Act* application, after the third circulation (i.e. the re-circulation fee will apply at the fourth re-circulation and every re-circulation required thereafter.) This requirement may only be waived at the discretion of the Director of Planning Services on an individual case basis, and all requests must be made in writing outlining the justification for such consideration (Fee By-law 2020-131, Schedule A, Section 10).

Additional financial payments: Additional financial payments and costs may be required through the processing of an application, including, but not limited to, peer review of materials and/or information, agreements and associated fees. Fees and payments such as parkland dedication (or cash-in-lieu), development charges, payment of outstanding taxes, securities, archive retrieval, Local Planning Appeals Tribunal (LPAT) appeals and appearances, costs for lifting reserves, and reimbursement for road widening acquisition or road improvements may also be required.

Other Applications: Additional applications to other public agencies and governments, including, Provincial, Regional, Conservation Authority, and/or other Town Departments, may be necessary depending on the nature of the application.

Pre-consultation Request

The following is to be completed by the Applicant (check all that apply)

Official Plan Amendment <input type="checkbox"/>	Plan of Subdivision <input type="checkbox"/>	Site Plan <input type="checkbox"/>
Zoning By-law Amendment <input type="checkbox"/>	Plan of Condominium <input type="checkbox"/>	
Site address/legal description:		
Existing Official Plan designation:		
Existing Zoning Category:		
Are there any encumbrances on the property? (i.e. easement)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, List encumbrances:		

1. Indicate precise nature of the proposal including but not limited to type of use proposed, amount of proposed area in m², and /or number of proposed units:

2. Has a pre-meeting been held with Urban Design staff? Yes No

3. List any other pre-meetings held with Town, Halton Region and/or Conservation Halton staff:

Supporting Material:

The following must be submitted in electronic (i.e. PDF or JPEG) form with a completed Pre-consultation Request Form 1:

- A colour copy of a concept/sketch plan that shows the proposal, including a context plan (i.e. lotting plan, road location, building(s) location),
- A copy of a survey,
- A copy of current air photo with the property indicated,
- For a Site Plan pre-consultation, the above plus elevations and landscape concept,
- Environmental Site Screening Questionnaire
- A completed North Oakville Sustainability Checklist (Applications North of Dundas Street only)

North Oakville Natural Heritage System Checklist
<p>Indicate all that apply to the subject lands:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Entirely within Environmental Implementation Report (EIR) Subcatchment Area Boundary <input type="checkbox"/> Partially within EIR Subcatchment Area Boundary <input type="checkbox"/> Contains lands within the Natural Heritage System <input type="checkbox"/> Stormwater management pond indicated <input type="checkbox"/> High Constraint Stream Corridor(s) indicated <input type="checkbox"/> Medium Constraint Stream Corridor(s) indicated <input type="checkbox"/> Low Constraint Stream Corridor(s) indicated

<p>Owner: _____</p>	<p>Phone: _____</p>
	<p>Email: _____</p>
<p>Agent: _____</p>	<p>Phone: _____</p>
	<p>Email: _____</p>
<p>Owner's Signature or Signature of Authorized Agent: _____</p>	
<p>Date: _____</p>	

Pre-consultation Form

Please note pre-consultations are only valid for Six (6) Months from the date of Signing: See Note (a)

Applicant: _____
 Site Location: _____
 Proposal: _____

Official Plan Amendment <input type="checkbox"/>	Plan of Subdivision <input type="checkbox"/>	Site Plan <input type="checkbox"/>
Zoning By-law Amendment <input type="checkbox"/>	Plan of Condominium <input type="checkbox"/>	

Terms of Reference for Listed Studies / Reports can be found here:
<http://www.oakville.ca/business/terms-of-reference.html>

SUBMISSION REQUIREMENTS			
Materials to be Provided:	OPA/ZBA/SUB/ CONDO/SITE PLAN	NOTES:	Digital File Name
	Required		
Plans			
Aerial Photograph(s)	<input type="checkbox"/>		XX_Aerial_v1_YYYY-mm-dd
Survey/Legal Plan	<input type="checkbox"/>		XX_Survey_v1_YYYY-mm-dd
Concept Plan	<input type="checkbox"/>		XX_Concept_v1_YYYY-mm-dd
Draft Plan of Subdivision and/or Draft Plan of Condominium (individual lots and/or units to be shown on draft Plan)	<input type="checkbox"/>		XX_DraftSub_v1_YYYY-mm-dd XX_DraftCondo_v1_YYYY-mm-dd
Site Plan & Site Plan Details	<input type="checkbox"/>		XX_SitePlan_v1_YYYY-mm-dd XX_SitePlanDetail_v1_YYYY-mm-dd
Park/Open Space Concept Plan	<input type="checkbox"/>		XX_ParkConcept_v1_YYYY-mm-dd
Building Elevations & Renderings	<input type="checkbox"/>		XX_Elevations_v1_YYYY-mm-dd XX_Renderings_v1_YYYY-mm-dd
Building Floor Plans (including roof Plan)	<input type="checkbox"/>		XX_FloorPlans_v1_YYYY-mm-dd XX_RoofPlan_v1_YYYY-mm-dd
Landscape Plan & Details	<input type="checkbox"/>		XX_Landscape_v1_YYYY-mm-dd XX_LandsDetails_v1_YYYY-mm-dd
Pedestrian Circulation Plan	<input type="checkbox"/>		XX_PedCircPlan_v1_YYYY-mm-dd
Streetscape Plan	<input type="checkbox"/>		XX_Streetscape_v1_YYYY-mm-dd
Site Servicing Plan	<input type="checkbox"/>		XX_Servicing_v1_YYYY-mm-dd
Grading & Drainage Plan (including topographic information)	<input type="checkbox"/>		XX_Grading_v1_YYYY-mm-dd XX_Drainage_v1_YYYY-mm-dd
Erosion and Sediment Control Plan	<input type="checkbox"/>		XX_ErosionSed_v1_YYYY-mm-dd
Lighting Plan &/or Photometric Plan	<input type="checkbox"/>		XX_Photometric_v1_YYYY-mm-dd
Truck Turning Plan	<input type="checkbox"/>		XX_TruckTurning_v1_YYYY-mm-dd
Pavement Markings/Signage Plan	<input type="checkbox"/>		XX_MarkingsSign_v1_YYYY-mm-dd
Construction Storage/Staging Plan	<input type="checkbox"/>		XX_ConstructSS_v1_YYYY-mm-dd

Materials to be Provided:	OPA/ZBA/SUB/CON DO/SITE PLAN	NOTES:	Digital File Name
	Required		
Demarcation of limits of natural features (i.e. top-of-bank and/or natural hazards)	<input type="checkbox"/>		XX_NaturalLimit_v1_YYYY-mm-dd
Tree Canopy Cover Plan & calculation	<input type="checkbox"/>		XX_CanopyCover_v1_YYYY-mm-dd
Waste Management Plan	<input type="checkbox"/>		XX_WasteManage_v1_YYYY-mm-dd
Reports and Studies			
Completed Application Form/Fees	✓		XX_AppForm_v1_YYYY-mm-dd
Planning Justification Report/Letter	✓	*not required for condominium	XX_PJR_v1_YYYY-mm-dd
Character Impact Analysis	<input type="checkbox"/>		XX_CharacterImp_v1_YYYY-mm-dd
Draft Zoning By-law Amendment	<input type="checkbox"/>		XX_DraftZBLA_v1_YYYY-mm-dd
Draft Official Plan Amendment	<input type="checkbox"/>		XX_DraftOPA_v1_YYYY-mm-dd
Urban Design Brief	<input type="checkbox"/>		XX_DesignBrief_v1_YYYY-mm-dd
Tree Vegetation Study/Arborist Report and Tree Protection Plan	<input type="checkbox"/>		XX_ArbReport_v1_YYYY-mm-dd XX_TPP_v1_YYYY-mm-dd
Functional Servicing Study/Report	<input type="checkbox"/>		XX_FSR_v1_YYYY-mm-dd
Stormwater Management Study/Report	<input type="checkbox"/>		XX_SWM_v1_YYYY-mm-dd
Environmental Impact Study/Report	<input type="checkbox"/>		XX_EIR_v1_YYYY-mm-dd
Transportation Impact Analysis	<input type="checkbox"/>		XX_TIS_v1_YYYY-mm-dd
Heritage Impact Assessment	<input type="checkbox"/>		XX_HIA_v1_YYYY-mm-dd
Archaeological Assessment	<input type="checkbox"/>		XX_Arch_v1_YYYY-mm-dd
Market Impact Study	<input type="checkbox"/>		XX_MarketImpact_v1_YYYY-mm-dd
Capital Impact Study	<input type="checkbox"/>		XX_CapitalImpact_v1_YYYY-mm-dd
Noise & Vibration Study	<input type="checkbox"/>		XX_NoiseVibration_v1_YYYY-mm-dd
Geotechnical/Soils Report	<input type="checkbox"/>		XX_Geotech_v1_YYYY-mm-dd
Environmental Site Assessment (i.e. Phase 1)	<input type="checkbox"/>		XX_ESS1_v1_YYYY-mm-dd
ESSQ	<input type="checkbox"/>		XX_ESSQ_YYYY-mm-dd
Shadow Impact Analysis	<input type="checkbox"/>		XX_Shadow_v1_YYYY-mm-dd
Wind Study/Micro-Climature	<input type="checkbox"/>		XX_WindStudy_v1_YYYY-mm-dd
Sample Materials Board/Photos	<input type="checkbox"/>		XX_Materials_v1_YYYY-mm-dd
3-D Computer Model (i.e. SketchUp)	<input type="checkbox"/>		XX_3DModel_v1_YYYY-mm-dd
Minutes and attendance list of Applicant-initiated "Public Information Meeting" (see Note g)	✓	*not required for site plan	XX_PIMMinutes_YYYY-mm-dd XX_Attendlst_YYYY-mm-dd
North Oakville			
Environmental Implementation Report/Functional Servicing Study	<input type="checkbox"/>		XX_EIRFSS_v1_YYYY-mm-dd
Map and Accompanying Tables Showing Densities and Designations	<input type="checkbox"/>		XX_DensityMap_v1_YYYY-mm-dd XX_DensityTable_v1_YYYY-mm-dd
NOUFSMP/Tree Canopy Cover Plan & Calculation	<input type="checkbox"/>		XX_NOUFSMP-TCCP_v1_YYYY-mm-dd
Planning Statistics Spreadsheet	<input type="checkbox"/>		XX_PlanningStats_v1_YYYY-mm-dd

Sustainability Checklist	<input type="checkbox"/>		XX_SustainCheck_v1_YYYY-mm-dd
Transit Facilities Plan	<input type="checkbox"/>		XX_TransitFac_v1_YYYY-mm-dd
Area Design Plan	<input type="checkbox"/>		XX_AreaDesign_v1_YYYY-mm-dd
Executed Adhesion Agreement	<input type="checkbox"/>		XX_AdhesionAgmt_v1_YYYY-mm-dd
Other			
	<input type="checkbox"/>		XX_XXXXX_v1_YYYY-mm-dd
	<input type="checkbox"/>		XX_XXXXX_v1_YYYY-mm-dd

1. Conformity with the Regional Official plan land use designation: Yes No
 If "NO", an application has been made to amend the Regional Official Plan: Yes No

2. Existing Official Plan Designation: _____
 Conformity with the Town's Official Plan land use designation: Yes No
 More Information Required
 If "No", the nature of the amendment needed: _____

3. Existing Zoning: _____
 Conformity with the Town's Zoning By-law: Yes No
 More Information Required
 If "No", the Proposed zoning is: _____

4. Related File No.: _____

5. Informal Open House: To be held on: _____ Has been held on: _____

6. Additional Agencies/Departments to be contacted: _____

7. Related notes pertinent to the application: _____

8. A site walk is required as a second part of the pre-consultation meeting: Yes No

If "Yes", the site walk is scheduled for (date & time): _____

Notes:

- a) **This agreement expires 6 months from the date of initial signing (date of pre-consultation meeting) or at the discretion of the Director of Planning or his/her designate. In the event that this Pre-consultation Agreement expires prior to the application being accepted, and/or new policy and/or by-laws apply, another agreement may be required.**
- b) The purpose of this agreement is to identify the information required to prepare a complete application as set out in the *Planning Act*. Pre-consultation does not imply or suggest any decision whatsoever on the part of Town staff or the Corporation of the Town of Oakville to either support or refuse the application. Comments provided at a pre-consultation meeting are preliminary and based on the information submitted for review at that time.
- c) When a formal application is made, the application fee may be processed immediately; however, this does not constitute the application being deemed complete for *Planning Act* purposes. An annual maintenance fee will apply to all applications, one year after being deemed complete for *Planning Act* purposes, and annually thereafter.
- d) For all applications for Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision and Plan of Condominium, the applicant acknowledges that the Town is not responsible for the construction or installation of the sign and the applicant agrees to submit a photo of the sign on the property. This shall be submitted within one week of receiving confirmation of a complete application.
- e) An application submitted without the requisite information and number of copies identified in this Pre-consultation Agreement, or in the Site Plan application form, will not be accepted. Submission not meeting these criteria will be returned to the agent or property owner. If a site walk is required, the application may not be considered complete until it has taken place.
- f) All reports, documents and drawings must be submitted in electronic (i.e. PDF or JPG) form.
- g) An applicant is required to conduct a 'Public Information Meeting' (PIM) prior to submission of a development application and shall be documented as described below. The timing of the PIM may be waived at the discretion of the Director of Planning.

The PIM would summarize the purpose and intent of the proposed application (s), after having given a minimum of a two (2) week, mailed, notice to residents within 120 metres of the subject property (ies). The date of the 'Public Information Meeting' shall be coordinated in consultation with the Ward Councillors and Town of Oakville planning staff. The minutes of the 'Public Information Meeting', shall outline the nature of the proposed development, the planning approvals being sought from the Town, the nature of the input received by the attending public and how this input may have informed the development proposal.

- h) Acknowledgement of Public Information:

The applicant acknowledges that the Town considers the application forms and all supporting materials, including studies and drawings, filed with any application to be public information and to form part of the public record. By filing an application, the applicant consents to the Town photocopying, posting on the Internet and/or releasing the application and any supporting materials either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement.

- i) Additional studies may be required during the processing of an application, depending on the issues identified and information required, as the application proceeds through the planning review process.
- j) Prior to undertaking any topsoil stripping or earthworks, the applicant may be required to obtain a site alteration permit in accordance with the Town's Site Alteration By-law.

- k) Applicants are advised that the removal of trees prior to a final decision being made, or a site alteration permit is issued, is strongly discouraged by the Town.
- l) Where applications may consider potential emissions, please refer to the Town’s Health Protection Air Quality By-law (2010-035) at <http://oakville.ca/environment/health-protection-air-quality.html>

Staff Signatures:

_____	_____	_____
Town Planning Staff	Planning Staff (Signature)	Date
_____	_____	_____
Regional Planning Staff	Regional Staff (Signature)	Date
_____	_____	_____
Conservation Authority Staff	Conservation Authority Staff (Signature)	Date

Proponent Signatures:

By signing this agreement, I/we acknowledge that, subject to any appeals, the drawings, reports and other requirements indicated above must be submitted along with a completed application form, any information or materials prescribed by statute in both paper (including reduced copies) and electronic form, the required planning applications’ fees and this executed Pre-consultation agreement to be considered complete. In addition, I have read, understood, and agreed to the Notes listed above.

_____	_____	_____
Agent (Print) (I have the authority to bind the Owner)	Agent (Signature)	Date
_____	_____	_____
Owner (Print)	Owner (Signature)	Date

Overview of Submission Requirements

Terms of Reference for Listed Studies / Reports can be found at: <http://www.oakville.ca/business/terms-of-reference.html>

Archaeological Assessment

A report must be completed in accordance with Provincial requirements and the Regional Archaeological Master Plan in or near areas of archaeological potential.

Aerial Photograph(s)

A recently dated and high-resolution aerial photo showing the context of the application is required for all applications.

Area Design Plan

Where the North Oakville Masterplan is not being followed, an Area Design plan must be submitted.

Building Elevations

Drawings or Plans which illustrate the exterior design of a building including the proposed building materials. Drawings can be either 2-dimensional or 3-dimensional. At least 2 sets of drawings must be rendered in colour.

Building Floor Plans (including Roof Plans)

Drawings or Plans which illustrate the layout and measurement of a building's floorplate and roof, including, but not limited to: the location of stairwells, elevators, hallways, garbage / recycling areas, and common areas, among other elements.

Capital Impact Assessment

A Capital Impact Assessment estimates the cost of local municipal capital infrastructure required to service a new development. In general, this must be completed for any new development proposing more than two residential units, or more than 5000 sq. m. of non-residential development.

Character Impact Analysis

This study explains how the development will maintain and protect the existing character of the community it is proposed within. Specific reference to Part "D", s. 11.1.8 and 11.1.9 is required.

Completed Application Form

The application form which indicates the prescribed information.

Computer Model

A 3-dimensional digital model of the building(s) and context. The model is to be completed in Google Sketchup or AutoCAD.

Concept Plan

Concept plan showing the proposed development in context of adjacent lands including land across the street. The plan is to show all buildings, land uses, sidewalks, walkways, driveways, street trees, street intersections and any other natural or made-made elements.

Construction Storage and Staging Plan

A plan that identifies the storage location of construction vehicles and supplies during the construction of the project.

Heritage Impact Assessment

A Heritage Impact Assessment demonstrates how new development involving a heritage resource will preserve, protect, improve and/or manage the resource(s).

Demarcation of limits of natural features (i.e. top of bank and/or natural hazards)

A recent plan of survey showing the staked limits of natural features (e.g. physical top of bank, stable top of bank, natural heritages system limit, natural hazards and/or lands regulated by a Conservation Authority) to the satisfaction of Halton Region, the applicable Conservation Authority and the Town of Oakville. Natural features requiring protection shall be clearly staked in the field and construction fencing shall be installed to the satisfaction of the Town in accordance with the Site Alteration By-law requirements.

Draft Official Plan Amendment

The applicant must provide proposed amended text and/or map amendments for consideration.

Draft Plan of Subdivision and/or Draft Plan of Condominium (The information required on plans is to be in accordance with the *Planning Act* and its regulations. See Appendix E for details.

a) the proposed subdivision or condominium draft plan with key maps

Draft Zoning By-law Amendment

The applicant must provide text and schedules for proposed Zoning By-law Amendments.

Environmental Impact Statement / Study

These statements address, among other things, contain a description of the proposal, a description of the natural environment, an assessment of environmental effects, a description of mitigating measures and recommendations.

Environmental Implementation Report / Functional Servicing Study

An Environmental Implementation Report must be prepared for the subcatchment area(s) of North Oakville where the proposal is located. The reports shall be in accordance with the approved Terms of Reference.

Environmental Site Screening Questionnaire

A copy of the Environmental Site Screening Checklist is attached within Appendix D. Applicants should contact Halton Region for historical data and any environmental records. In accordance with the protocol for contaminated sites, the possibility of site contamination may result in a required Phase 1 Environmental Assessment, Phase 2 Environmental Assessment and/or Record of Site Condition.

Financial Impact Study

A Financial Impact Study generally evaluates the growth-related financial impacts of development in a coordinated and consistent manner, including impacts on capital and operating municipal services, and the estimated cost and timing of capital infrastructure.

Functional Servicing Report / Study

Functional servicing studies address a number of engineering issues. There are separate terms of reference for Functional Servicing Studies related to lands north or south of Dundas Street.

Geotechnical / Soils Report

This report analyses soil composition to determine its structural stability and its ability to accommodate development.

Grading & Drainage Plan

A plan that illustrates how a property drains and how the grades of a property are directing stormwater.

Landscape Plan and Landscape Details

A plan that identifies the proposed landscaping design for a property including illustration of the natural features, planting scheme, plant materials, paving, lighting, and irrigation system, among other elements. The Landscape Details Plan illustrates the specifications for planting and installation of landscaping features.

Map and Accompanying Table Showing Densities and Designations

The map should clearly show the designation of all blocks and lots (i.e. Sub-urban, General Urban, Neighbourhood Centres, and/or Urban Core). The accompanying table must provide the density calculations on a net hectare basis.

Market Impact Study

The purpose of a market impact study is to address the existing market and potential impacts of an application. These studies will be evaluated by the Town on the basis of a peer review to be undertaken at the applicant's expense.

Noise and Vibration Report

A noise and/or vibration study determines the impact on adjacent developments and recommends mitigation measures.

Park / Open Space Concept Plan

Required for any application where all or part of a new Town park or addition to a Town park is included as part of the proposal. The required facilities and standards are available from the Parks and Open Space Department.

Pavement Marking and Signage Plan

A plan that identifies how driveway and pedestrian areas will be signed and/or marked for travel.

Pedestrian Circulation Plan

Pedestrian circulation drawing should outline the following: Nodes/Activity Centres/Open Space/Transit Facilities; Barriers; Landmarks/Focal Points; Edges; Residential Land Use Areas; Proposed Densities; and, Street Pattern.

Planning Justification Report / Letter

For all applications, a qualified planner must submit a report providing planning justification for the proposal based on the principles and objectives of Provincial, Region and Local planning documents.

Planning Statistics Spreadsheet

In submitting a complete application, the applicant must complete the North Oakville Planning Statistics spreadsheet that can be downloaded from the Town's website and submitted in an electronic form.

Site Plan and Site Plan Details

A Site Plan illustrates the technical details of a project including vehicle and pedestrian access, detailed measurements of building footprints and setbacks from property lines, parking areas, and drive aisles among other elements. The Site Plan Details provide the specifications of various elements on the site.

Site Servicing Plan

A plan that illustrates the location of underground or overhead services and where they are entering the property, their area of placement and how they will be accessed.

Stormwater Management Study / Report

Stormwater Management Reports address a number of engineering issues. There are separate terms of reference to Functional Servicing Studies in North Oakville and South Oakville.

Streetscape Plan

A plan that identifies how the area of the property in the private realm will integrate with the existing or proposed streetscape design in the public realm. The plan generally needs to identify paving and planting materials, including measurements and cross-sections.

Survey / Legal Plan

Current survey prepared by a qualified Ontario Land Surveyor that includes the location and nature of any easement affecting the subject land.

Sustainability Checklist

The Sustainability Checklist is used for assessing, encouraging and evaluating the features of a development application that contribute to sustainable development.

Transit Facilities Plan

The Transit Facilities Plan addresses transit facilities in the planning of subdivisions and their integration into the transit network. The Plan includes a number of components that must be submitted at different stages in the Planning Process. The initial component must be submitted in conjunction with a Functional Servicing Study. Please refer to the North Oakville Transit Plan.

Transportation Impact Study

These can be required by Town or Regional staff. Contact the Town's Development Services Department staff (Town roads) or Regional Public Works staff (Regional roads) for background information.

Tree Vegetation Study and Tree Protection Plan

A tree survey must be prepared by a qualified professional, identifying all existing trees, their type, size and condition, those trees proposed to be removed and retained, and the methods to be used to ensure preservation of those trees to be retained. In some cases, only a Tree Inventory Plan will be sufficient, and at the discretion of Town staff.

Truck Turning Plan

This Plan illustrates how delivery trucks and/or garbage trucks will load and unload materials on the site and the location of travel through the site.

Urban Design Brief

The purpose of the Urban Design Brief is to illustrate a detailed design solution for new development based on a thorough contextual analysis of the site and the surrounding area.

Wind Study/Microclimate

A wind study is a technical document that provides a model and written description of the impact of pedestrian-level winds associated with development on adjacent streets, parks and open spaces. These studies are done to evaluate the impact of the wind conditions at various times of the year.

Information Requirements for Plans of Subdivision or Condominium

Subsection 51(17) Requirements:

- 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 one centimetre to 100 metres: all adjacent land owned by the applicant or in which the applicant has an interest, 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
- 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 grade of highways and drainage of proposed lands 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

Other Information Requirements:

- legend, map scale, north marker
- boundary of property to be subdivided
- lot and concession/registered plan number/street address
- date prepared and dates of revisions
- name and person or firm who prepared the plan
- owner's name, signature and date of signature*
- Ontario Land Surveyor's name and signature and date of signature
- Site statistics (land use, number of lots/blocks, total area)
- Conceptual trail system through public open space areas and/or the Natural Heritage System. The final plan is to be in keeping with any applicable approved Environmental Implementation Report/Functional Servicing Study to the satisfaction of the Town

* All registered owners must sign. If there is more than one owner, a letter of authorization is necessary allowing one person to act on behalf of the others. If any registered owner fails to sign or provide authorization, the application will be considered incomplete and will be returned.



Planning & Public Works
Tel: 905-825-6000 Fax: 905-825-8822
Toll Free: 1-866-4HALTON (1-866-442-5866)
www.halton.ca

Environmental Site-Screening Questionnaire

Legal/Municipal Address _____ **Applicant:** _____

- | | | | | |
|----|---|-----|----|-----------|
| 1. | Was the subject property ever used for industrial purposes? | yes | no | uncertain |
| 2. | Was the subject property ever used for commercial purposes that may have caused contamination (e.g. gasoline station, dry cleaners, etc.) | yes | no | uncertain |
| 3. | Has fill ever been placed on the property? | yes | no | uncertain |
| 4. | Is there any reason to believe that the subject property is potentially contaminated based on historic use of the property or a neighbouring lot located within 100m of the property? | yes | no | uncertain |
| 5. | Are there or were there ever any above-ground or underground storage tanks or waste disposal activities on the property? | yes | no | uncertain |
| 6. | For existing or previous buildings on the property, are there building materials that may be potentially hazardous to human health (i.e. asbestos, lead-based paints, etc.)? | yes | no | uncertain |
| 7. | For agricultural properties, were pesticides or herbicides ever applied to the property? | yes | no | uncertain |
| 8. | Have any of the buildings on the property been heated by fuel oil? | yes | no | uncertain |
| 9. | Is the land use changing to a more sensitive land use (e.g. industrial/commercial to residential/institutional)?
Note: Daycare uses are defined in O.Reg.153/04 as institutional. | yes | no | uncertain |

General Information:

- | | | | |
|----|--|-----|----|
| 1. | Have any environmental documents (e.g. Phase I and II Environmental Site Assessments, Records of Site Condition, etc) ever been prepared for the property? If yes, please submit these documents in digital and hardcopy format with your application together with a letter of reliance granting third party reliance on the documents to the Region of Halton. | yes | no |
|----|--|-----|----|

Certification

I, _____ am the registered owner of the land that is the subject of this document and to the best of my knowledge, the information provided in this questionnaire is true.

Sworn (or declared) and stamped before me _____
Commissioner of Oaths (Print Name)

in the _____, this _____ day of _____ 20____
City/Town/Municipality Day Month Year

 Commissioner of Oaths (Signature)

 Registered Owner (Signature)