



# Planning Rationale Report

**Zoning By-law Amendment Application**

2350 & 2360 Bristol Circle

Town of Oakville

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Director of Planning & Development

Kaneff Group

**June 2023**

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## 1.0 Introduction

Kaneff Group is the registered owner of the lands legally described as Part of Block 3, Plan 20M-500 and Part of Block 3, Plan 20M-492 in the Town of Oakville within the Regional Municipality of Halton. These lands are municipally known as 2350 and 2360 Bristol Circle (herein referred to as the “subject property”) and are located at the north-west corner of Bristol Circle and Brighton Road (see Figure 1). This Planning Rationale Report has been prepared in support of an application for a Zoning By-law Amendment to permit a single storey, 2,880 square metre (31,000 sq. ft) warehouse building on the vacant portion of the subject property.

The proposed Zoning By-law Amendment application is supported by a full complement of technical studies and reports required to facilitate a complete application. All requirements for a complete application were identified by City staff at the Pre-Consultation Meeting on August 24, 2022, and were recorded on the Pre-Consultation Agreement, which is attached as Appendix #1. The submission includes all identified materials required to constitute a complete application in accordance with Section 34(10.1) of the *Planning Act*.

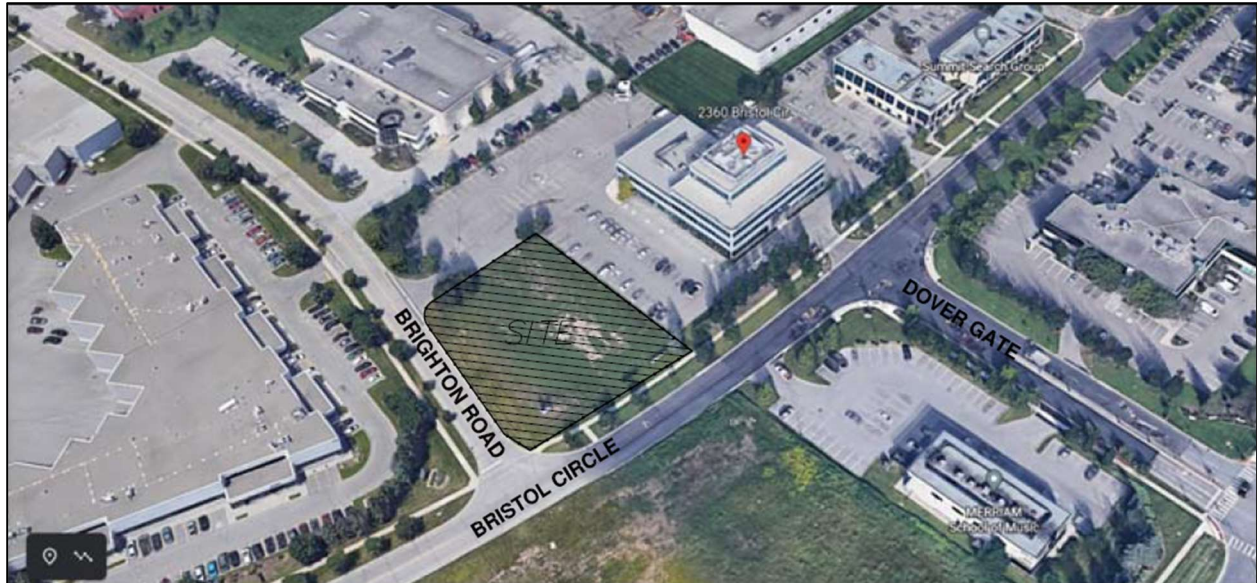
The purpose of this report is to provide a detailed description of the subject property, proposed Zoning By-law Amendment and review of the applicable policy framework. An overview of the policy analysis and planning rationale found in Section 4.0 of this report will demonstrate that the proposal is consistent with the Provincial Policy Statement (2020), conforms to Growth Plan for the Greater Golden Horseshoe (2020), Halton Region Official Plan (2022), and Town of Oakville Official Plan. Section 7.0 provides a summary of the conclusions of the report to demonstrate that the proposal conforms to the applicable policy framework and represents appropriate and orderly planning founded on the application of good land use planning principles.

## 2.0 Site Description and Surrounding Land Use

The subject property is legally described as Part of Block 3, Plan 20M-500 and Part of Block 3, Plan 20M-492 in the Town of Oakville within the Regional Municipality of Halton and are municipally known as 2350 and 2360 Bristol Circle.

### 2.1 Site Description

The subject property is irregular in shape and has a total site area of 1.2 hectares (2.96 acres). The site has a frontage of approximately 135 metres along Bristol Circle and 92 metres along Brighton Road. The property currently contains an existing 4 storey office building with a net floor area of 4,214 square metres (45,370 square feet), a total of 190 surface parking spaces (including 6 accessible spaces), and landscaped areas. An area of approximately 0.27 hectares (0.6 acres) located at the south-easterly corner of the site remains vacant and may be described as relatively flat with minimal to no vegetation. Access to the site is currently provided by way of a signalized full-moves access to Bristol Circle and a full-moves access to Brighton Road.

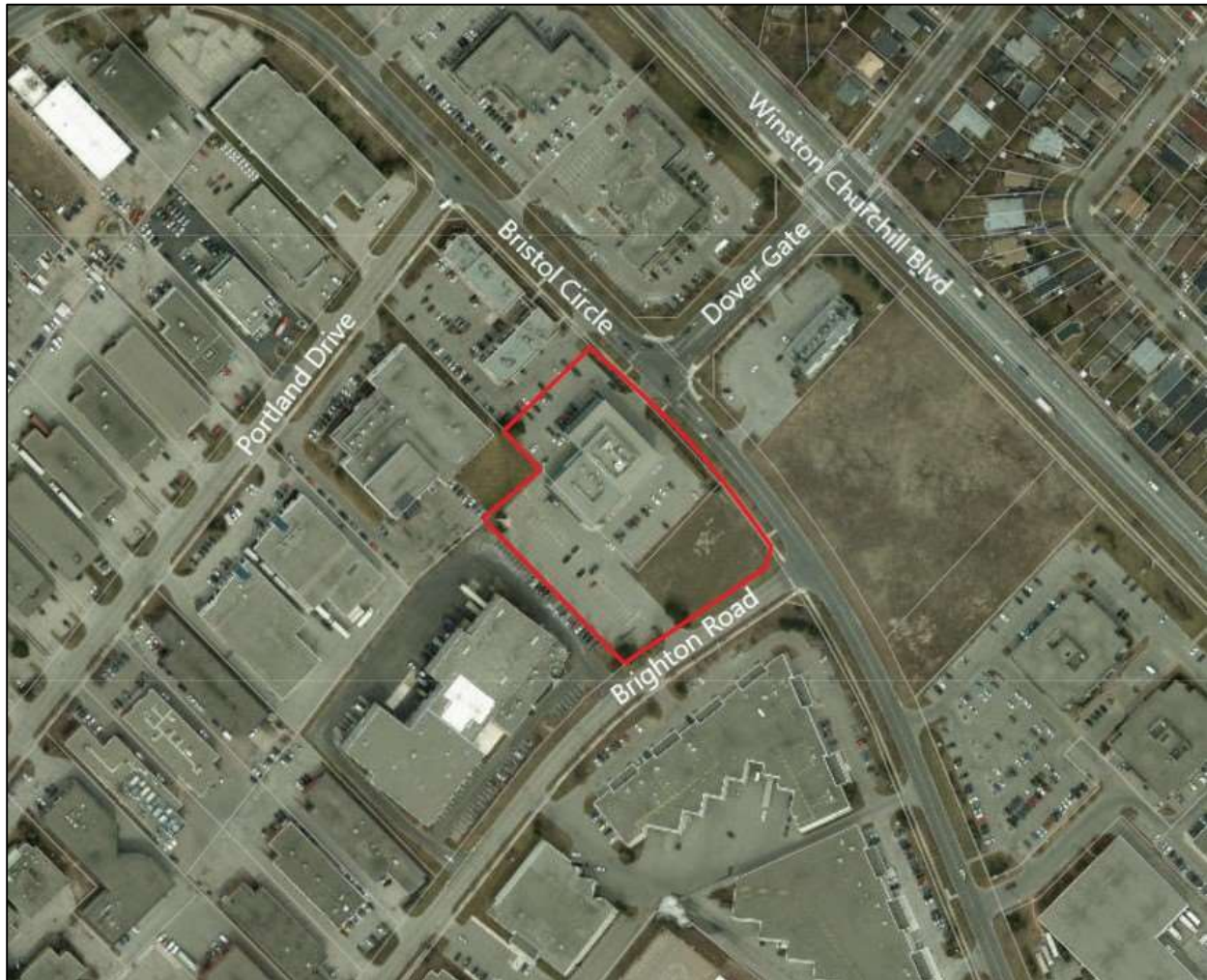


**Figure 1 - Subject Property - 2350 & 2360 Bristol Circle**

## 2.2 Surrounding Area

The surrounding area is predominately comprised of various employment-related land uses. A detailed description of the surrounding land uses is included below.

- North: To the north of the site is an existing office and manufacturing related land uses.
- East: To the east of the site are existing offices, a commercial school, and vacant land.
- South: To the south is an existing multi-unit industrial building consisting of manufacturing and distribution related uses.
- West: To the west is an existing industrial building occupied by Grundfos Canada, which manufactures and distributes industrial pumping systems.

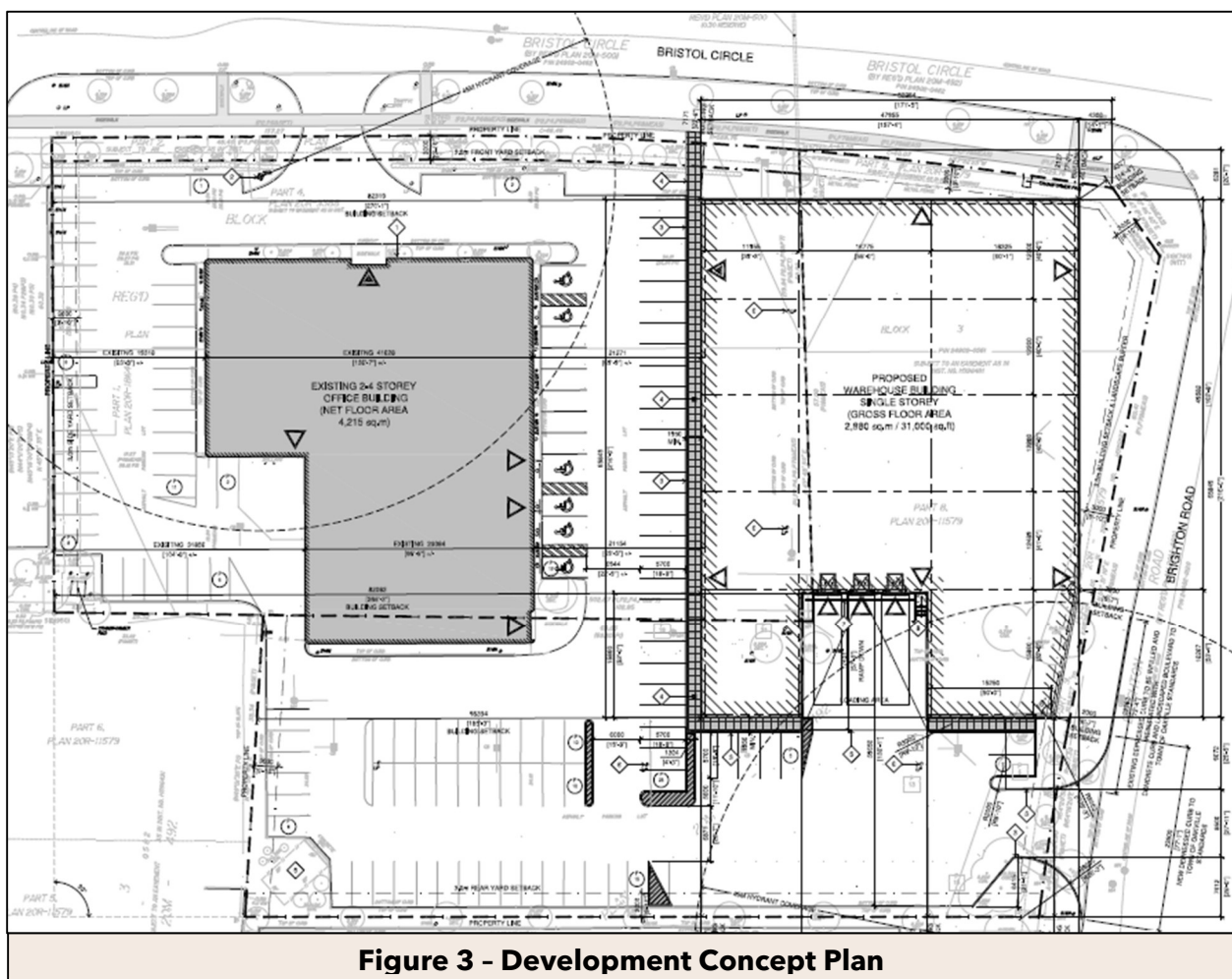


**Figure 2 - Area Context - 2350 & 2360 Bristol Circle**

### **3.0 Detailed Description of Proposal**

A Zoning By-law Amendment application has been submitted for the lands municipally known as 2350 and 2360 Bristol Circle to permit a single storey, 2,880 square metre (31,000 sq. ft) warehouse building on the vacant portion of the subject property. The single-storey warehouse building is proposed to be located within the south-east portion of the property and will have frontage along Bristol Circle and Brighton Road. The existing access to Brighton Road and existing parking layout is proposed to be modified to facilitate truck movements and will accommodate a total of 127 parking spaces. Truck traffic will solely utilize the south-westerly access to Brighton Road. The existing signalized full moves access to Bristol Circle will be maintained as the primary access to the site. Truck movements will be contained within the south-westerly portion of the site and will not interfere with the existing office parking or pedestrian and vehicular site circulation. Three loading dock bays are proposed to be located at the rear of the proposed warehouse building to facilitate loading and truck access. The proposed warehouse building has been designed with recessed loading bays to better

integrate the loading area and utilize the building design to screen the loading area from the existing office building and Brighton Road. A landscape buffer is proposed to be maintained along the Bristol Circle and Brighton Road frontage and is designed to accommodate high branching deciduous trees, shrubs, plantings, and complimentary landscape elements. A minimum landscape buffer of 3 metres is generally maintained along each frontage and is increased to approximately 6 metres along sections of the Bristol Circle and Brighton Road frontage. The proposal contemplates increasing the landscape coverage and buffer along Bristol Circle and Brighton Road to implement a landscape program that is consistent with the balance of the site and complementary to the streetscape. A pedestrian walkway is proposed along the northerly façade of the warehouse building to provide a safe and delineated connection to the building entrances.



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## 4.0 Policy Overview

This section of the report will provide an overview of the applicable Provincial, Regional and Municipal planning policy as it applies to the proposed Zoning By-law Amendment application. This section will provide confirmation that the proposal is consistent with the Provincial Policy Statement and is in conformity with the Growth Plan for the Greater Golden Horseshoe, Halton Region Official Plan, and Town of Oakville Official Plan.

### 4.1 Planning Act R.S.O. 1990, c. P.13

Section 2 of the *Planning Act* establishes matters of Provincial Interest and provides direction that the council of municipalities shall have regard to, among other matters, matters of provincial interest. The following matters of provincial interest as identified under Section 2 of the Planning Act apply to the development proposal:

- (f) the adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems;*
- (k) the adequate provision of employment opportunities;*
- (l) the protection of the financial and economic well-being of the Province and its municipalities; and*
- (p) the appropriate location of growth and development.*

The proposed Zoning By-law Amendment has regard for matters of provincial interest in accordance with Section 2 of the Planning Act and has been prepared in accordance with Section 34(10) of the Planning Act.

Section 3(5) of the Planning Act provides direction to a council of a municipality that decisions shall be consistent with provincial policy statements and conform or not conflict with provincial plans that are in effect on that date.

### 4.2 Provincial Policy Statement (2020)

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development in Ontario. The PPS is issued under the authority of Section 3 of the Planning Act, which requires that decision affecting planning matters “shall be consistent with” policy statements issued under the Act.

Section 1.3 of the PPS includes policies that emphasize the significance of planning for Employment Areas that promote economic development and competitiveness.

*Section 1.3.1* provides direction for Planning authorities to promote economic development and competitiveness by:



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- a) *providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;*
  - b) *providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;*
  - c) *facilitating the conditions for economic investment by identifying strategic sites for investment, monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address potential barriers to investment;*

Section 1.3.2 includes policies for employment areas focused on the provision and protection of employment land. The following policies apply to the proposed Zoning By-law Amendment:

*1.3.2.1 Planning authorities shall plan for, protect, and preserve employment areas for current and future uses and ensure that the necessary infrastructure is provided to support current and projected needs.*

*1.3.2.6 Planning authorities shall protect employment areas in proximity to major goods movement facilities and corridors for employment uses that require those locations.*

The subject lands are designated for employment related land uses that are intended to support local and regional economic development and competitiveness. The proposed Zoning By-law Amendment application will amend the existing zoning by-law to permit a full range of employment related land uses to support economic investment and existing and projected employment needs. The proposed Zoning By-law Amendment is consistent with the policies of the PPS.

#### 4.3 A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2020)

A Place to Grow: Growth Plan for the Greater Golden Horseshoe (herein referred to as the "Growth Plan") is issued under the authority of Section 7 of the Places to Grow Act, 2005. The Plan was recently amended through an Order in Council under the Act that came into effect on August 28, 2020.

The Growth Plan builds upon the policy foundation provided by the PPS and includes additional policy direction that is of provincial significance. The Growth Plan establishes a time horizon for land use planning to the year 2051 and includes specific population and employment forecasts for all upper and single-tier municipalities in the Greater Golden Horseshoe (GGH).

Section 2.2.5 includes employment related policies that emphasize the importance of planning for employment areas that support economic development, competitiveness, and investment. The following policies provide direction for Employment within the GGH:

### *2.2.1 Employment*

2. *Economic development and competitiveness in the GGH will be promoted by:*
  - a) *making more efficient use of existing employment areas and vacant and underutilized employment lands and increasing employment densities;*
  - b) *ensuring the availability of sufficient land, in appropriate locations, for a variety of employment to accommodate forecasted employment growth to the horizon of this Plan;*
  - c) *planning to better connect areas with high employment densities to transit; and*
  - d) *integrating and aligning land use planning and economic development goals and strategies to retain and attract investment and employment.*
  
5. *Municipalities should designate and preserve lands within settlement areas located adjacent to or near major goods movement facilities and corridors, including major highway interchanges, as areas for manufacturing, warehousing and logistics, and appropriate associated uses and ancillary facilities.*
  
6. Upper-and single-tier municipalities, in consultation with lower-tier municipalities, will designate all *employment areas* in official plans and protect them for appropriate employment uses over the long-term.

The Growth Plan includes employment related policies that are intended to provide upper-tier and lower-tier municipalities with direction to plan for employment areas that support economic development and competitiveness. The policies emphasize the importance of maintaining a sufficient supply of employment lands to accommodate forecasted employment growth. In addition, the Growth Plan highlights the need to designate and preserve employment lands with access to major goods movement facilities and corridors to accommodate manufacturing, warehousing/logistics, and ancillary uses.

The subject lands are located approximately 1,200 metres from Highway 403 and QEW providing access to a provincial highway system that can support cross-border trade. The proposed Zoning By-law Amendment will support general employment-related activities that will attract investment and create opportunity within an existing employment area on land that is currently vacant and underutilized. The proposed Zoning By-law Amendment conforms with the policies of the Growth Plan.

### 4.4 Halton Region Official Plan (November 2022)

The Halton Region Official Plan provides a long-term regional strategy and policy framework for guiding growth and development within Halton Region. The Halton Region Official Plan (herein referred to as the "Regional Plan") conforms to Provincial legislation and implements

the policies of the PPS and Growth Plan within a Regional context. The Regional Plan was approved by the Ministry of Municipal Affairs and Housing, with modifications, on November 4, 2022.

The Regional Plan recognizes the importance of a sustainable and prosperous economy and the need for its businesses and employers to compete in a world economy. To this end, the Regional Plan enforces that Halton will actively maintain, develop, and expand its economy and assessment base through economic development strategies, timely provision of infrastructure, cost-effective delivery of services, strong fiscal management, proactive planning policies, and support for development opportunities that respond to the vision and policies of this Plan.

The subject lands are designated “Urban Area” and “Employment Area” according to Map 1 – Regional Structure. The Urban Area is planned to accommodate the distribution of population and employment for the Region and local municipalities. Regional Employment Areas are to be protected for long-term employment uses, while providing flexibility to address changes in the role and function of these areas in relation to prevailing trends in the economy of the Region.

### Section 83 – Employment Areas

Section 83 of the Regional Plan sets out the objectives and policies for Employment Areas. The objective of Employment Areas is to ensure the availability of sufficient land for employment to accommodate forecasted growth, to provide opportunities for a fully diversified economic base, to located Employment Areas in the vicinity of existing major highways within the Urban Area, and to recognize the changing nature of employment.

The Regional Plan includes the following policies pertaining to Employment Areas:

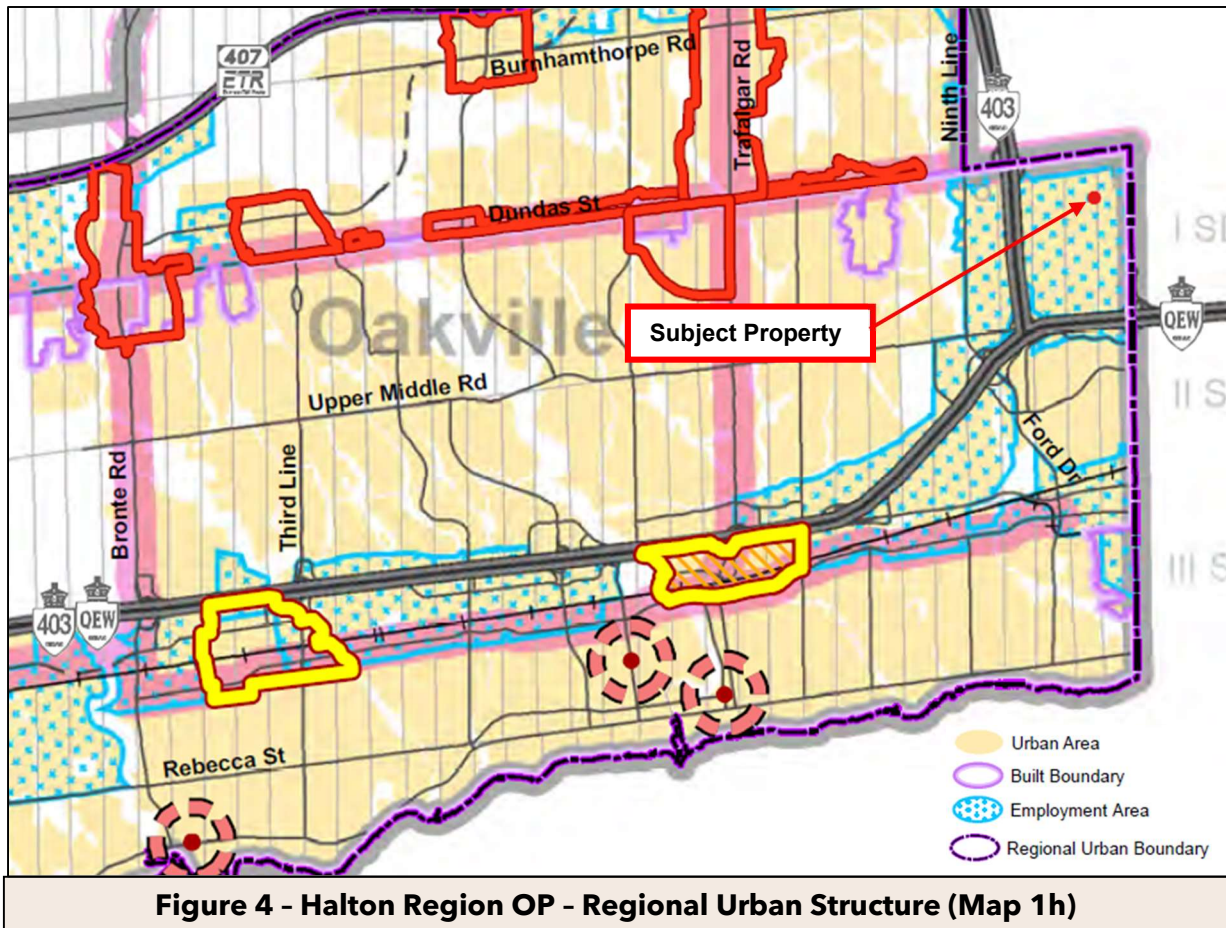
- (1) *Plan for Employment Areas by:*
  - c) *permitting a range of employment uses including but not limited to industrial, manufacturing, warehousing, and office use;*
  
- (2) *Plan for, protect and preserve the Employment Areas for current and future use.*
  
- (6) *Require Local Municipalities to plan for Employment Areas by:*
  - b) *developing policies and land use designations for lands within the Employment Areas that:*
    - [i] *support accommodating forecast employment growth as identified in Table 1 and achieving the Employment Area density targets identified in Table 2 of this Plan;*
    - [ii] *identify a range of employment uses, ancillary uses, and sensitive land uses, as appropriate for the planned function of the specific land use designations and their role within the Regional Urban Structure and Local Urban Structures;*

*[iv] ensure an appropriate interface is provided between the Employment Areas and adjacent non-employment areas and between specific employment designations in the Local Official Plan to maintain land use compatibility.*

Target	Municipality				
	Halton Region	Burlington	Oakville	Milton	Halton Hills
<i>Intensification Target</i>					
<i>Housing Units in Built-Up Area<sup>1</sup></i>	53,300	20,500	19,400	9,800	3,600
<i>Community Area Density Targets</i>					
<i>People and Jobs per Hectare in the Designated Greenfield Area<sup>2</sup></i>	62	76	70	59	53
<i>Employment Area Density Targets</i>					
<i>Jobs per Hectare in the Employment Areas<sup>3</sup></i>	26	33	36	19	24

**Table 2** establishes the density targets for employment areas. According to the above table, the target density for Employment Areas in the Town of Oakville is 36 jobs per hectare.

As designated employment lands within Halton Region, the development of the subject property is an opportunity to attract investment and further economic activity within an existing employment area. The subject property is strategically located near a Provincial highway system capable of supporting goods movement and convenient access to other areas throughout the Region and Province. The lands are currently designated to support industrial related employment uses and are proposed to be development in conformity with the existing regional and municipal policy framework. As such, the proposed Zoning By-law Amendment conforms to the Regional Plan.



#### 4.5 Town of Oakville Official Plan (August 2021)

The Town of Oakville Official Plan establishes the desired land use pattern for lands within the Town, coordinates land use and infrastructure requirements, establishes a framework and policy context for decision making, and has regard for matters of provincial interest. The mission statement for the “Livable Oakville Plan” is to enhance the Town’s natural, cultural, social, and economic environments by ensuring that environmental sustainability, cultural vibrancy, economic prosperity and social well-being are incorporated into growth and development decisions.

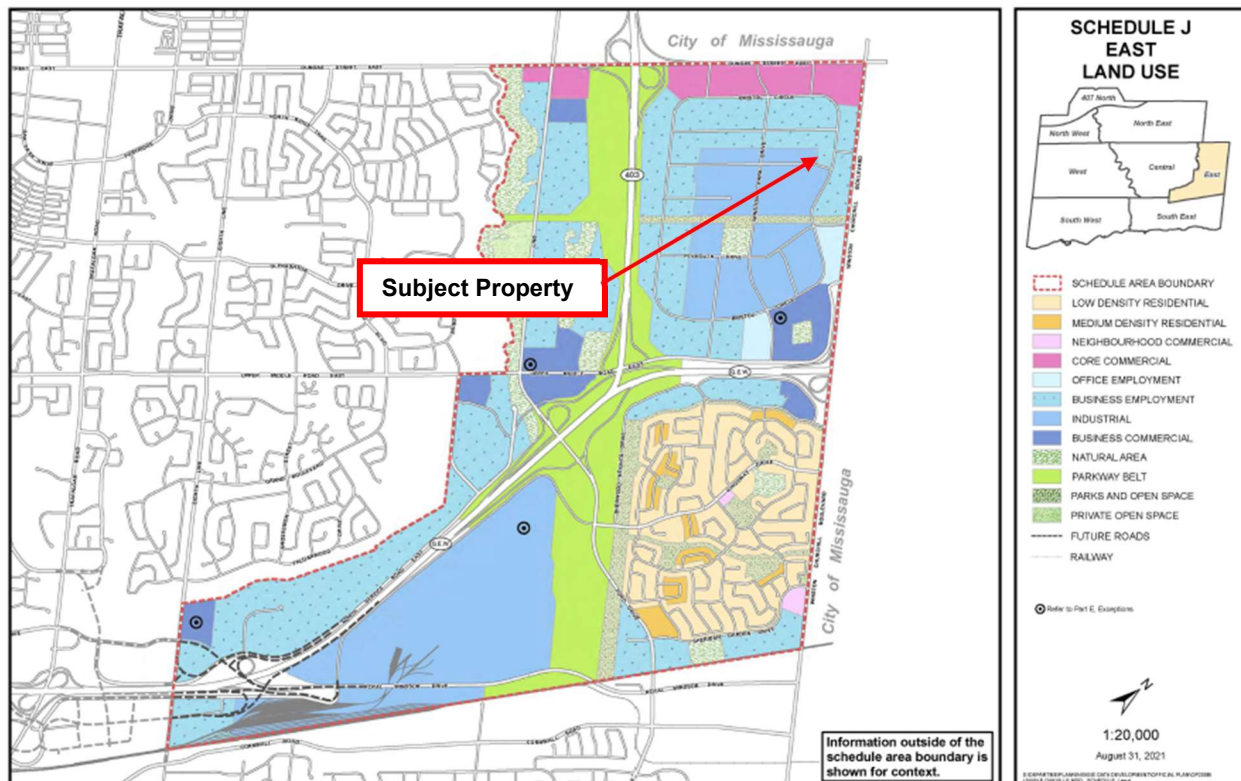
Section 3.7 of the Livable Oakville Plan introduces Employment Areas as a component of the City Structure and describes them as areas intended to accommodate a mix of employment uses including industrial, manufacturing, warehousing, offices, and associated retail and ancillary facilities. Section 14 of the Livable Oakville Plan includes the policy framework for Employment Areas, which are defined by the following land use designations: Office Employment, Business Employment, Industrial and Business Commercial. The following general policies apply to Employment Areas and are relevant to the proposed Zoning By-law Amendment:

14.1.1 It is anticipated that all of the lands designated for employment purposes will be needed to make the Town a balanced and complete community.

14.1.2 It is a key policy of this Plan to provide a balance of population and employment in the Town in order to maximize the opportunity for residents to work in Oakville, to maintain a healthy tax base, and to achieve the goal of a balanced and complete community. The Town will monitor the rate of employment growth and the utilization of employment lands to ensure that sufficient employment land is designated to meet these objectives.

14.1.4 Buffering and landscaping shall be required to ensure visual and physical separation between employment uses and adjacent uses.

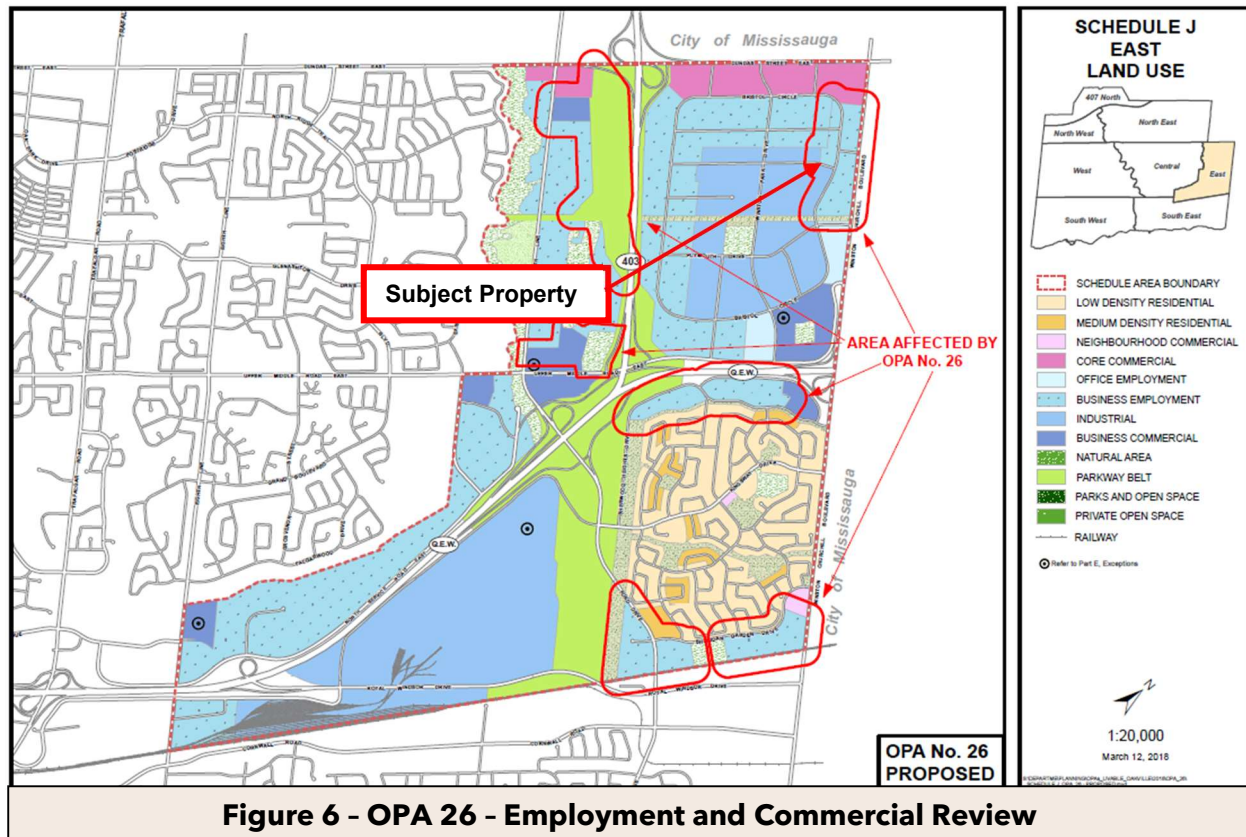
The subject property is located within an “Employment Area” according to Schedule A1 - Urban Structure and is designated “Business Employment” according to Schedule J East Land Use. According to Section 14.4 of the Livable Oakville Plan, Business Employment areas are intended to provide for a wide range of business and industrial uses. Permitted uses may include offices and light industrial uses such as manufacturing, assembling, processing, fabricating, repairing, warehousing, and wholesaling. Hotels, public halls, indoor sports facilities, training facilities and commercial schools may also be permitted. Limited outdoor storage and display areas shall be adequately screened and may be permitted through the implementing zoning by-law.



**Figure 5 - Town of Oakville OP - Schedule J - East Land Use**

Official Plan Amendment No. 26 - Employment and Commercial Review

On April 19, 2018, Town-initiated Official Plan Amendment 26 (OPA 26) was approved by Council (Council Resolution: 2018-054) and By-law 2018-054 was passed to implement new policies to ensure that the Town’s employment and commercial related land use policies conformed with the latest provincial and regional land use policies, as well as the Town’s updated urban structure. The employment and commercial review was intended to assist the Town to proactively plan for employment and commercial growth to the year 2041 and beyond. OPA 26 effectively updated the policies for employment areas and redesignated certain lands within an existing ‘Office Employment’ designation to a ‘Business Employment’ land use designation. Through OPA 26, Schedule J East Land Use was amended to modify the land use designations between Bristol Circle and Winston Churchill Boulevard, north of Plymouth Drive. As a result, the subject property was redesignated from “Office Employment” to “Business Employment”. The “Business Employment” designation permits a full range of employment related activities, including warehousing. The proposed Zoning By-law Amendment seeks to implement the policy framework and “Business Employment” designation for the subject property that was approved through the Town-initiated OPA.



## 5.0 Town of Oakville Zoning By-law 2014-014

The zoning by-law implements the community vision and policies for future growth and development expressed in the Town's Official Plan. The subject property is currently zoned "Office Employment - Special Provision 43 (E1-43)", which permits a range of office and employment related land uses. The E1 zone, however, only permits warehousing and manufacturing related uses where the use legally existing on the lot on the effective date of the by-law. Special Provision 43 includes specific requirements for the Winston Park Employment Area including minimum landscape coverage and additional minimum requirements for properties abutting Upper Middle Road East and Winston Churchill Boulevard.

The proposed Zoning By-law Amendment, attached as Appendix 2 to this report, seeks to amend the "Office Employment - Special Provision 43" zone to "Business Employment - Special Provision XX" to permit the proposed warehouse use and the additional uses permitted by the "Business Employment" designation. In accordance with the "Business Employment" designation, the proposed Zoning By-law Amendment will permit the following land uses:

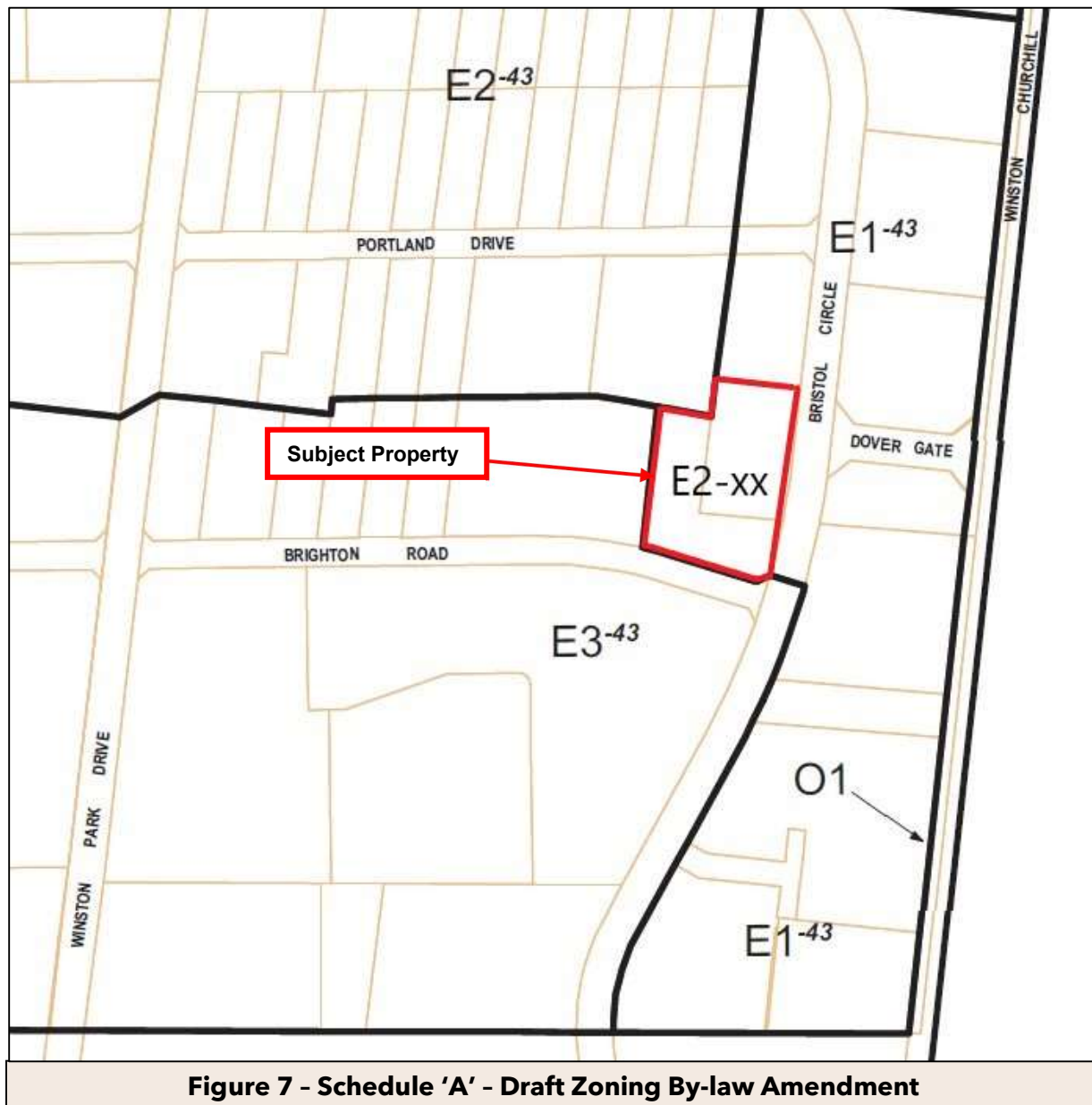
- Business Office
- Commercial School
- Commercial Self-Storage
- Equipment Sale and Rental Facility
- Hotel
- Indoor Sports Facility
- Manufacturing, assembling, processing, fabricating, and repairing.
- Medical Office
- Restaurant (ancillary to permitted use)
- Training Facility
- Veterinary Clinic
- Warehousing
- Wholesaling

In addition to the requirements and restrictions of the E2 zone, the following special provisions will apply to the "Business Employment - Special Provision XX" zone:

a)	Minimum front yard	2.0 m
b)	Minimum flankage yard	2.0 m
c)	Minimum number of parking spaces	127 spaces



In addition, the Zoning By-law Amendment proposes a minor reduction in parking to accommodate the proposed warehouse use and associated loading area. According to table 5.2.1, parking for office uses is to be provided at a ratio of 1.0 space per 35.0 m<sup>2</sup> of net floor area and parking for warehouse uses is to be provided at a ratio of 1.0 spaces per 100.0 m<sup>2</sup> of net floor area. The proposed Zoning By-law Amendment attached as Appendix 2, contemplates a 15% reduction in on-site parking. A Parking Study, prepared by Nextrans, dated June 2023 was completed to assess the parking demand generated by the existing and proposed uses on site. The parking study confirms that the proposed parking supply can satisfy the demand generated by the existing and proposed uses on site and that the minor reduction in parking is negligible.



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## 6.0 Supporting Documents & Studies

### FSR and SWM Report

A Functional Servicing and Stormwater Management Report prepared by Husson Engineering, dated June 2023 is included with our submission in support of our application to demonstrate that the proposal is feasible from a functional servicing and stormwater management perspective and conforms with the requirements of the Town of Oakville and Halton Region. The report provides detailed design information related to the stormwater management approach and the servicing design for the proposed 2,880m<sup>2</sup> warehouse that is planned for the vacant portion of the subject property. The report concludes that site servicing and stormwater management is feasible and is designed to satisfy the criteria outlined by the Town of Oakville, MECP, and the subdivision plan. The plan will consist of the following:

- A combination of rooftop, underground and surface storage, in conjunction with orifice plate controls will be used to limit peak runoff from the site to the 5- and 100-year target flows.
- There will be no surface ponding during the 5-year storm event.
- No new quality controls are proposed as there is no increase in surface parking area.
- An erosion and sediment control plan has been prepared to limit sediment and debris from leaving the site during construction.
- Water and sanitary services are available for the site. The existing sanitary service will be used and a new water service connection to the watermain on Brighton Road are proposed.

### Landscape Concept Plan

A landscape plan prepared by Baker Turner Inc. dated May 29, 2023, is included with our submission to provide an overview of the various landscape components planned for the site. The landscape plan contemplates an extension of the exiting landscape treatment along the Bristol Circle frontage, which includes an entry garden, tree and shrub plantings, and additional boulevard tree plantings. A pedestrian walkway connection is provided from the easterly building access to the Bristol Circle sidewalk which will facilitate a clear path of travel to the existing bus stop at the corner of Bristol Circle and Brighton Road. An outdoor seating area with picnic tables is provided at the south-east corner of the building to provide an outdoor amenity space for employees. A continuation of perimeter tree plantings and boulevard tree plantings are included along the south side of the building along the Brighton Road street frontage. A 1.95 metre pedestrian walkway wraps around the building providing a safe pedestrian connection to parking locations and access points. The landscape plan included with our Zoning By-law Amendment application is intended to provide a conceptual layout of the landscape components contemplated for the site. All specific landscape details and programming elements will be refined through a future application submission for Site Plan Approval.

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### Parking Justification Study

A Parking Justification Study prepared by NexTrans Consulting Engineers, dated June 2023 is included with our submission to assess the parking utilization and peak demand characteristics for the existing office building and proposed warehouse building. The study concludes that the proposed parking supply can satisfy the projected peak demand generated by the existing office and proposed warehouse building. Below is a summary of the key findings from the study:

- The peak utilization rate for the existing office building at 100% occupancy is 89 parking spaces.
- According to Zoning By-law 2014-014, the proposed warehouse requires 29 vehicular parking spaces.
- The combined total expected peak demand of the existing office building and the proposed warehouse building is 118 spaces.
- Considering that 127 parking spaces are proposed, there is a surplus of nine parking spaces.

### Arborist Report / Tree Inventory & Preservation Plan

An Arborist Report / Tree Inventory and Preservation Plan prepared by Davey Resource Group, dated May 2023, has been provided in support of the application to evaluate potential tree saving opportunities and provide recommendations for development. To summarize, the conclusions and recommendations of the report include but are not limited to the following:

- That tree protection fencing be installed prior to construction to the Town of Oakville standards;
- Tree protection signage should be affixed to all tree protection fences;
- A total of 13 trees may be fully protected by tree protection fencing;
- 19 trees (#12-24, 26-27 and 49-52) are recommended to be removed and all trees are within the proposed construction area;
- Trees (#1-5,31-47 and 56-66) are recommended to be preserved without Tree Protection Fencing; and
- All material and equipment staging, and storage shall take place on the parking lots. No equipment of any sort shall be stored within the minimum tree protection zone (MTPZ) of the protected trees except where hard surfaces are already present. This will be done to avoid compaction of the ground throughout the MTPZ.

## **7.0 Summary & Conclusion**

The proposed development represents an opportunity to develop an underutilized parcel of land within the delineated built-up area of the Town of Oakville. The development proposal will utilize existing infrastructure and services and will implement a desirable built form that is suitable for the existing employment area.

The planning analysis and justification contained within this report provided an overview of the development proposal relative to the applicable provincial and municipal planning policy framework. The comprehensive analysis has concluded that the development proposal and corresponding Zoning By-law Amendment is consistent with the PPS and conforms to the Growth Plan, Halton Region Official Plan, and Town of Oakville Official Plan. To summarize, the development proposal should be supported for the following reasons:

1. An amendment to the Official Plan is not required. The proposed Zoning By-law Amendment seeks to implement the land use policies of the Official Plan in accordance with Official Plan Amendment No. 26. The proposed Zoning By-law Amendment seeks to implement the policy framework for the "Business Employment" designation, which was approved through the Town-initiated Official Plan Amendment No. 26.
2. The lands are currently designated to support industrial related employment uses and are proposed to be development in conformity with the existing regional and municipal policy framework.
3. The proposed Zoning By-law Amendment is consistent with the Provincial Policy Statement and conforms with the policies of the Growth Plan and Halton Region Official Plan.
4. The development of the subject property is an opportunity to attract investment and further economic activity within an existing employment area.
5. The subject property is strategically located near a Provincial highway system capable of supporting goods movement and convenient access to other areas throughout the Region and Province.
6. The subject property is supported by public transit and will create employment opportunities that do not require vehicle ownership and/or access. There is an existing bus stop located at the north-west corner of Bristol Circle and Brighton Road to support the employment uses and transit ridership.
7. The proposed warehouse building is of a high-quality design and is an attractive built form that can be seamlessly integrated with the surrounding area.
8. The proposed warehouse building will create new jobs, which in turn will assist in satisfying the prescribed target density for Employment Areas, which is 36 jobs per hectare for the Town of Oakville.
9. The proposed development will utilize a vacant piece of land within the Town of Oakville and would allow the lands to be developed for the highest and best use.

**THE CORPORATION OF THE TOWN OF OAKVILLE**

**BY-LAW NUMBER 2023-XXX**

A by-law to amend the Town of Oakville Zoning By-law

2014-014 to permit the use of lands described as

PT OF BLK 3, REGISTERED PLAN 20M-492, TOWN OF OAKVILLE

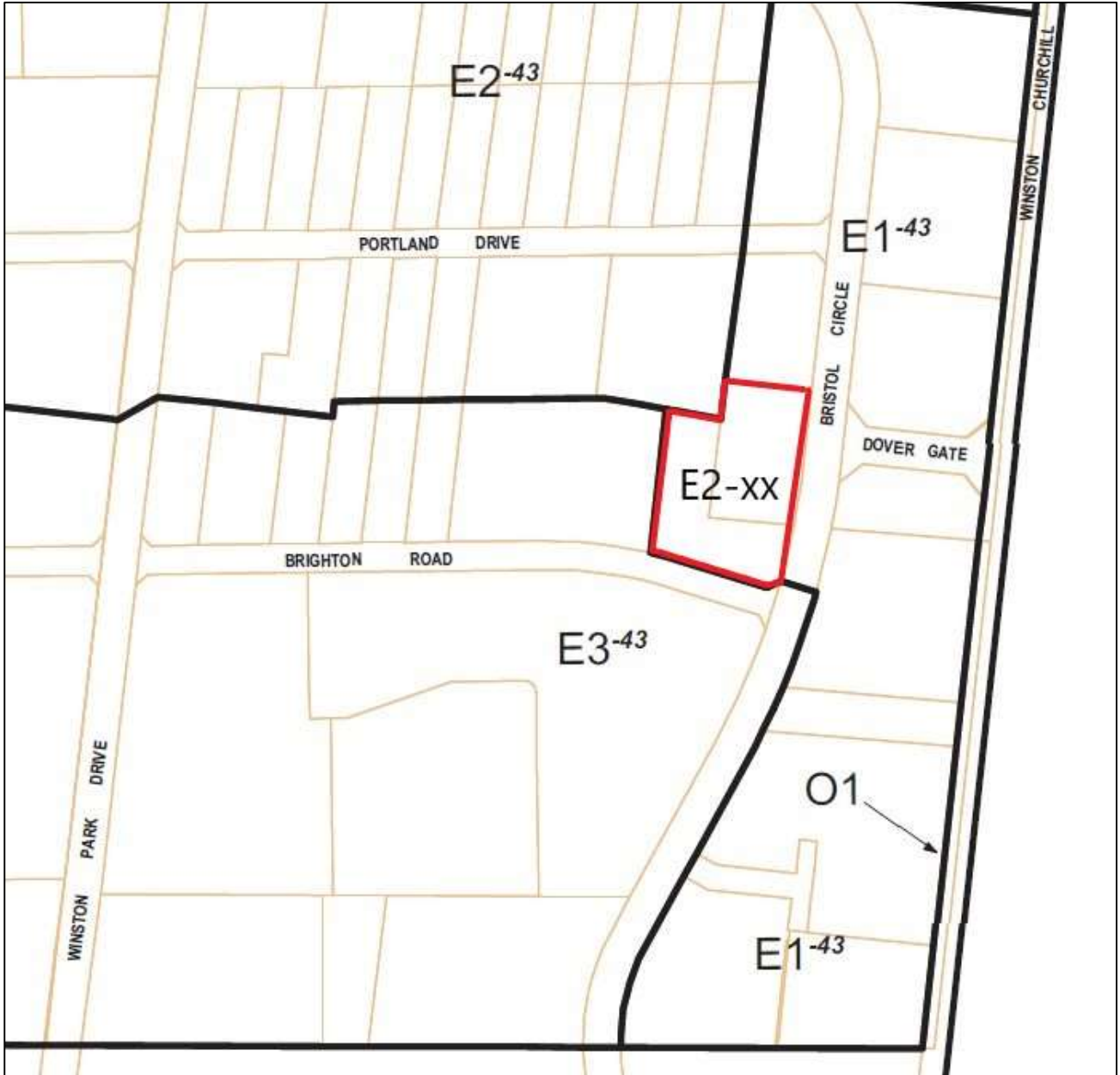
1. Map 19(24) of By-law 2014-014 is amended by rezoning the lands as depicted on Schedule 'A' to this By-law.
  
2. Part 15, Special Provision 43, of By-law 2014-014 is amended by deleting Subsection 15.43.1 and subsection 15.43.2 to be replaced with the following:

XX Map 19(24)	2350 & 2360 Bristol Circle Part of Block 4, Registered Plan 20M-492	Parent Zones: E1, E2, E3
15.XX.1 Additional Zone Regulations for lands zoned E2 - XX		
a)	Minimum front yard:	2.0 metres
c)	Minimum flankage yard:	2.0 metres
d)	Minimum number of parking spaces:	127 spaces

**SCHEDULE "A"**  
**To By-law 2023-XXX**

**PROPOSED AMENDMENT**

Rezoned from E1-43 to E2-XX  
Excerpt from MAP 19(24)





**FORM 2**

**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		
<b>Plans</b>			
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
<b>Reports and Studies</b>			
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-Climate	<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
<b>North Oakville</b>			
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
<b>Other</b>			
	<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](http://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)?<br>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)