



"Service...An Attitude, A Commitment"

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SITE PLAN APPLICATION GUIDELINES

Prepared by members of the Staff Site Plan Review Committee

Updated: December 2019

<http://www.city.burlington.on.ca>

SITE PLAN APPLICATION GUIDELINES

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1.0 **INTRODUCTION**

Pursuant to Section 40 of the Planning Act, the City passed By-law 116-1986 identifying all the lands designated in the Official Plan as a 'Site Plan Control Area'. All development within the City is subject to Development Control. Council's powers and authority relating to single family and semi-detached dwellings are delegated to the Chief Building Official. All other residential types, industrial, commercial and institutional developments, and renovations, additions, parking lots and patios, are subject to review by the City's staff Site Plan Review Committee, and approval by the Municipality. Municipal approval is by Council if undelegated, and by the Director of Planning or designate, if delegated. Delegated authority is set out under Subsection (13) of Section 41 of the Planning Act, 1990, as amended from time to time.

The staff Site Plan Review Committee consists of City of Burlington staff from the following departments: Site Engineering, Transportation, Zoning, Fire and Planning. This technical committee, plus other staff as required, provides recommendations on site plans to ensure that development is in compliance with City zoning and development standards. The Committee is also responsible for assessing compliance with the City's Site Plan control objective, which is to ensure safe, functional and orderly development having high standards of design and efficiency of land use and servicing.

2.0 **SITE PLAN REVIEW PROCESS**

2.1 Pre-Consultation

Prior to formal submission of site plans, applicants should contact the Planning, Building, Engineering and Fire Departments for site specific requirements. Other agencies such as Conservation Halton, CNR, Hydro One or Pipelines should be contacted if affected. See Appendix IV for contact names & phone numbers.

Applicants should submit 3 copies of the preliminary site plan to the Planning Dept by Friday noon in order that they be considered by the staff Site Plan Review Committee the following Tuesday to ascertain if there are any major problems or design changes required. No fee is charged. Following the meeting staff will update the applicant as to project status. Typically, staff are assigned a 1-2 week response time.

The Site Plan Review Committee will not consider applications which contravene City policy or Zoning By-laws or do not contain required information. Any items requiring minor variances from the Committee of Adjustment must be resolved during site plan processing.

Note: Council passed a new comprehensive Zoning By-law 2020 on June 21, 1999. Consult with Zoning staff for any questions relating to approvals given prior to this date.

2.2 Site Plan Application Fee Schedule

Application fees are updated from time to time, following Council approval. Please consult with staff, or the City's web site at www.burlington.ca for current application fees payable upon application submission. As per Council policy, there are no exemptions and no refunds. Fees are also submitted to the City where reviews are required by the Region of Halton or Conservation Halton (payable to the agency).

Please note that upon review by staff, it will be determined what type of site plan application and fee is required, varying from 'minor change' to minor modifications/minor development or a full submission. Extensions to previously given site plan approvals also require a fee for processing.

2.3 Site Plan Review Committee - Departments

The Site Plan Review Committee consists of the following City Departments who review development proposals. Their comments may greatly affect the scale and detail of development, and timing of site plan approval. You should review your proposal with these departments **prior to making application.**

Building Department - areas of concern: conformity to Zoning By-law, mechanical equipment noise, preliminary comments on Ontario Building Code and servicing requirements to assist with preparation of plans for building permit application

Engineering Department - areas of concern: road widenings, road and curb cut requirements, drainage and storm water management, traffic and railway noise studies, driveway locations, traffic impact analysis, parking design, safety and access

Roads and Parks Maintenance Dept - areas of concern: City trees, tree saving

Fire Department/Fire Prevention - areas of concern: fire access routes, fire hydrants

Planning Department - areas of concern:

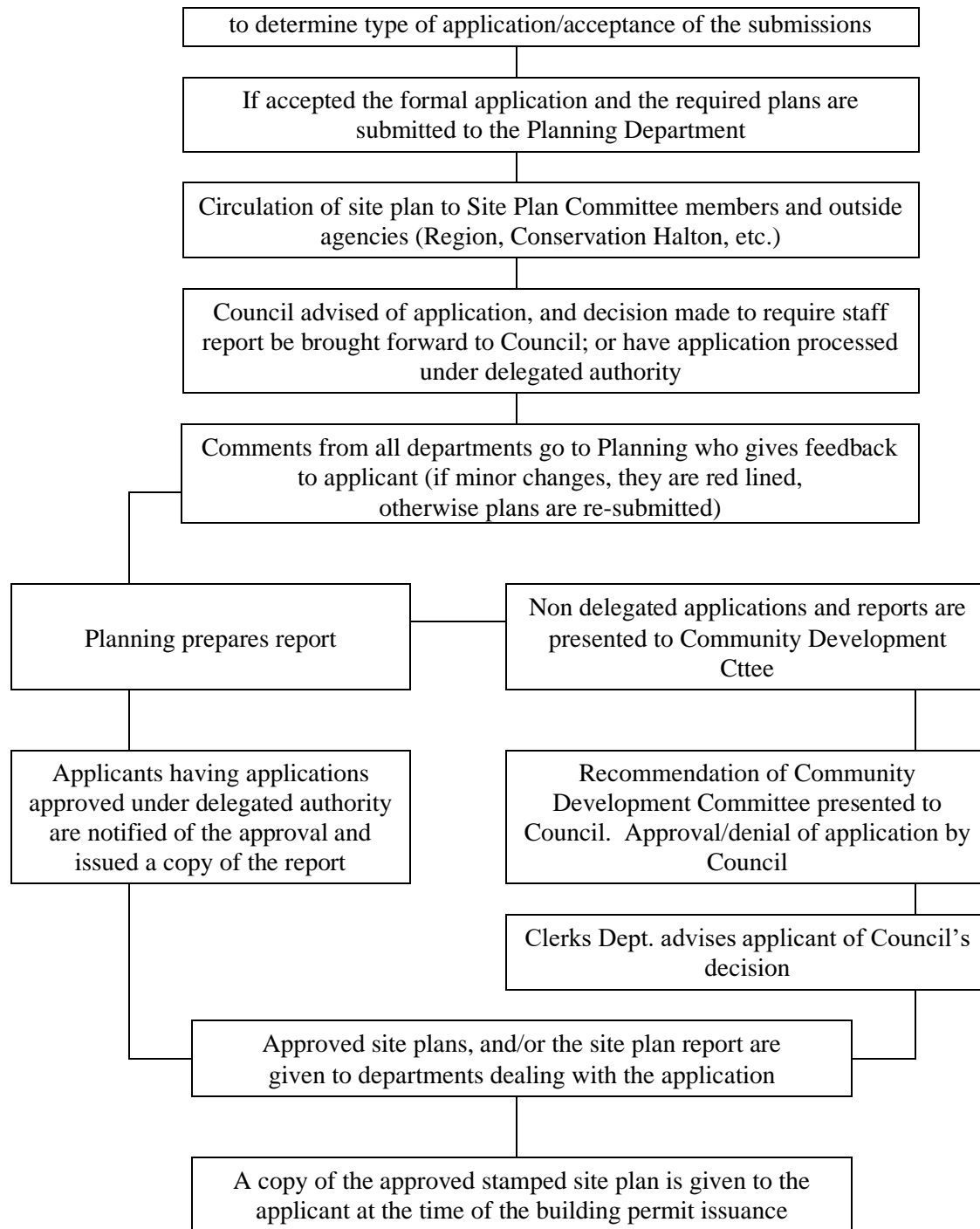
Development Control: site plan applications (co-ordination of process, aesthetics, urban design, compatibility, function and efficiency, landscaping); also provide recommendations on N.E.C., Parkway Belt, minor variances, land division applications; processes part lot control, H removal rezonings, condominiums, sign variances, cemetery applications under delegated authority

Development Planning - handles rezoning and subdivision applications, major studies, provides recommendations on Official Plan Amendments

2.4 Delegated Approval vs Council Approval

Except for single family and semi-detached dwellings (unless otherwise directed by Council), all other residential types, industrial, commercial and institutional developments are subject to review by the staff Site Plan Review Committee. Approval is required through either Council or Delegated Authority prior to permit issuance.

City Council has delegated the authority of site plan approval to the Director and designates. Council retains the ability to pass a resolution to require an application be forwarded to the Community Development Committee and Council for consideration. The 'undelegating' of an application will normally be done at the time the site plan application is listed as a 'new application received' in the Community Development Committee agenda, typically within 2 to 3 weeks of receipt of the application.



NOTE: BUILDING PERMITS WILL ONLY BE ISSUED UPON COMPLIANCE WITH ALL CONDITIONS OF SITE PLAN APPROVAL AND THE SATISFACTION OF THE BUILDING DEPARTMENT PERMIT REVIEW REQUIREMENTS

2.6 Delegated Approval vs Council Approval

Except for single family and semi-detached dwellings (unless otherwise directed by Council), all other residential types, industrial, commercial and institutional developments are subject to review by the City's Staff Site Plan Review Committee. Approval by the Municipality, either by Council or Delegated Authority, is required prior to issuance of a building permit. Council has delegated site plan approval authority to the Director of Planning, or designate. If an application is approved under Delegated Authority, the site plan approval is granted on the date the staff report is signed by the appointed municipal officer.

Council retains the ability to pass a resolution to require a specific application to be forwarded to the Community Development Committee and Council for consideration. The "undelegating" of an application will typically be done within 2-3 weeks of receipt of the application, at the next Community Development Committee meeting.

For an 'undelegated' application, a staff report is prepared upon receipt of comments from circulated agencies and resolution of major items. The report will be scheduled for consideration by the Community Development Committee and the owner/applicant is invited to attend. The Committee Recommendation is then forwarded to the next Council meeting. The applicant must contact the Clerks Department to register as a delegation in order to address Committee or Council.

Requests for fast-tracking require an additional fee and will be considered in conjunction with the issues involved and staff availability. If the applicant wishes to split the permit into servicing, or foundation and superstructure, contact staff immediately so that approval conditions can be adjusted.

2.7 Site Plan Approval Time Limits

Unless otherwise noted in the conditions of approval, site plan approval expires two years from the date of either delegated or Council approval. Extensions to the time limit may be requested prior to expiry. A letter and applicable fee is required to request an extension, explaining the delay and expectation of development. The Planning Department will circulate the appropriate departments and agencies to determine if there are any objections, or if any of the plans or conditions of the original approval require modification or additions to reflect current requirements. Extensions are granted for a two year period unless otherwise warranted.

The authority to grant a site plan approval extension is delegated to the appointed municipal officer(s), unless Council requests a report be forwarded to Community Development Committee and Council.

2.8 Responsibilities of the Applicant

Prior to filing an application:

- Preconsult with the Planning Department and any other relevant departments or agencies
- Submit a preliminary site plan to the Site Plan Review Committee to review prior to finalizing the plan and submitting an application

Submitting a complete application:

- Submit all required information and plans identified in Section 3.0, folded into SETS (not individually folded), along with the fee, and signed Application Form, and any studies requested
- Review all existing agreements on title to determine conditions which must be addressed at the time of application or prior to the issuance of a building permit
- Plans to identify all private easements or rights-of-way which exist whether registered or not

Following submission of the application, prior to approval:

- Keep the application active by providing revised plans or additional details as requested. If an application remains inactive for 6 months, Council policy instructs staff to give notice to the applicant that the file will be closed. Application fees are not refundable
- If the property has a registered agreement needing a clearance from an outside agency/utility, the owner is responsible to pursue; failure to do so may delay site plan approval and/or bldg permit

Following site plan approval:

- Review conditions of approval and resolve outstanding items, paying particular attention to those conditions requiring clearance from specified departments prior to the issuance of a building permit
- It is the owner/applicant's responsibility to pursue required approvals of agencies such as CNR, MTO, and if outside agencies require changes, the owner must obtain City approval for revisions
- Any proposed changes to the plans after approval, or on site during construction may require further approval from the Site Plan Review Committee, via a minor modification application. Although the changes may be shown on the building permit set, unless approved by the SPRC or affected departments, the approved site plans prevail and a building permit will not be issued
- All consultants, construction trades etc. must be made aware of the approved site plans, with and any redlines, and conditions, to ensure development occurs in accordance with the approved plans

3.0 SITE PLAN SUBMISSION REQUIREMENTS

3.1 Required Sets of Plans

Submit plans as noted below. It is the agent's responsibility to assemble plans provided from the various consultants. Each **SET** shall be **stapled together, labelled, and folded to 8"x 14" size. Rolled plans will not be accepted for processing, and plans should not be individually folded.**

5 COMPLETE SETS (for Planning, Building, Region, Fire*, Owner's copy)

- site plan, servicing and grading, landscaping, tree saving, fencing/planting details
- architectural (exterior elevations and floor plans)

* Fire Dept is NOT circulated on street freehold t.h. projects

4 PARTIAL SETS (Engineering, Burlington Hydro, H.R.Police, Accessibility Advisory Committee)

- site plan, servicing and grading, landscaping, tree saving, fencing/planting details

4 SITE PLANS (3-Region of Halton, 1-Traffic)

1 COPY OF A PHASE 1 ENVIRONMENTAL SITE ASSESSMENT

1 ADDITIONAL COPY OF A LANDSCAPE PLAN

1 ADDITIONAL COPY OF ARCHITECT'S SITE PLAN FOR COMMON ELEMENT CONDO APPLICATIONS (see page 10, 5.1 for details to be included)

ADDITIONAL sets are required for the following circumstances:

Site Contains or Abuts	Type of Plans Required	Plans Req'd For:
• Existing vegetation	• Tree Saving, Landscaping, Grading, Servicing	• City Forester (Rick Lipsitt)
• Creek block or Shoreline	• Tree Saving, Landscaping, Grading, Servicing	• Conservation Halton
• Hydro One Networks	• Landscaping, Grading, Servicing	• Hydro One Networks
• CN Railway	• Landscaping, Grading, Servicing	• Canadian National Railway
• Pipeline easement	• Landscaping, Grading, Servicing	• TransCanada Pipeline or Interprovincial Pipeline
• Bay/Hamilton Harbour	• Landscaping, Grading, Servicing, Elevations	• The Bay Area Restoration Council
• Heritage building	• Site Plan, Floor Plan & Elevations	• Heritage Burlington (LACAC)
• Downtown	• Site Plan, Floor Plan & Elevations	• B.I.A./Downtown Dev't Co-ordinator, c/o Planning
• City park/playground or School	• Landscaping, Grading, Servicing	• Parks & Recreation Dept
• N or S Service Rds or within 180 m of Prov Hwy inter'n (403,QEW, #6)	• Servicing, Grading, Elevations	• Ministry of Transportation, Toronto

3.2 Required Documentation - Along with the plans, please submit:

- Site Plan Application Form + Application Fee
- For all industrial or commercial sites: Building Use and Occupancy Form and Building Design Statement, for use by the Fire & Building Depts to assess fire access and water supply adequacy
- 3 copies of a noise study (if required by Engineering Dept for traffic; if required by Planning or Engineering Dept for mechanical equipment)
- 3 copies of a functional drainage report, if required by Engineering Dept
- Coloured presentation drawings, or conceptual Phase 2 plans, if required by Planning Department

Note: Apply directly to Building Dept for Building or Servicing Permits

3.3 Site Plan and Building Statistic Requirements

Typically, the site plan should list the following statistics. Some uses may require other details.

- Zoning, Legal Description, Lot Area, Frontage at 9.1m back, Proposed Coverage & Permitted Coverage, Proposed¹ & Permitted Gross Floor Area, Proposed & Required Landscaped Area, Paved Area, Proposed & Required Parking Spaces^{2,3}, Loading Spaces
- Industrial & Commercial Uses: Gross Leasable Area; For Industrial/Employment: F.A.R.
- Residential Uses or Mixed Use Buildings: units (sizes, # bedrooms); amenity area & density calcs

¹ Also provide typical floor plan showing detailed calculations & deductible areas

² Specify factor used to calculate parking spaces, including breakdown for occupant & visitor spaces

³ Show assignment of tenant parking spaces to specific units where applicable

4.0 GENERAL DRAWING SPECIFICATIONS

- full scale prints in **metric** (with imperial conversions if desired) and title block with address
- **Note:** if address not known or assigned, consult with Development Planning staff
- acceptable standard scale sizes for landscape, tree saving, site servicing and architectural site plans include 1:250 to 1:500. ARCHITECTURAL SCALES are not acceptable. Submissions should have plans drawn at the same scale for comparison purposes (except architectural plans)
- max. drawing size should be 'D' size: Architectural - 61cm x 91.5cm; Mechanical - 56 x 86.4cm
- Typical submissions will contain the following drawings: Site Plan, Servicing/Grading Plan(s), Landscaping Plan(s), Architectural Plans (Elevations, Floor Plans), Tree Saving Plan (where relevant)

5.0 **SITE PLAN**

Site plan drawings submitted for approval shall be prepared by an architect, engineer or qualified draftsman and as a minimum include the following information and standard notation.

5.1 *Required Details - Refer to end of Section 6 for Driveway Entrance Standards*

- Site plan scale of 1:200, 1:250 or 1:300 with key plan and north arrow, legal description of land
- Owner's name & telephone #, project name, date, municipal address, bearings and dimensions
- Site Plan and Building Statistics in a chart form, the type of development - see Appendix I
- Existing & proposed bldgs and/or additions, underground parking, with min. setbacks to lot lines
- Identify principal entrance of building and for any individual units
- Location of existing buildings/structures on adjacent lands
- Identify landscaped areas (width dimensions) and surface treatment ie: (paved, gravel, seeded etc.)
- Garbage location and screening details if outside; outside storage areas and description of items
- All parking and loading areas, include dimensions of parking stalls, driveways and aisles
- Details of fencing and location of lighting (poles, wall mounted fixtures)
- Location of play areas and outdoor amenity areas, details of equipment
- Sidewalk widths - residential: min.1.2m; commercial/industrial: min.1.8m along walls with doors
- Residential driveways in front of garages - 6.7m minimum depth (not including sidewalks)
- All easements and right-of-ways on the property and dedicated or to-be-dedicated road widening
- Location of all required Fire Access Routes; all fire hydrants and underground fire mains
- Location of standpipe/sprinkler siamese connections
- Pylon sign setback from lot line. Signage details are requested for prelim.review however this does not suggest signs will be or are approved under the site plan approval. Signs are subject to Sign By-law regulations and a sign permit must be obtained from the Building Dept
- Common element condominiums – provide details of the POTL lines on the architect's Site Plan, including building setbacks to the POTL lines addressing the OBC spatial separation requirements – contact the Plans Examiners in the Building Department for the details if required

5.2 Guidelines - Parking Layout

- Parking stalls: min. 16.5 sq m in area, ranging from 2.75 m wide x 6.0 m long, to 3.0 m by 5.5 m
- Where a parking space is adjacent a wall, column, fence, hedge, increase the stall width by 30 cm
- Parallel parking spaces must be 2.75m x 7.2m long; unobstructed end spaces may be 6.7m long
- Provide bike parking and spaces for the physically challenged as set out in the zoning By-law

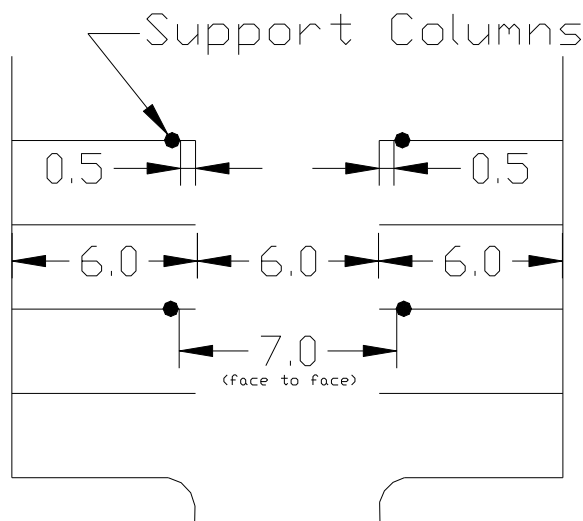
- One single space for the physically challenged must be 4.6m width, and a combined pair at 7.7m
- Design service and loading areas so as not to interfere with parking spaces/maneuvers
- Provide curbed end islands of min. 1.5m width adjacent to main driveways of commercial sites. End islands to be 1.5 m shorter than parking stalls. Island landscaping max 60cm ht
- Provide adequate snow storage space which shall not cause sight obstruction or damage landscaping
- Curbs that serve as wheel stops should not exceed 10 cm in height.
- Vehicle overhang of max. 0.6 may be allowed as part of stall length IF only for small number of spaces, spaces **do not** abut Fire Access Route, overhang does not encroach on Z.B.landscape strips
- For residential bldgs over 5 dwelling units, provide convenient designated loading/moving spaces
- Generally, all non-residential developments should designate on-site loading and unloading areas

5.3 Guidelines - Driveway and Access Design

- Main commercial driveways should be a min. 8.0 m wide, particularly if vehicles back onto dwy
- Main driveways for residential projects should be minimum of 6.0 m wide (inside curb dimension)
- All driveways with access onto City owned roadway must conform to City of Burlington standards
- Aisle widths must allow efficient movement of traffic through the site and access to parking spaces
- Angled parking is strongly discouraged

5.4 Guidelines – Parking Garage

- Underground parking stalls shall be a min. 16.5 m² in area, with min. width 2.75m by min. length 6.0m
- Where the use of a parking space is limited on one or both sides by a wall or column, increase stall width by 30cm (0.3m) for each obstructed side
- Aisles are to be a minimum of 6m wide
- Structural columns to be set back 0.5m on both sides of the driving aisle to provide for 7.0m clear (face of column to face of column)
- Maximum ramp grade is 12%; ramps with grades 8% or more will require heating coils
- Ramps with grades under 8% will be evaluated for each circumstance to determine if heating coils required
- A flat landing pad area of 6m length with appropriate transition grades is required at the top of ramps
- Appropriate transition grades are required at the bottom of ramps



6.0 **SERVICING AND GRADING PLAN**

Details may be submitted on a separate plan, or drawn on the Site Plan.

6.1 Required Details *Refer to end of Section 6 for typical grading and servicing plan excerpt*

- existing & proposed catch basins, servicing pipe sizes, invert elevations and slopes, top & invert elevations for catch basins & manholes, lateral invert elevations at storm main; existing & proposed underground storm, water & sanitary lines connection from the bldg to street
- closest municipal hydrant and any private fire hydrants and underground fire mains, standpipe/sprinkler siamese connections location
- existing & prop. grades; sufficient ground elevations on adjacent lands to identify drainage patterns
- location of adjacent creeks (top-of-bank); proposed retaining wall location and details
- location and type of easements and rights-of-way (existing and proposed)
- location of existing driveways on abutting properties that are within 6 m of the mutual lot line(s), location of existing driveway(s) located opposite the subject property
- road widening, sight triangles (consult with Engineering as to deemed width)
- identify all existing vegetation on the property and within 3 metres of the lot lines, and on City property; individually locate all trees with caliper measuring 100 mm or greater, all other vegetation to be identified in masses showing outline of canopy created by massing

6.2 Guidelines - Grading/Servicing

- Curb returns shall maintain a minimum clearance of 1.2m from above ground utilities (eg. hydro poles, hydrants), and are the responsibility of the owner/applicant
- No planting or berming allowed on road allowance; boulevards to be sodded by property owner
- Minimum ground slope to be 1%, asphalt surfaces 0.5%
- Maximum desirable driveway slope is 6%; maximum permitted slope is 8%
- Maximum of 4 townhouse units to be serviced by one sump pump
- Locating catch basin leads and storm sewers under buildings is discouraged
- Driveway entrances to be set back at least 3 m from a side lot line unless otherwise approved
- Reverse crown roadways will be discouraged on private development unless the owner/developer can demonstrate that the center line gradient exceeds 1%
- Minimum swale slope for all types of residential properties to be 2%
- Minimum swale slope for commercial and industrial properties to be 1.5%

6.3 Guidelines - Fire Access Routes

- For bldgs being designed in conformance with Part 3 of the 1990 Ontario Building Code, as amended, Fire Access Routes to be designed & constructed as per Articles 3.2.5.5. thru 3.2.5.7
- Clearly delineate the location of the Fire Access Routes on the site plan
- For attached multiple residential units (condo townhouses etc), being designed in compliance with Part 9 of the 1990 Ontario Building Code, as amended, Fire Access Routes shall be in compliance with Sentence 3.2.5.6.(2) of the Ontario Building Code

6.4 Design Specifications - Fire Access Routes

- Provide Fire Access Route(s) to the building face with the principle entrance and any additional building face required to face a street, under Subsection 3.2.2. of the Ontario Building Code
- Have a clear width of not less than 6 m and be connected with a public thoroughfare
- Be located not less than 3 metres and not more than 15 metres measured horizontally from each face of the building required to face a street under Subsection 3.2.2. of the Ontario Building Code
- Have a centre line turning radius of not less than 12 m (minimum inside radius of 9 m)

- Provide an overhead clearance of not less than 5 metres
- Have a change of gradient of not more than 1 in 12.5 over a min. distance of 15 metres (8% slope)
- Be designed to support the expected loads imposed by fire fighting equipment and be surfaced with concrete, asphalt or other material designed to permit accessibility under all climatic conditions
- Have a turn around facility for any dead end portion of the F.A.R. that is over 90 metres in length
- Post designated Fire Access Routes on both sides if possible. Contact Terry Hughes @ 335-7560

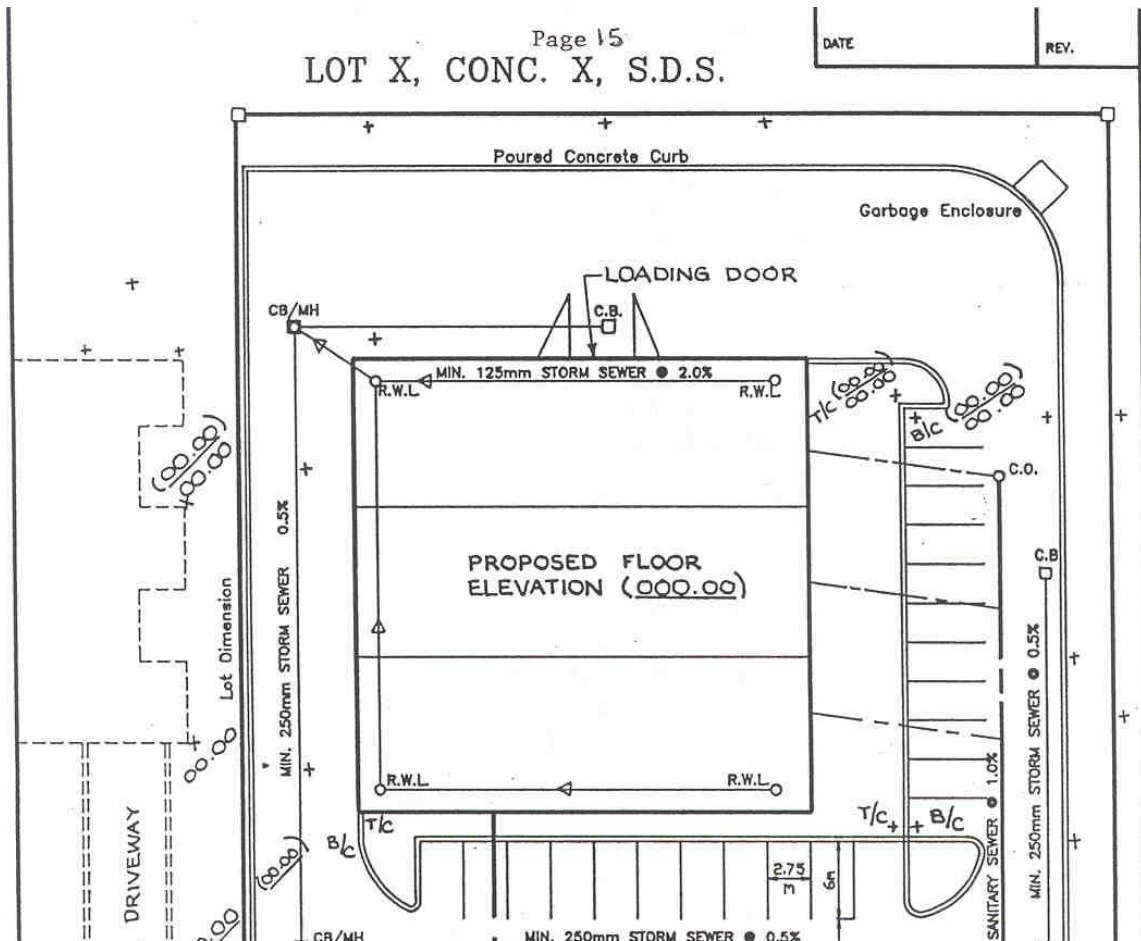
6.5 Guidelines - Fire Hydrants

- Where buildings are being designed in conformance with Part III of the 1990 Ontario Building Code, as amended, fire hydrant protection is required in compliance with Sentence 3.2.5.8(2). Site plan proposals shall show the location of municipal and/or proposed private fire hydrants
- Hydrant shall be located within 90 metres horizontally of any portion of the building perimeter which is required to face a street under Subsection 3.2.2. of the Ontario Building Code
- If possible, hydrants shall be placed atleast 12m from building face and **not** obscured by planting
- Hydrants to be within 6 m of a F.A.R. and installed with the 100 m steamer port facing the F.A.R.
- Hydrants shall be installed in compliance with the requirements of the Region of Halton, i.e. a minimum underground supply main of 200 mm serving a hydrant on a dead end service, etc.
- Upon completion of the project, the installing contractor is to certify in writing to the Fire Department that the hydrant(s) have been tested and left fully operational

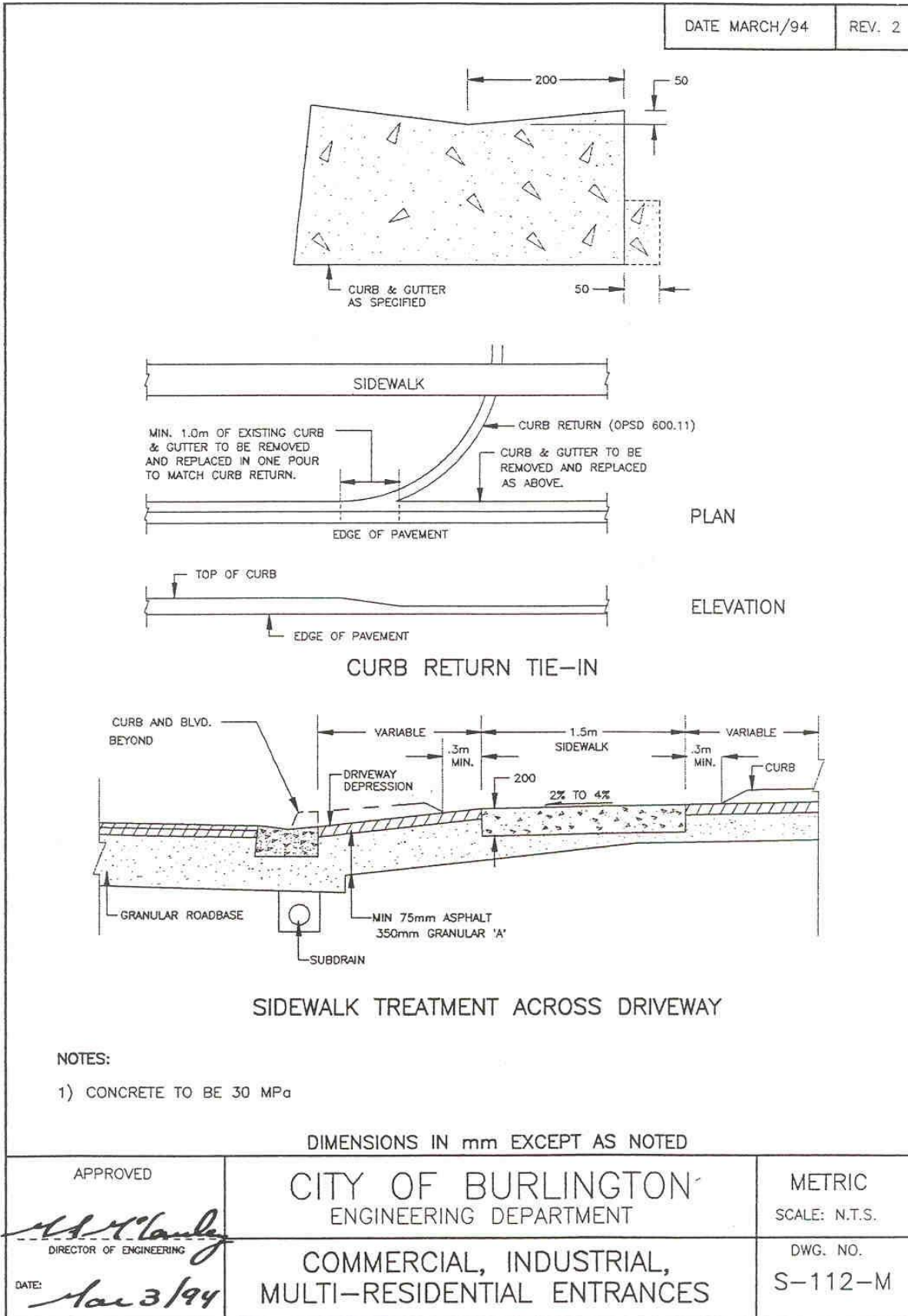
6.6 Guidelines - Standpipe and Sprinkler Siamese Connections

- Standpipe and Sprinkler Siamese Connections shall be located in compliance with Articles 3.2.5.16. of the 1990 Ontario Building Code, as amended, and be indicated on submitted drawings
- Locate siamese connection within 45 metres of a fire hydrant (allowing for Hose Runs)
- Locate siamese connection adjacent to a street or fire access route

See diagram below



Dwy entrance std(s)



7.0 ARCHITECTURAL PLANS

Architectural plans submitted for approval shall be prepared by an architect, engineer or qualified draftsman. As a minimum the architectural plans shall contain the following information:

7.1 Floor Plan Requirements

Residential use	- detailed floor plans for each unit type, including unit sizes - floor plan for each floor including underground garage
Industrial use	- warehouse, plant, office, mezzanines, retail areas
Commercial use	- retail, office, storage areas
Church use	- meeting rooms, offices, kitchen area, assembly areas, storage, classrooms
School use	- classrooms, assembly areas, storage areas, office areas
Portable classrooms	- floor area

Note: show internal garbage storage areas; particularly for all **restaurant** uses

7.2 Elevation Plans

- label building materials and colors (eg. architectural block and type, brick, aluminum siding)
- show location of doors, windows, loading areas, wall signs/bands, air conditioning, exhaust vents, roof top mechanical equipment (type and height and screening to be noted), wall lighting

8.0 LANDSCAPE PLAN

8.1 Introduction

It is recommended that a Landscape Architect, or a horticulturalist, arborist or landscape designer prepare the plans. In some cases the applicant may be required to retain a qualified professional. The City's Tree Protection Standards (By-law 19-1975) apply to all sites with trees/vegetation to be saved and extending 3m into adjacent sites (including road allowances). See Tree Saving Section 9.

8.2 Landscaping Objectives

- To improve the City's aesthetic image as an attractive, clean and prosperous urban environment
- To ensure compatibility with adjacent site landscaping or buffer the site from adjacent conflicting land uses
- To reduce the negative visual and environmental impact often associated with large parking lots
- To define public vs private areas and give form and enclosure to the project
- To help conserve energy, assist in snow control and help offset air pollution

8.3 Landscaping Policies

- The landscape plan shall show proposed landscaping and all saved trees. Sites with existing trees will require a tree saving plan. A tree saving report from a qualified professional may be required
- Sites abutting the main Canadian National Railway line are to provide tree planting at 9m intervals

8.4 Landscape Plan Details *See typical Landscape Plan, with Details at the end of Section 8*

- key plan indicating the exact location of the site with a north arrow
- natural features which are existing and those which the builder has designated for preservation
- existing and proposed contours; bank top and bottom contours for all watercourses on the site
- adjacent roads and properties surrounding the site to be marked with spot elevations to show slope
- walls to be marked with "Top" and "Bottom of Wall" elevations; include drainage flow arrows
- finished first floor elevation, bldg entrances, catch basins and sub-drains, with prop. spot elevations
- location & elevation of underground structures; steps (# & size), with top & bottom spot elevations

- walkways, parking, screens/fencing, exterior lighting, street furniture, hydrants, curbs, pylon signs
- landscape items - benches, play structures, fences, walkways, retaining walls, planters, stairs
- surface materials (paving, sodding, etc.)
- label vegetation; plant list to include botanical & common name, quantity, caliper, height, spread
- planting details for coniferous and deciduous trees, and shrubs (staking, guying, installation, etc)
- if the landscape plan also serves as the tree saving plan, accurately show all existing trees to be preserved or removed; specify type, diameter and condition. Trees over 100 mm caliper will be dealt with on individual basis; otherwise general areas of small trees or shrub growth may be shown
- type and location of all easements, sight triangles and road widenings

8.5 Landscape Design Guidelines

- Public and Private Areas

Landscaping features should define private or restricted areas, as opposed to areas accessible to the general public. Privacy may be achieved by use of fences, walls, trees or tall shrubs. In residential projects, privacy is desirable for habitable rooms on ground floor, outdoor leisure use areas, and private outdoor areas. Consideration should also be given to the privacy of residents in adjacent or nearby residences.

- Parking Areas

The objectives for landscaping of parking areas:

- To provide an aesthetically pleasing view from the street
- To break up the monotony of large, expansive parking lot surfaces
- To provide shade and reduce summer pavement temperatures
- To screen adjacent areas from headlights and the view of cars
- To define access aisles to and from parking facilities

The minimum requirement for landscape strips adjacent to parking lots is for large growing deciduous shade trees (45 mm caliper) provided on 7 m to 9 m average centres, together with suitable ground cover. Shrub beds along the front of parking lots are requested to screen the parked cars. In most cases, the site also requires other mulched shrub beds and tree planting.

Large areas of asphalt shall contain some curbed planting islands at least 2.5m (8.2') wide, planted with drought-resistant trees and/or shrubs. Planting should not obscure a driver's sight lines of oncoming vehicles. Partial screening from the street can also be achieved by use of berming.

- Utilities/Serviceing

Trees and other landscaping features should be chosen considering utilities/serviceing and site uses. Trees should not be placed over or under utility lines. Most other serviceing is below grade.

- Walkways and Ramps

Walkways should make appropriate connections between building entrances, public walks, car parking and amenity areas. Maximum ramp slope is 1:12 slope for use by physically challenged people - refer to Building Code regarding handrails or guards.

Larger projects such as commercial/office developments, or where 150 or more parking stalls are provided, shall provide a landscaped pedestrian link to public areas/facilities and adjacent lands as appropriate. Design the walkway to accommodate pedestrians, car overhangs, tree planting, any light standards, litter receptacles, and bike racks installed. See typical design at end of Section 8.

- Grading

All exposed outdoor areas must have adequate drainage to prevent pooling and incorporate catch basins and manholes where required.

When earth berms are used, the slope should be less than 3:1 and the top and bottom edges should be gently rounded. Berms should not interfere with site drainage. Steep slopes should be safeguarded against erosion and if too steep for mowing consider erosion-resistant shrubs or ground cover, or a retaining wall.

- Landscape Buffers/Screening

Landscape buffers, including berming, provide a noise, visual and psychological separation to help reduce the adverse effects of conflicting land uses. Provide adequate screening for garbage receptacles, parking lots, storage yards and utility installations. The type of buffer required will be determined by the municipality, based on the extent and nature of the situation and the amount of space available on site.

Landscaping can be used to downplay or screen the appearance of long or unattractive building walls such as warehouses, parking garages, etc. and to reduce glare and reflected heat from such walls.

If only visual screening is required, use a 1.8m high decorative masonry wall or ornamental wood fence augmented with shrubs, trees and possibly vines. To obtain a softer natural appearance, use a dense evergreen strip 1.5 to 3m wide. See diagram at end of Section 8.

Large earth berms are the most effective sound absorption device and are most appropriate where adequate space exists. A 2.5m high berm with 3:1 side slopes would require a width of about 15m. Where space is limited consider a half-berm with a retaining wall or acoustical wall. See diagrams at end of Section 8.

- Maintenance Considerations

Trees, sign posts or other fixed objects that may present mowing or maintenance difficulties should be incorporated into mulched shrub beds. Planting beds should be covered with 5 to 7 cm of inorganic mulch such as lava rock, crushed brick, etc over landscape fabric. Salt resistant dwarf or slow growing plants, without berries or seeds, is recommended in parking lot islands for low maintenance.

Due to required mowing/maintenance, turf is often not recommended in small or congested areas or at vehicle overhangs. Where salt spray or salt dripping from car overhangs will be a problem, inorganic mulch is recommended.

The provision of appropriate irrigation should be considered and may be required for some sites.

- Energy Conservation, Microclimates

Properly located, wind screening can extend the period of usefulness of outdoor courtyards and sitting areas. Planting around large buildings should be designed to minimize wind turbulence and undesirable snow drifting. Planting should provide shade during hot summer days and protection from cold winter winds. Evergreen tree screens, blocking cold winter winds from buildings, can reduce heating costs. Dense screens can reduce wind speeds on the leeward side within a distance of 10 x the screen height.

8.6 Landscape Standards

- Tree/Shrub Sizes:

Deciduous trees must have a minimum trunk caliper of 45mm at least 15 cm above ground level. Deciduous trees of 50 mm to 75 mm caliper should be Wire Basket. Trees of 80mm caliper should be spaded into place. Coniferous trees must have a minimum height of 1.2 m to 1.5 m.

Where shrubs are required for screening, they must be evergreen and have a minimum height of 1.2 m at the time of planting. Other required shrubs shall have a min. height or spread of 50 cm.

- Plant Spacing and Planting Beds:

Ensure sufficient trees are used to overcome the bare look common to most new developments, and where possible choose larger growing types. Provide evergreens and a variety of plantings for year-round interest and in sufficient massing quantities.

Deciduous trees in rows should be 5 m to 7 m apart for small flowering trees and 7 m to 9m apart for large shade trees. Groups of trees are generally preferred to a more formal linear planting. Evergreen trees should be spaced 4 m to 8 m apart, depending upon species and the desired effect.

Shrub spacing varies widely, depending on species and purpose of planting. Shrubs must be planted in mulched beds (bark chips, lava rock, crushed brick, river pebbles) for reduced maintenance and appearance. Inorganic mulch (50 to 70mm deep over landscape fabric) lasts longer and limits weed growth.

- Retention of Existing Trees

Curbed landscaped islands or peninsulas must be provided around existing retained trees, and the existing grade level retained. Trees up to 100 mm (4") trunk caliper require a 1.2 m min. landscape separation between the tree and concrete curb. Up to 275 mm (11") dia. trees require a min. 3 m separation. Trees over 275 mm dia. require 4.6 m. Caliper is measured 15 cm (6") above ground level. The D.B.H. (diameter at breast height) is measured 1.5m above ground level and applies to trees over 100mm caliper.

8.7 Typical Landscape Requirements for Various Types of Development

The following provides specific and additional landscaping requirements relating to different types of site development. Note: some areas in Burlington are subject to specific urban design criteria adopted by Council which deal with landscaping, parking areas, and walkways – consult with Planning staff.

- Townhouse Developments:

All landscaped areas must be adequately drained. Provide some topographic relief with grading or berming where appropriate. Achieve a balance between trees, shrubs, deciduous and coniferous material (summer shade, winter windbreaks, visual effect). Planting should help define common and private areas and to screen private areas from general view. Arrange private outdoor spaces to take advantage of the sun. Screen refuse/recycle areas and utilities.

- Commercial Plazas:

Provide walkways, trees, shrubs, planters, litter bins, bike racks, etc. appropriate to the scale and type of development. Landscaping should emphasize and help visually define vehicular accesses.

- Institutional Developments:

Provide paths, trees, shrubs, rest areas, bike racks, litter bins, etc. to suit the use (eg. medical, educational and religious uses have differing requirements). For larger sites, establish focal points (sculpture, flower garden, fountain, patio). Topographical relief via grading is encouraged.

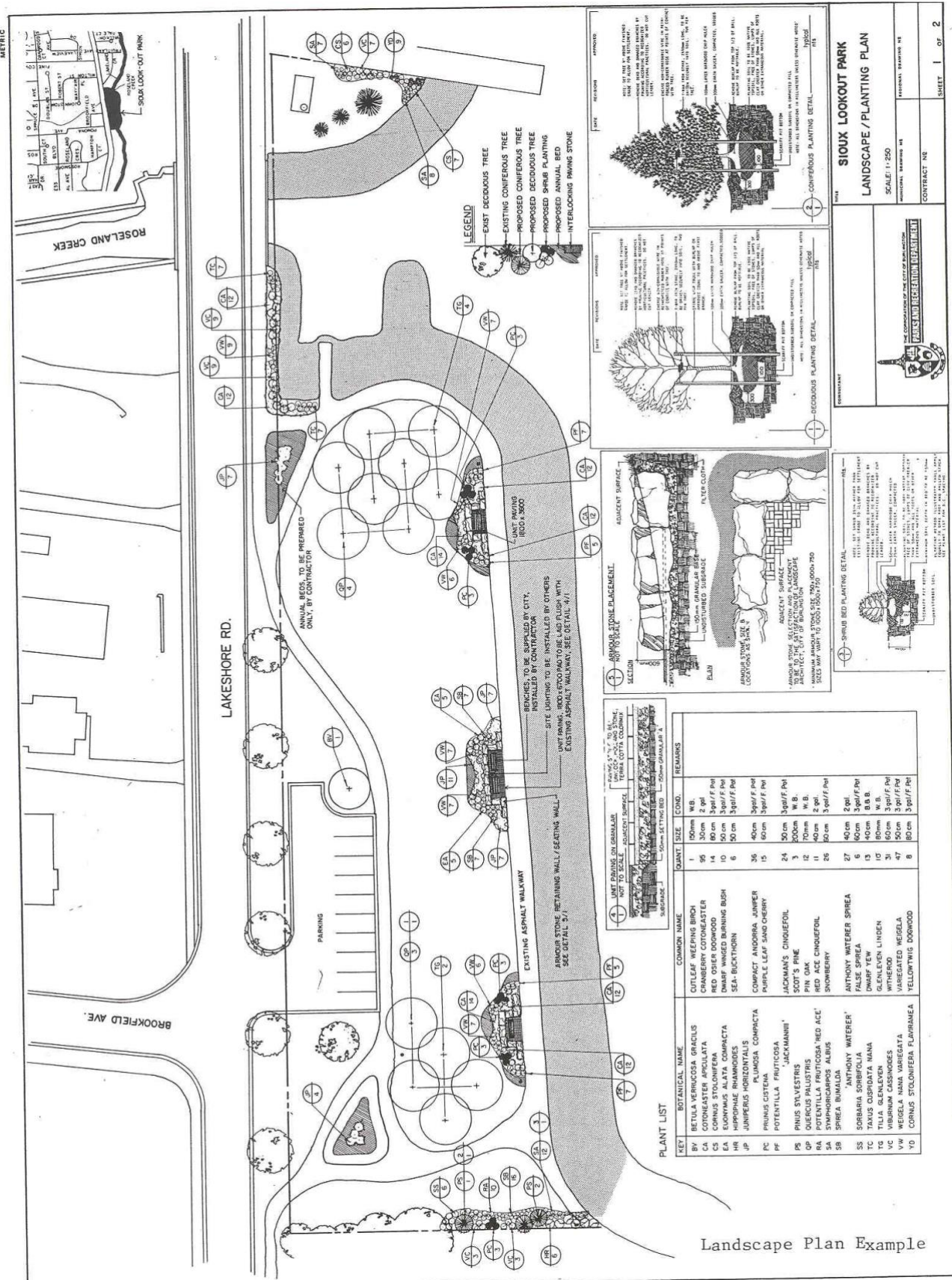
- Industrial Developments:

The area between the building and front roadway is to be landscaped with suitable ground cover, trees and shrubs. Use appropriate landscaping techniques to reduce the negative visual impact of parking lots. Screen garbage receptacles, storage sheds and utility installations from public or neighbours' view.

8.8 Landscape Securities

Prior to issuance of a building permit, a security/Letter of Credit for 100% is required (trees, shrubs, sod, fencing) to be submitted to the Building or Finance Dept. Once site work is done, contact Engineering staff to arrange a site inspection, to allow release of securities (in full or part depending on situation).

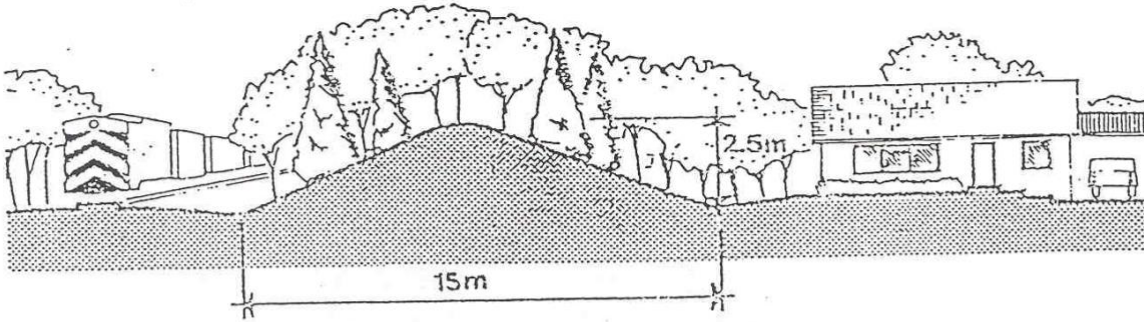
Landscape Plan Example (see below)



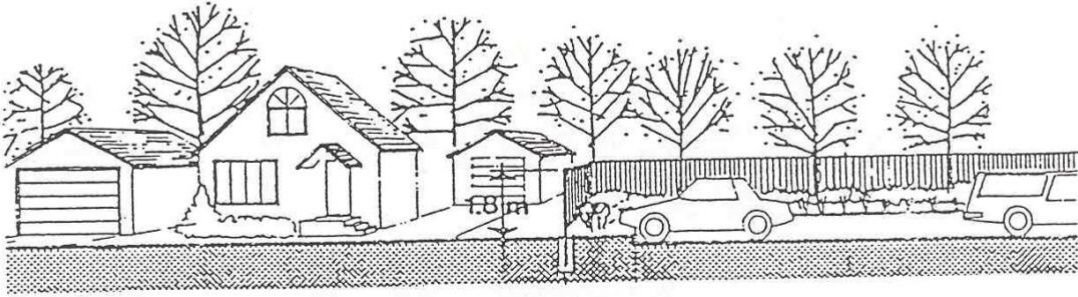
Landscape Plan Example

SIoux LOOKOUT PARK
LANDSCAPE / PLANTING PLAN
 SCALE: 1:250
 CONTRACT #12
 FACILITY: PARKWAY #12

CONSTRUCTION SPECIFICATIONS
 CONTRACT #12
 FACILITY: PARKWAY #12
 SHEET 1 OF 2

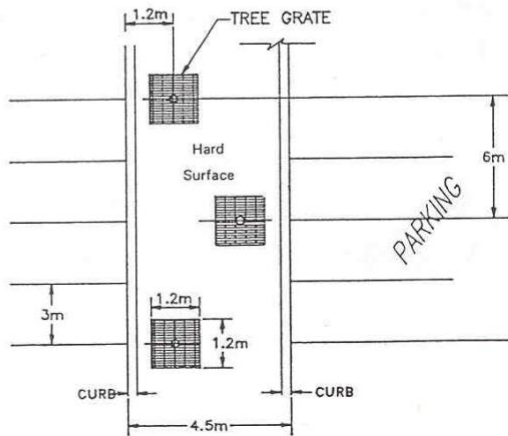
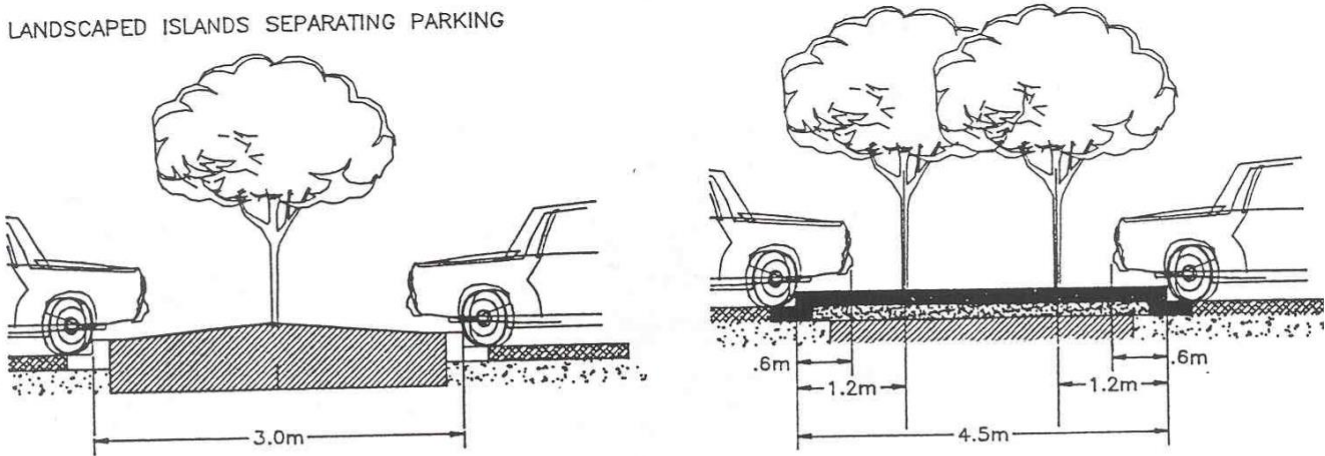


Densely planted earth berms form an effective accoustical and psychological separation between conflicting land uses

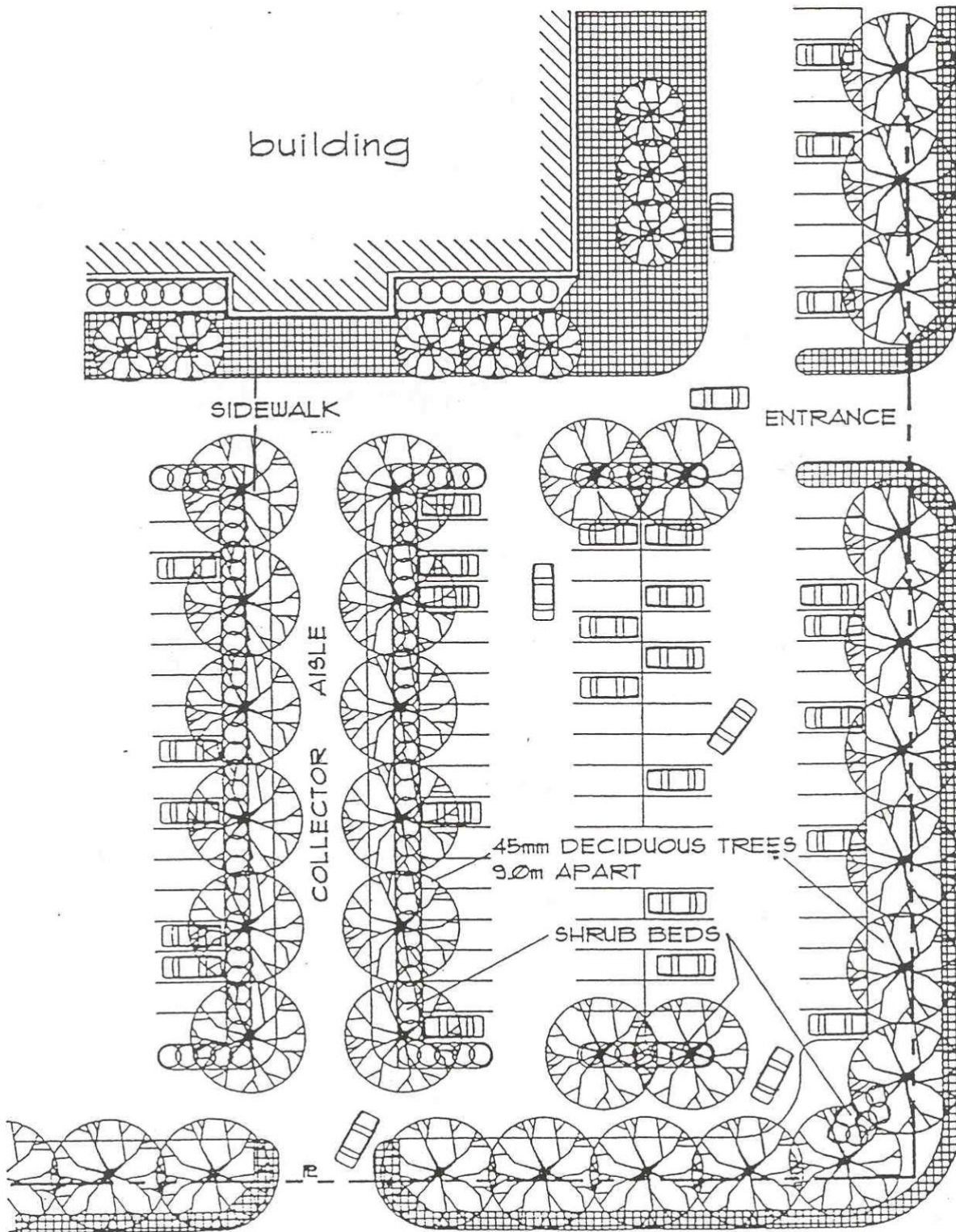


Example of fence and landscaping separating parking lot from residential use
Setback of parking from residential to be as specified by Zoning By-law

LANDSCAPED ISLANDS SEPARATING PARKING

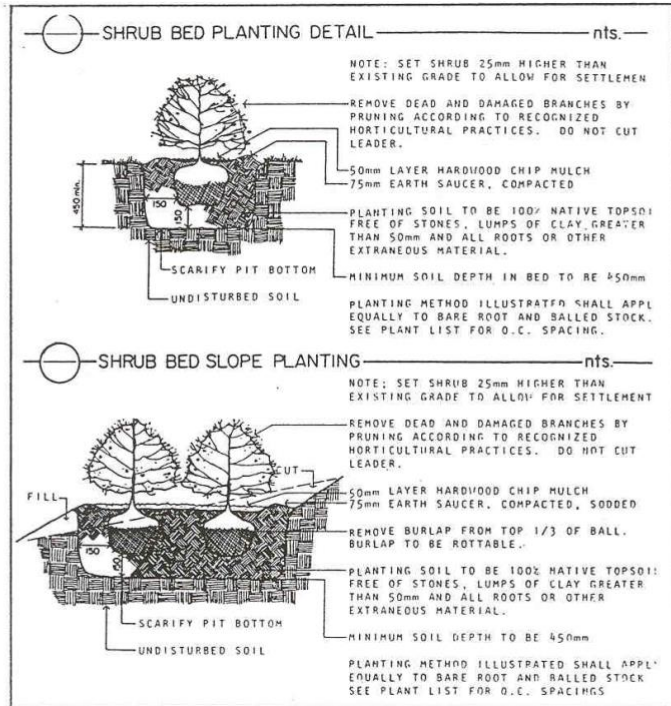
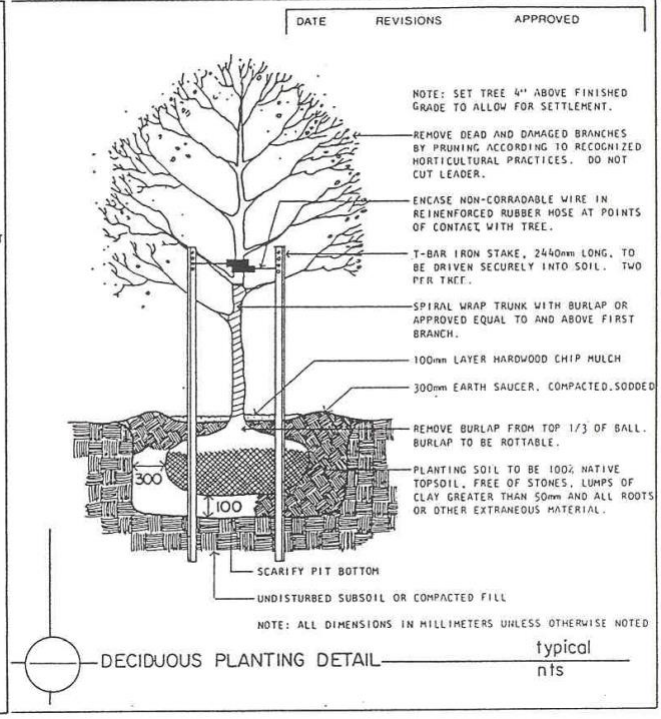
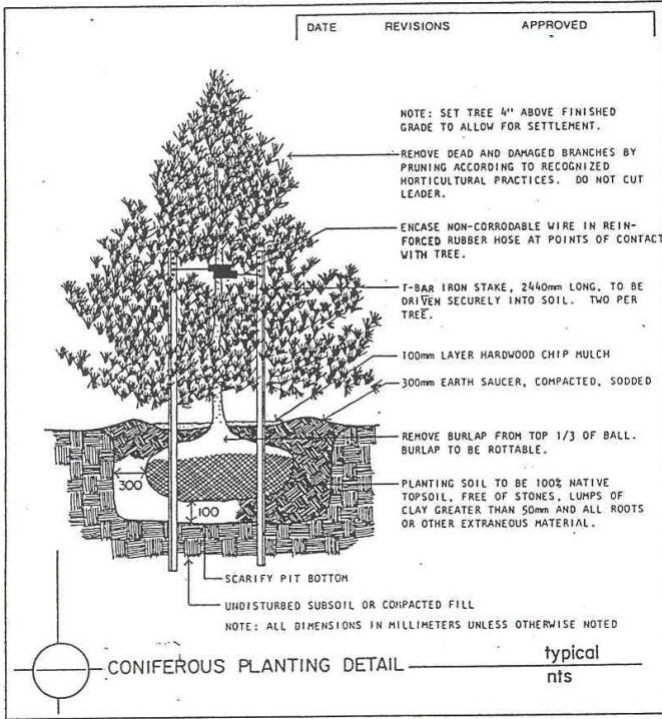


LANDSCAPED PEDESTRIAN WALKWAY
PLAN VIEW



Example of Landscape Treatment of Commercial Site

Planting Details



9.0 TREE SAVING PLAN

9.1 Tree Saving Policies

Sites containing existing trees/vegetation, boundary trees, or proposing development within 3m of vegetation on adjacent lands, shall not be graded, serviced or cleared until site plan approval setting out agreed upon tree saving. The proposal will be assessed using the owner's information and if circumstances warrant, an O.L.S. tree survey may be required. The City's Tree Protection Standards apply to all sites containing existing trees to be saved and any trees located off-site within 3 m of the property's boundaries. See Appendix III.

9.2 Required Tree Saving Plan Details

- Plan to be prepared by a professional, showing all trees to be saved, removed or relocated, at the same scale as landscape plan; identify proposed and existing grades, utility services and entrances
- Clearly identify all material as to quantity, species, size, height, condition, location
- Show all trees of 100mm caliper or greater; all other vegetation is to be identified in masses showing outline of canopy created by the massing; include vegetation within 3m of lot line
- City trees must be shown; tree permits require a deposit for City trees submitted to the City Forester at Roads & Parks Maintenance Dept and is refundable after construction
- After care of trees to be preserved should be identified as to watering, fertilizing and pruning

9.3 Trees/Vegetation on Property Lines or Within 3m of Lot Line or Street

Where boundary vegetation may be affected by the proposed development, *there are two options:*

- The adjacent owner(s) should be consulted and be made aware of the proposed development and be requested to sign off/submit in writing that there are no concerns with the proposed development, or
- A qualified professional to address the potential impact on the existing vegetation and provide a letter or report to that effect, confirming in their opinion that the vegetation will survive

9.4 Tree Replacement Requirements (Private Trees)

At the discretion of the City Forester or Planning staff, existing private trees serving a deemed purpose (eg. screening), that are removed or do not survive, are to be replaced using an aggregate caliper formula (eg. one 250 mm caliper tree must be replaced with 5-50mm cal or 2-125m cal.) This applies to 150mm or greater caliper deciduous trees and coniferous trees 4.5m height or greater:

- Scheduled to Be Removed - Where at discretion of City of Burlington staff or other qualified professional, the existing vegetation serves a deemed purpose and can be saved (i.e. screening).
- Relocation - Where an existing tree is relocated on site and expires within 5 years of return of the LC
- Scheduled to Be Saved - Where an existing tree is to remain as is but through the construction process is damaged beyond repair or expires within 5 years of return of City's letter of credit

9.5 City Trees

Any tree proposed to be removed from a City road allowance requires the City Forester's written assessment and support for removal. The Engineering Dept then reports to Council with a recommendation for approval.

9.6 Tree Saving Report

The City Forester or Planning staff may require a tree report for more detailed tree conditions & assessment of development impact and recommending appropriate tree saving measures.

10.0 SURVEY PLAN

Submit a stamped and signed survey by an Ontario Land Surveyor, or alternatively, an O.L.S. stamp and signature on a site plan prepared by an architect or engineer prior to building permit issuance.

While it is desirable to have the survey plan showing the location of the proposed building/addition(s) submitted with the site plan application, it typically is not mandatory, but is for the building permit.

10.1 Survey Plan Details

- legal description: lot number and concession; registered plan number and lot or block number
- the lot area in metric measure
- location of proposed building(s) and encroachments - to verify setbacks for zoning compliance
- all existing structures, topographical features (ie: swales, top of bank)
- geodetic bench marks, property boundaries and bearings, dimensions, stakes, existing easements

11.0 **URBAN DESIGN GUIDELINES**

11.1 Existing Urban Design Guidelines for Specific Locations, adopted by Council:

- Downtown Waterfront East '95 (Lakefront & Lakeshore Rd, Elizabeth St to Torrance St)
- Downtown U.D. & Bldg Facade Improvement Study by A. Temporale & Associates '91 (Lake Ontario north to Courtland Dr, Brock Ave east to Torrance St)
- Tansley Community U.D.G. '94 (Walkers Line, Upper Middle Road east to CNR)
- Headon Community D.G. '90 (NE & NW corners of Upper Middle Road & Cleaver Ave)
- Orchard Community Final Report: Secondary Plg Study by Weinstein Leeming Hinde... '95 (Upper Middle Rd to Dundas St, east of Appleby L/CN to Bronte Ck)
- Uptown M.U.C. U.D.G. by U.D.& D. '94 (Upper Middle Rd /Corporate Dr /Appleby Line)
- Midtown Mixed Use Centre, Secondary Plg Study '94 by McCormick Rankin, Weinstein Leeming Hinde... (Guelph Line/Harvester Road/Laurentian Drive)
- Burloak Office Park (south of Upper Middle Rd, north of Mainway)
- Alton Community (N of Hwy 5 up to Parkway Belt, east of Hwy 403 to Bronte Ck) *to be completed*

11.2 City-wide Urban Design Guidelines

On July 11, 1994 Council adopted a comprehensive Burlington Official Plan incorporating urban design guidelines for the City. The Official Plan received Region of Halton approval, with modifications on March 5, 1997 (some outstanding deferrals remain). Development proposals will be assessed against the O.P. guidelines. The following summarizes the principles, objectives & policies.

11.3 Principles of Urban Design

Urban design involves subjective matters related to the visual character, aesthetics and compatibility of land use and to the qualitative aspects of development. The tangible elements of urban form, being the built environment and open space, shall be designed in an efficient and attractive manner to enhance the well-being of residents and reflect the Official Plan vision. Urban design principles are primarily a guideline.

11.4 Objectives of Urban Design

- new developments shall be designed to preserve, enhance and connect natural features (eg. woodlots, watercourses, existing topography, Niagara Escarpment)
- encourage preservation, restoration and enhancement of identified heritage features
- urban design measures may be required for existing distinctive locations, neighbourhoods, or gateways into the city or parts of the city

- urban design plans are required when Secondary Plans are prepared, to address compatibility, transit use, pedestrian access and safety, noise abatement, issues of human scale and views
- integrate new communities with the natural setting and provide a diverse social setting that is well served by public transit and is pedestrian friendly
- ensure consistency, compatibility and quality of the built environment

11.5 Urban Design Guideline Policies

- the density, form, bulk, height, setbacks, spacing, materials, use of landscaping and fencing are to be compatible with the immediate area, particularly residential use adjacent to non-residential uses
- building design must recognize pedestrian scale, safety, access and preservation of public views
- streetscape environment shall be harmonious, emphasizing continuity of grade-related activity
- include convenient access to public transit, and access and parking for persons with disabilities
- design parking areas to minimize visual impact, and provide landscaped islands and screening
- buildings on arterial and major arterial roads and collector streets shall present their main building facades to these roads or enhance their treatment to avoid blank building walls
- reverse frontage lots and use of acoustical walls along streets are discouraged
- minimize building setbacks along pedestrian and transit-oriented streets
- for multiple family projects, locate parking areas and buildings internally
- minimize the functional and visual impact to streets and residential areas of site servicing, loading, air conditioning & ventilation equipment, garbage facilities through site design and screening

12.0 MISCELLANEOUS DEVELOPMENT INFORMATION

12.1 Building Use & Occupancy Form and Building Design Statement Form

Applicant to submit Building Use and Occupancy Form and the Building Design Statement form for use by the Building Dept, and Fire Dept in determining fire access requirements and adequacy of municipal water supply.

12.2 Adequate Water Supply

Adequate water supply for fire fighting purposes is required for all buildings designed and constructed under Part III of the 1990 Ontario Building Code, as amended (Reference Sentence 3.2.5.8(1)). The available water supply is to be determined by the Region of Halton Director of Public Works or authorized representative.

The Fire Dept will calculate adequacy of municipal supply as it relates to size, construction and hazard classification of the proposed building, using the Fire Underwriters Survey for public fire protection.

12.3 Underground Firemains

The site services contractor installing the underground firemains shall submit completed Contractor's material and Test Sheets for the installation in accordance with 1-10.1 of NFPA #13.

12.4 Construction Projects - Access, Mud & Dust Control

On all construction projects under site plan control, the Engineering Department require specific procedures for the control of mud, dust and construction traffic. Details will be provided as a condition of site plan approval.

12.5 Curb Cut and Curb Return Construction

Entrance permits must be obtained from the City's Engineering Department prior to constructing driveways on a City road allowance. An inspection fee is charged, and a letter of credit must be deposited prior to the issuance of a building permit to ensure completion of the installation.

12.6 Environmental Reviews

The Environmental Task Force (staff from Fire, Building, Engineering, Legal, Planning) reviews Ministry of Environment and Energy circulations on applications for Waste Handling Sites, Transfer of PCB's, etc. The Staff Site Plan Review Committee and the Ward Councillor are also circulated. Any site plan application that involves MOEE applications/approvals will also be reviewed by the City's Task Force. As this Committee only responds to circulation of MOEE applications, such applications should be submitted to the Ministry as soon as possible to avoid delay to site plan approval.

12.7 Subdivider's Approvals

For some areas (ie. Limeside/Sheldon Business Park, Reimer) applicants are referred to the subdivider to determine if the subdivider's approval is also required. Any revisions to approved plans such as those required by the subdivider's engineer or architect will also require approval by the City.

12.8 Development Charges

Applicable City, Regional, Burlington Hydro and Boards of Education development charges must be paid at the time of building permit issuance. As of November 14/01 GO Transit development charges apply to residential development. Appendix III contains the Region's Information Form. To obtain current development charges rates consult the Finance Dept or the City's web site @ www.city.burlington.on.ca.

Applicants are to obtain a Regional Non-Residential Development Charges Information Form from the Building Dept. The form must be completed and returned to the Building Dept for review and forwarding to the Region of Halton & Board(s) of Education for their development charge calculation.

12.9 Park Dedication

Cash-in-lieu park dedication is payable at time of building permit issuance and is based on the value of the land as of the day before the permit issues. Under By-law 147-1993, park dedication is payable for non-residential development. To confirm if your project is subject to cash-in-lieu of park dedication, or for additional information, call Ron Steinginga or Tami Price of the Legal Services Dept.

12.10 Standardized Shadow Impact Criteria

Shadow plan submissions (when requested) must depict the following shadow schedule:

March 21	9:30 a.m.	12:30 p.m.	3:30 p.m.
June 21	9:30 a.m.	12:30 p.m.	3:30 p.m.
December 21	9:30 a.m.	12:30 p.m.	3:30 p.m.

12.11 Outdoor Patios and Liquor Licence Policies

Building Dept replies to the Alcohol & Gaming Commission for patio licences will include the zoning and status of site plan approval. Staff review of outdoor patios will include but not be limited to:

- lighting facilities to be located so that illumination does not shine into adjacent residential areas
- patio uses shall be visually screened from adjacent residential areas
- the area used for patios shall be in addition to and separate from required parking and driveways
- the patio shall have a hard and durable surface; for lawns, maintain in a healthy growing condition
- Halton Health Unit to be consulted for food refrigeration, sanitation facilities and garbage disposal

Council policy (January 9, 1984) requires staff to implement the following provisions in the site plan approval for any licenced outdoor patio located adjacent to a residential zone:

- the serving of alcoholic beverages will cease at 10:00 p.m.
- the use of musical reproducing machines, musical instruments, or other mechanical or electric music equipment, and dancing, theatrical performances or film presentations, music concerts and shows are not permitted

12.12 Lighting

- All new or revised lighting to be designed as per I.E.S.guidelines (Illumination Engineers Society)
- Commercial and industrial parking lots shall not exceed average lighting level of 2.3 footcandles
- Proposed lighting levels will be reviewed as to uniformity of lighting levels throughout the site
- The City discourages the creation of “hot and cold” lighting scenarios
- All development abutting residential properties must not exceed 0 footcandles at the property line

12.13 Garbage

- All perishable waste must be stored within the main building in a climate controlled environment, or within a refrigerated facility approved by the City
- Garbage storage areas should be outlined on the floor plans
- If dry refuse is allowed to be stored outside, it shall be located and enclosed to the City’s satisfaction
- Contact the Region of Halton, Waste Management Division, regarding recycling arrangements
- For multiple residential sites, garbage storage and pick-up arrangements are required to be approved by the City and Region of Halton prior to permit issuance – NO outside storage is permitted
- Private contractor pick-up may be required for multiple residential sites which are not suited to Region pick-up or which would have excessive quantities of garbage placed curbside for pick-up

13.0 **CONSERVATION HALTON REQUIREMENTS**

Applicants are encouraged to consult directly with Conservation Halton (formerly HRCA) to ascertain their requirements prior to making formal site plan application. Conservation Halton will be consulted and their conditions and concerns addressed in the City’s site plan approval.

13.1 Typical Conservation Halton Site Plan Approval Requirements

- In regulated areas, **permits** are required for: buildings, structures, headwalls, culverts, sewers, utilities, roads, trails, parking lots, bridges; also for placing fill, grading and recontouring in a creek block, below the top-of-bank and in a flood plain
- Top-of-bank setbacks are typically 7.6 m from the creek block limit, but may be 15m for Bronte and Grindstone Creek; all parking and driveways must be set back minimum 7.6m from the limit of a creek block, be curbed and contain landscaped buffer planting
- Prior to any site work: receive approval for site grading and drainage plans, implement approved erosion control plan and install limit of work barrier creeks or creek block
- If stormwater management is required, the report must satisfy recommendations of the sub-watershed study; rooftop storage not allowed; sites over 4 ha may need on-site quantity control (Level 1)
- Disturbed areas are to be rehabilitated and revegetated upon completion of the project

APPENDIX I - LETTER OF CREDIT SAMPLE FORMAT

Date: _____

IRREVOCABLE LETTER OF CREDIT # _____

The Corporation of the City of Burlington
P.O. Box 5013
426 Brant Street
Burlington, Ontario
L7R 3Z6

We hereby authorize you to draw on _____ (bank) _____
at _____, Ontario, for account of _____
up to an aggregate amount of \$ _____ available on demand.

Pursuant to the request of our customer, the said _____
we, _____ hereby establish and give to you an Irrevocable Letter of Credit in
your favour in the total amount of \$ _____
which may be drawn upon by you at any time and from time to time upon written demand for payment made upon
us by you. which demand we shall honour without inquiring whether you have a right as between yourselves and
our customer.

Provided, however, that you are to deliver to us at such time as written demand for payment is made upon us, a
certificate confirming that monies drawn pursuant to this Letter of Credit are to guarantee obligations incurred or to
be incurred by the Corporation of the City of Burlington pursuant to

_____.

This Letter of Credit will continue up to _____ date _____ and will expire on that date
and you may call for payment of the full amount outstanding under this Letter of Credit any time prior to that date.
It is a condition of this Letter of Credit that it shall be deemed to be automatically extended without amendment for
one year from the present or any future expiration date hereof, unless 30 days prior to any such date we shall notify
you in writing that we elect not to consider this Letter of Credit renewed for any such additional period.

Authorized signature

Authorized signature

APPENDIX II - CITY OF BURLINGTON: TREE PROTECTION STANDARDS

Pursuant to By-law No. 19-1975 (November 1978)

In general, when trees are to be saved in a construction area, the following recommendations have to be followed to ensure the longevity of those trees:

- Where possible, no excavation should be carried out within the driplines of trees to be saved. Root loss must be minimal.
- No heavy equipment should be driven over the tree lawn area, to alleviate soil compaction around the tree roots.
- No equipment or materials should be allowed to hit, abrade or otherwise damage any limbs or branch of a tree hanging over the immediate construction area.
- No soil or construction materials should be piled over the tree lawn areas or around the trunks.
- A snow fence or other barrier should be erected around the tree to at least the 'drip line' of the tree. The small, fibrous roots, which feed the tree, are in most cases located primarily at the extremities of the root system, and therefore must be protected.
- If a situation arises where services must be located in line with the root system of a tree or trees, and the trees are to be saved, the following methods of installation must be followed if the trees are to remain viable after construction.
- Trees 200 mm to 300 mm inches in diameter may only be trenched by machine to within 3 metres of tree trunk. From here on boring or trenching must be by hand.
- Trees 300 mm inches or more in diameter may only be trenched by machine to within 4.5 metres of tree trunk. From here on, boring or trenching must be by hand and no roots over 2.5 cm in diameter be cut if avoidable.
- Where impossible to tunnel the distance required by the above criteria, it is suggested that tunneling begin at the specified distance with sufficient surface openings to make work feasible.
- Within the specified distances from the tree trunk, no roots over 2.5 cm in diameter are to be cut if avoidable; any that are cut should be cleanly cut and will have to be painted with Braco or other wound treatment.
- Where tunneling has been used, extreme care must be taken with backfilling that no air pockets remain to further injure the tree.
- It is further directed that when backfilling tunnel, especially where under trees, a good soil mixture must be used. It should consist of two-thirds genuine top soil and one-third peat moss. Such soil should help greatly in promoting the growth of new roots.

If comments or questions regarding trees to be saved should arise, the services of the City Forester's office will be available at 333-6145, at any time before or during construction.

APPENDIX III - DEVELOPMENT CHARGES FORM

REGIONAL, AREA MUNICIPALITY AND SCHOOL BOARDS NON-RESIDENTIAL DEVELOPMENT CHARGES INFORMATION FORM			
Date of Application (M/D/Y)	<input type="text"/>	Area Municipality	<input type="text"/>
Applicant Name	<input type="text"/>	Building Permit #	<input type="text"/>
Telephone #	<input type="text"/>	Legal Description	<input type="text"/>
Site Address	<input type="text"/>		
<p><i>If you have any Inquiries, please contact Andrea Robinson, Region of Halton, 825-6000, ext. 7868, Building Department, City of Burlington, 335-7600, Ext. 7731, or Anne Garlcsak, Halton District School Board (contact for both School Boards), 335-3665, Ext. 2201. Please see reverse for definitions. This form is to be returned to the Area Municipality when complete.</i></p>			
Size of Lot:	<input type="text"/> M ²		
Size of Existing Building: Above Grade (M ²)	<input type="text"/>	Below Grade (M ²)	<input type="text"/> Total (M ²) <input type="text"/>
Regional Infrastructure Connection:	<input type="checkbox"/> Water	<input type="checkbox"/> Wastewater	
Type of Non-residential Use:	<input type="checkbox"/> Retail	<input type="checkbox"/> Industrial	<input type="checkbox"/> Other
Description of Proposed Use:	<input type="text"/>		
Categories of Exemption:	<input type="checkbox"/> Agricultural <input type="checkbox"/> Board of Education <input type="checkbox"/> Region, Area Municipality, Local Board <input type="checkbox"/> Place of Worship <input type="checkbox"/> Public Hospital <input type="checkbox"/> Private Non-Profit School <input type="checkbox"/> Parking Garages <input type="checkbox"/> Development Less Than 10M ² (only for new development) <input type="checkbox"/> Licensed Day Care Within a Non-Residential Building or Structure		
Information on Development:			
<input type="checkbox"/> New Development:		<input type="checkbox"/> Demolition Credit:	
Proposed TFA (above & below grade):		Demolition Permit #	<input type="text"/>
Retail	<input type="text"/> M ²	Date of Permit Issued (M/D/Y)	<input type="text"/>
Industrial	<input type="text"/> M ²	Size of Demolition:	
Other	<input type="text"/> M ²	Non-residential demolition TFA	<input type="text"/> M ²
Below Grade TFA	<input type="text"/> M ²	Below Grade TFA	<input type="text"/> M ²
		Residential demolition	<input type="text"/> Units/Type
<input type="checkbox"/> Expansion to Existing Building:		<input type="checkbox"/> Conversion Credit:	
Proposed TFA of Expansion:		Converted Residential Units	<input type="text"/> Units/Type
Retail	<input type="text"/> M ²		
Industrial	<input type="text"/> M ²		
Other	<input type="text"/> M ²		
Below Grade TFA	<input type="text"/> M ²		
Last Building Permit Issued	<input type="text"/>		
	(Date)		(Permit #)
Applicant/Applicant's Architect/Engineer:	<input type="text"/>	<input type="text"/>	<input type="text"/>
		(Print Name)	(Date)
Reviewed by Municipal Building Department:	<input type="text"/>	<input type="text"/>	<input type="text"/>
		(Signature)	(Date)
TO BE COMPLETED BY STAFF ONLY			
Development Charge Rate (Effective until _____):		\$ _____ /M ²	\$ _____ /M ²
Chargeable Floor Area:			
Proposed Floor Area	<input type="text"/> M ²		
Less Category Exemption	<input type="text"/> M ²		
Expansion Exemption	<input type="text"/> M ²		
Net Chargeable Floor Area		<input type="text"/> M ²	<input type="text"/> /M ²
Below Grade Floor Area (for EDC)		<input type="text"/> M ²	<input type="text"/> /M ²
Net Chargeable Floor Area (for EDC)		<input type="text"/> M ²	<input type="text"/> /M ²
Development Charge Payable:			
Total Development Charges		\$ _____	\$ _____
Less Demolition Credit		_____	_____
Conversion Credit		_____	_____
Net Development Charge Payable:		\$ _____	\$ _____

APPENDIX IV - TELEPHONE DIRECTORY

CITY HALL

905-335-7600

COMMUNITY PLANNING DEPARTMENT (Fax 335-7880) - located on 2nd floor

SITE PLAN REVIEW

Charles Mulay #7693 Co-ordinator of Site Plan Review

ZONING SECTION

Silvina Kade #7871 Co-ordinator of Zoning

SITE ENGINEERING SECTION

Angelo Capone #7679 Co-ordinator of Site Engineering

FIRE DEPARTMENT

(Fax 333-8182)

Cory Armstrong Smith #6568

TRANSPORTATION

Kerry Davren #7800

LEGAL SERVICES DEPARTMENT

Patti Sullivan #7557

BUILDING DEPARTMENT (Fax 335-7876) - located in Lower Level

John La Selva #7475 Supervisor of Building Permits

CAPITAL WORKS

(Fax 335-7861) - located on 2nd floor

Doug Conway #7668 Curb cuts, curb returns
cell 815-3338

REGION OF HALTON

Adam Huycke 905-825-6000

CONSERVATION HALTON

Ola Panczyk 905 336-1158