DEVELOPMENT APPLICATION PRE-CONSULTATION FORM

Meeting Date: March 8, 2023	**Site Address:** 5051 Harvester Road
Property Owner: 875 Appleby Line Storage GP Corporation	**Applicant / Address / Phone / Email** MHBC Planning Limited c/o David Mckay 7050 Weston Road Suite 230 Woodbridge, ON, L4L 8G7 905-761-5588 ext 214 dmckay@mhbcplan.com
Site Area: 2.26 ha	

APPLICATION TYPE (check applicable applications):

Local Official Plan Amendment	**X**	Zoning By-law Amendment	**X**	Plan of Subdivision		Parkway Belt Amendment	
Other Application							

1. Brief description of proposed development:

The proposed development consists of a five (5) storey building. The primary use will be Self-Storage, and office and reception/retail space on the west portion of the building. The development will have total Gross Floor Area ("GFA") of 33,894 square metres (FSI of 1.42 total), composed of a reception/retail GFA of 1,088 square metres (3.2%), an office GFA of 8,450 square metres (24.9%), a self-storage GFA of 22,862 square metres (FSI of 1.0, and 67.4%), and a loading/other GFA of 1,493 square metres (4.4%). Underground parking will be provided and accessible on the northeast corner of the proposed building, facing the entryway from South Service Road. There will be a drive-aisle on the south side of the building, where loading and parking will be available, in addition to surface level parking on the east and west ends of the building. The existing restaurant on the southerly portion of the Site will not be altered.

2. Conformity with Regional Official Plan Designation? YES X NO _____

Has an application been made to amend the Regional Official Plan: YES _____ NO X

3. 1997 Official Plan Designation: Business Corridor

Conformity with 1997 Official Plan land use designation? YES _____ NO X

If 'NO' what is the nature of the OP amendment needed? Amendment required to address density / floor area ratio.

4. 2020 Official Plan Designation: Business Corridor / Appleby GO MTSA

Conformity with 2020 Official Plan land use designation? YES _____ NO X

5 Existing Zoning: BC1-62

Conformity with existing zoning? YES _____ NO ____X___

If 'NO' what is the nature of the zoning amendment needed? Amendment required to establish use and floor area ratio

6. Design Guidelines in effect? YES ___X___ NO _____

Name of Design Guidelines _____

7. Is the property listed in Municipal Heritage Register, designated under the Ontario Heritage Act or adjacent to a designated property?

YES _____ NO ___X_____

8. Fees Required at Time of Application

APPLICATION	CITY	REGION
Official Plan Amendment: (75% if combined)	$118.030.00 $88,522.50 (75% for combined)	$9,159.66
Rezoning - Base Fee: Rezoning - Variable Fee:	$23,370.00 $15,820.00	$1,220.89
TOTAL	$127,712.50	$10,380.55

Separate payments are required for the City, Halton Region and Conservation Halton

9. Additional Agencies to be contacted: Burlington Hydro

10. Pre-Application Public Consultation Meeting

Is a pre-application consultation meeting required?

YES ___X____ NO _____

The following steps must be completed if a Pre-Application Public Consultation Meeting is required:

- *The consultation meeting is to be organized by the proponent and must be held before the application is submitted.*
- *Circulation of the meeting invitation to residents and tenants within 120 metres of the development site will be completed by the City for a fee. Provide the required materials to the City at least one month prior to the meeting. Notice must be sent a minimum of 21 days in advance of the meeting.*
- *Please notify the Ward Councillor, Mayor, and the Coordinator of Development Review of the date, time & location of the meeting. Be sure your meeting location is accessible and close to the development site.*
- *During the meeting, provide a detailed overview of the development proposal and allow time for questions and comments from the public. Planning staff will provide an overview of the development application review process. Take notes of the discussion.*
- *As part of a complete application, you must provide consultation meeting minutes which include a written summary of public input received at the meeting. As part of the Planning Justification Report, you must explain how this public input was considered and used to modify the development proposal.*

11. Community Benefits

Is this an application for a building of five (5) or more storeys and ten (10) or more residential units?

YES ___X___ NO ____

If "YES" Community Benefits **may be** required. Please consult City of Burlington By-law 66-2022, Community Benefits Charges.

12. Required Information for Complete Application

1)	Completed Application Form	Required
2)	Fees for the processing of planning application(s)	Required
Supporting Reports, Studies, Plans **In accordance with Policies contained within 11.1.2 of the City's Official Plan, all identified materials must be submitted in accessible PDF format consistent with the City's standards and the standards of <u>The Accessibility for Ontarians with Disabilities Act</u> before an application is deemed complete.**		**Required (Yes/No)**
i.	Planning Justification Report, including employment or residential needs analysis, where required	Yes
ii.	Land Assembly Documents	No
iii.	Survey and Severance Sketch, prepared by an Ontario Land Surveyor	Yes
iv.	Land Use Compatibility Study	No
v.	Retail and Service Commercial Needs Assessment	No
vi.	Financial Impact Study	No
vii.	Housing Impact Statement	No
viii.	Park Concept Plan	No
ix.	Agricultural Impact Assessment	No
x.	Social Impact Assessment	No
xi.	Archeological Report	No
xii.	Heritage Impact Study	No
xiii.	Cultural Heritage Landscape Impact Assessment	No
xiv.	Conceptual Site Plan Layout	Yes
xv.	Architectural Plans	Yes
xvi.	3-D Model of Proposed Buildings	Yes
xvii.	Burlington Urban Design Advisory Panel (BUD) Comments	No
xviii.	Height Survey of Adjacent Buildings	No
xix.	Angular Plane Study	No
xx.	Shadow Analysis Plan	No
xxi.	Wind Impact Study	No

xxii.	Arborist's Report	Yes
xxiii.	Tree Inventory and Preservation Plan	Yes
xxiv.	Landscape Plan	Yes
xxv.	Water & Wastewater Functional Servicing Report	Yes
xxvi.	Hydrogeology Study / Water Budget & Hydrology Study	No
xxvii.	Source Protection Disclosure Report	No
xxviii.	Noise Feasibility Study / Vibration Study	No
xxix.	Transportation Impact Study	Yes
xxx.	Transportation Demand Management Plan and Implementation Strategy	No
xxxi.	Parking Justification Report	TBD
xxxii.	Storm Water Management Report / Functional Drainage Report, Storm Services Plan and Flooding Hazard Delineation and/or Grading and Drainage Plans	Yes
xxxiii.	Environmental Impact Assessment	No
xxxiv.	Top-of-bank Demarcation / Slope Stability Assessment / Creek Erosion Assessment / Geomorphic Study	No
xxxv.	Shoreline Hazardous Land Studies	No
xxxvi.	Geotechnical Report	No
xxxvii.	Phase One Environmental Assessment	Yes
xxviii.	Phase Two Environmental Assessment / Record of Site Condition	TBD
xxxix.	Landfill Assessment	No
xl.	Sustainable Building and Development Guidelines Checklist	Yes
xli.	Phasing Strategy for Development of Retail and Service Commercial Uses	No
xlii.	Public Consultation Strategy	No
xliii.	Response to Comments Received at a Community Meeting Held in Advance of a Formal Development Application	Yes
xliv.	Comprehensive Block Plan	No
xlv.	Urban Design Brief	Yes
xlvi.	Tenant Relocation and Assistance Plan	No
xlvii.	**Other** Environmental Site Screening Checklist Draft Official Plan Amendment / Draft Zoning By-law Amendment	Yes

13. ADDITIONAL REQUIREMENTS: See attached meeting notes & application checklist

NOTES:

1. **The applicant may request a Technical Preconsultation prior to submission of the application. This optional process involves electronic submission of the draft materials and a preliminary municipal review to determine whether there are technical issues which could be resolved prior to formal submission of the application.**

2. **Notwithstanding the fees noted above, all fees are payable based on the rate in the fee schedule by-law in effect on the date the payment is made.**

3. **The purpose of this document is to identify the information required to commence processing a complete application as set out in the Planning Act. Pre-consultation does not imply or suggest any decision whatsoever on behalf of City staff or the Corporation of the City of Burlington to either support or refuse the application.**

4. **This document expires 180 days from the date of signing or at the discretion of the Director of Community Planning. Please note that development application fees may change during this period and it is the applicant's responsibility to ensure that the correct fees are paid at time of application.**

5. **Beyond 180 days, but prior to 1 year from the date of signing, proponents may submit a request to have this document updated for an additional 180 days. A detailed changed matrix must accompany an update request. Beyond 1 year from the date of signing of the original pre-consultation form, a new pre-consultation request must be submitted.**

6. **In the event this Pre-consultation Document expires prior to the application being accepted by the City, another meeting will be required.**

7. **The applicant acknowledges that submission requirements are subject to change and that additional reports, studies, plans or information may be required beyond what is identified within this document in advance of an application being deemed complete.**

8. **The City may require the peer review of any technical report or study submitted by the applicant. If this is required, the applicant will be advised and will be charged a fee equal to the cost of the peer review.**

9. **Application materials submitted without the information identified in this Pre-consultation Document, or without the supporting technical studies prepared in accordance with the direction provided in Appendix 1, the meeting notes, and the Pre-submission checklist attached to this Document, will be returned to the applicant based on insufficient information to properly evaluate the application.**

10. **The applicant acknowledges that the City 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. With the filing of an application, the applicant consents to the City copying and 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.**

11. **It may be determined during the review of the application that additional studies or information will be required as a result of issues arising during the processing of the application.**

12. **The applicant must grant permission for municipal and agency staff to visit and access the property while the application is being processed.**

13. **There may also be financial requirements arising from the application, including, but not limited to, park dedication, development charges, payment of outstanding property taxes, deferred local improvement charges, costs for lifting 0.3-metre reserves, and reimbursement for road widening acquisition or road improvements.**

14. **Personal information contained in this form is collected under the authority of the Planning Act, R.S.O. 1990, cP.13, as amended. The information will be used for the purpose of administering the City of Burlington's pre-consultation process on development applications.**

15. **The applicant requests that the information submitted on this pre-consultation form and associated documents be kept confidential. It is understood; however, that an access request may be filed under the Municipal Freedom of Information and Protection of Privacy Act, and information may be subject to release, notwithstanding the request to keep information confidential.**

APPENDIX ONE: REQUIREMENTS FOR REPORTS/STUDIES AND PLANS

i. Planning Justification Report
A qualified planner (Registered Professional Planner) must submit a signed report providing planning justification for the proposed amendment in light of the objectives and policies of the City's Official Plan and the technical studies accompanying the application. The goal of the report is to document how the proposed departure from the local policies and regulations represents good planning and is in the public interest. The report must include items listed in the attached Pre-Submission Checklist.

ii. Survey and Severance Sketch, prepared by an Ontario Land Surveyor
Survey / Reference Plan of site showing PINs, easements, property boundaries etc.

iii. Conceptual Site Plan Layout
General plan required showing proposed building envelopes, setbacks, driveways, parking and landscape areas.

iv. Architectural Plans
Architectural plans to include floor plans and elevation plans.

v. 3-D Model of Proposed Buildings
Required for major development proposals within the City's intensification areas, in accordance with the City's 3D Model Specifications, as amended.

vi. Arborist's Report
Required in accordance with Subsection 4.3.2 of the Official Plan.

vii. Tree Inventory and Preservation Plan
Required when a property under application contains woodlots, tree stands or hedgerows, in accordance with Subsection 4.3.2 of the City's Official Plan and Part IV, Sections 146-147 of the Regional Official 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 and protection of those trees to be retained.

viii. Landscaping Plan
Required in accordance with Subsections 4.3.2 and 7.3.2 of the Official Plan. The Landscaping Plan must be prepared by a qualified professional (certified member of the Ontario Association of Landscape Architects), identifying the location and general design intent of the proposed plantings, identifies minimum required soil volumes for proposed planting areas and location of any structural soil cell installation areas.

ix. Water and Wastewater Functional Servicing Report
Required for all applications in urban areas in accordance with Part III, Sections 87-89 of the Regional Official Plan. Municipal (Urban) Servicing Guidelines are available from the Halton Region.

x. Transportation Impact Study
Required to assess the impact of a proposed development on current travel patterns and/or future multi-modal transportation requirements in accordance with Subsection 6.2.1(2) d) of the Official Plan and Sections 171-173 of the Regional Official Plan. Contact City Transportation Services staff (City roads) or Regional Public Works staff (Regional roads) for background information and to discuss TIS requirements. For Regional roads, applicants shall refer to Halton Region's 'Transportation Impact Study Guidelines.' The Ministry of Transportation must be contacted for development proposals near provincial highways or interchanges.

xi. Stormwater Management Report / Functional Drainage Report, Storm Services Plan and Flooding Hazard Delineation and/or Grading and Drainage Plans
Required for development proposals in accordance with Subsections 4.4.2(2) and 12.1.2 (1.2) of the Official Plan to understand and mitigate the effects of urbanization / development on the hydrologic and hydraulic cycle including increased runoff, and decreased infiltration or rain and snowmelt.

xii. Phase I Environmental Assessment
Required to assess matters related to known or potential site contamination in accordance with Subsection 4.7.2 of the Official Plan, the Regional Official Plan and Halton Region's 'Protocol for Reviewing Development Applications with Respect to Contaminated or Potentially Contaminated Sites'. All requirements of O. Reg. 153/04 must be met for Phase One and Two studies and required Records of Site Condition (RSCs). A letter of reliance from the Environmental

Consultant/Qualified Person, confirming the City of Burlington and the Region of Halton can rely on the information contained in the report(s) is required. All reports must be signed by a Qualified Person as defined under O. Reg. 153/04.

xiii. Phase II Environmental Assessment

Required to assess matters related to known or potential site contamination in accordance with Subsection 4.7.2 of the Official Plan, the Regional Official Plan and Halton Region's 'Protocol for Reviewing Development Applications with Respect to Contaminated or Potentially Contaminated Sites'. All requirements of O. Reg. 153/04 must be met for Phase One and Two studies and required Records of Site Condition (RSCs). A letter of reliance from the Environmental Consultant/Qualified Person, confirming the City of Burlington and the Region of Halton can rely on the information contained in the report(s) is required. All reports must be signed by a Qualified Person as defined under O. Reg. 153/04.

xiv. Sustainable Building and Design Guidelines Checklist

Required for high and medium density residential, mixed use, commercial, industrial, office, institutional and public service facilities in accordance with Subsection 7.4.1 of the Official Plan, the Regional Official Plan and Halton Region's 'Healthy Communities Guidelines.'

xv. Response to Comments Received at a Community Meeting Held in Advance of a Formal Development Application

In accordance with Subsection 12.1.2 (1.2).

xvi. Urban Design Brief

Required to be prepared by a qualified person and demonstrates how a proposed development meets the policies of the Official Plan and addresses the relevant design guidelines in accordance with Subsection 7.1.2 of the Official Plan.

xvii. Other

Any other studies as determined to be necessary to facilitate proper consideration of the application.

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Preconsultation Meeting Notes

Address 5051 harvester Road Date March 8, 2023

Attendees:

City of Burlington:	Alicia West, Bill Wallace,
Halton Region:	Adam Huycke
Proponents:	David McKay (Applicant)

Description of Development Concept:

- The proposed development consists of a five (5) storey building. The primary use will be Self-Storage with office and reception/retail space on the west portion of the building.
- The development will have total Gross Floor Area ("GFA") of 33,894 square metres (FSI of 1.42 total)
- Underground parking will be provided and accessible on the northeast corner of the proposed building, facing the entryway from South Service Road. There will be a drive-aisle on the south side of the building, where loading and parking will be available, in addition to surface level parking on the east and west ends of the building.
- The existing restaurant on the southerly portion of the Site will not be altered.
- Proposing an increase in the Maximum density ratio permitted.

Planning Comments:

Official Plan (1997, as amended)

- The subject lands are designated Business Corridor, as shown on Schedule B of the Official Plan. Refer to polices in Part III, section 3.0, 3.1, 3.2, and 3.4
    - To limit the amount of retail and service commercial use floor space in areas designated for employment and office developments to maintain their long-term viability
    - To locate industrial/manufacturing uses so as to provide convenient access to infrastructure such as rail sidings, high voltage power lines, heavy truck roadbeds and truck routes.
    - 3.4.2 (a) states the following uses may be permitted within the Business corridor designation (i) a broad range of office uses; industrial uses that involve assembling, fabricating, manufacturing, processing, warehousing and distribution uses, research and information processing, communications, utilities and transportation uses, and service trades, provided these uses are located within an enclosed building and are unlikely to cause significant pollution or excessive noise; hotel, conference and convention uses; (ii) a limited range of retail commercial uses such as convenience stores, and a limited range of service commercial, recreation uses such as restaurants, banks and fitness centres, subject to the provisions of Part III, Subsection 3.4.2 e); and (iii) a residence for a watchman or caretaker.
    - 3.4.2 (b) states that Zoning By-law regulations affecting office uses on Business Corridor lands may permit a maximum floor area ratio of development at any site of up to **0.5:1**.

- A maximum of 15 per cent of the total floor area of an industrial or office building in a General Employment or Business Corridor may be used for the purposes of the display and/or for the retail sale of products manufactured, processed, fabricated or assembled on the premises
- An Official Plan amendment is required.

Status of New Official Plan (2020)

- On Nov. 30, 2020, the Region of Halton issued a Notice of Decision approving the new Burlington Official Plan. Section 17(27) of the Planning Act (R.S.O. 1990, as amended) sets out that all parts of an approved official plan that are not the subject of an appeal will come into effect on the day after the last date for filing a notice of appeal - that date being Dec. 22, 2020 for the new Burlington Official Plan. The appeal record submitted to the Ontario Land Tribunal (OLT) by the Region of Halton indicates that a total of 48 appeals to various parts of the new Burlington Official Plan were received during the appeal period.
- It is the OLT that will issue Orders throughout the appeal process to establish and confirm which portions of the Plan remain subject to appeal, and which portions are in effect. At the appropriate time, City staff will also bring forward a repeal by-law(s) for the former Burlington Official Plan (1997, as amended).
- As the OLT process advances, the working version of the Burlington Official Plan, 2020 is subject to change. Users of the document must satisfy themselves as to the legal status and applicability of the policies. Interested parties are encouraged to monitor the City of Burlington's website for updates regarding the OLT process, the Burlington Official Plan, 2020 and the Burlington Official Plan, 1997: www.burlington.ca/newop

New Official Plan (2020) ("the new OP")

- As shown on Schedule B, the subject lands are identified as "Lands designated for employment" and "Region of Halton Employment Area"
  - Refer to sections 2.3, 2.3.2 and 2.3.3
- As shown on Schedule B-1, the subject lands are identified as "Primary Growth Area" as well as "MTSA Special Planning Area".
  - Refer to sections 2.4, 2.4.1, 2.4.2, 2.4.2.(1)
  - Section 7.3.2(3) contains design policies applying to employment growth areas
- As shown on Schedule B-2, Appleby Line in this location is a MTSA Secondary Connector and Harvester Road in this location is Transit Support Corridor
  - Refer to section 6.2.3
- As shown on Schedule C, the subject lands are designated Business Corridor
  - Business Corridor: refer to sections 8.2, 8.2.1, 8.2.2, 8.2.4
  - The City will encourage a minimum floor area ratio of development of 0.25:1 for office development in Business Corridor Lands in order to promote more efficient use of land. Any modification to this floor area ratio may occur through a site-specific Zoning By-law amendment or minor variance application, without the need for an amendment to this Plan, provided that the objectives of the Business Corridor designation are maintained.
- Schedule H shows the property is located within the Appleby GO MTSA Special Planning Area:
  - Relevant policies for MTSA Special Planning Areas are in subsection 8.1.2 of the new OP. These policies are intended to guide new development applications that precede the completion of an area-specific plan for each MTSA. Upon completion of an area-specific plan, new objectives, policies, and land-use designations will be found in section 8.1.2 of the new OP.

    - The Appleby GO MTSA is located along a higher-order transit route with planned frequent transit service by way of Regional Express Rail, and is identified on a Priority Transit Corridor in the Growth Plan, 2019.
    - Development applications preceding the completion of an area-specific plan or major planning study and the approval of the implementing Official Plan amendments shall implement Regional and Provincial major transit station area policies and shall be consistent with the goals and objectives of the existing land use designation as contained in the new OP.
- The lands are located within the Appleby GO MTSA, as delineated through Regional Official Plan Amendment 48 (ROPA 48)
    - The City resumed the Area-Specific Planning exercise for the Appleby GO MTSA (formerly Mobility Hub) in 2021. The property owner is encouraged to participate in this process.
- Harvester Road is a Multi-Purpose Arterial as shown on Schedules O-1 of the new OP
- Appleby Line is a Major Arterial as shown on Schedules O-1 of the new OP
- South Service Road is an Industrial Connector as shown on Schedule O-1 of the new OP
    - Refer to classification descriptions in Table 1 "Classification of Transportation Facilities" of new OP
- As shown on Schedule P: Cycling Master Plan, Harvester is identified as having a bike lane; Appleby Line is identified as having a buffered bike lane
    - Refer to section 6.2
- Refer to section 12.1.2 Planning Process: Development Applications concerning how the City will evaluate a development application

Area Specific Plan for the Appleby GO Major Transit Station Area

- The subject lands are located within the Appleby GO MTSA area.
- In 2021, the City resumed Area-Specific Planning work for the City's Major Transit Station Areas (MTSAs) as a continuation of the work done through the Mobility Hubs project in 2017-2018.
- At the January 11th, 2022 Community Planning, Regulation and Mobility Committee Meeting staff report PL-02-22 (released on January 4th with the CPRM agenda), Council endorsed in principle the Recommended Preferred Precinct Plans for Burlington's Major Transit Station Areas. Council's endorsement represents a critical check point in the project that has enabled staff to move forward to the next stage of the project which involves the creation of area-specific plans and supporting Official Plan Amendments for each of the MTSAs.
- Additionally, on July 12, 2022, City Council discussed staff report PL-10-22. This provided an update on the MTSA ASP Planning Study and presented the Major Transit Station Area Area-Specific Planning Study Final Report that will inform the creation of Official Plan policies for the Downtown Burlington UGC /Burlington GO MTSA and the Aldershot GO MTSA. A similar precinct (Urban Employment) exists in the Burlington UGC/Burlington GO MTSA with policies that are further advanced than within the Appleby MTSA and will be used as guidance for the completion of the policies for Appleby GO MTSA OPA.
- PL-10-22 paused the work on the completion of Area Specific Plan policies for the Appleby GO in order to consider the implications and next steps with respect to land use compatibility.
- For more information, visit www.getinvolvedburlington.ca/mtsa, refer to staff report PL-02-22, including Appendix A, Interim Report or PL-10-22, MTSA ASP Planning Study Update, Appendix A, MTSA ASP Planning Study Final Report.

- **The Recommended Preferred Precinct Plan for the Appleby GO MTSA as endorsed in principle by Council in January, 2022 shows 5051 Harvester Road as being located in the Urban Employment precinct.**
- The Minister of Municipal Affairs and Housing, through the approval of ROPA 48, approved an alternative minimum density target for the Appleby GO MTSA. The Appleby GO MTSA Area Specific Plan project is planning for the Appleby GO MTSA to plan to achieve a minimum density target of 120 people and jobs per hectare with a proportional mix of 40% residents and 60% jobs.
    - Within the meeting the proponent advised that they are seeking a severance application to separate the existing restaurants from the proposed development. Please ensure the calculation of the number of jobs reflects the planned severance of the property.
- The Urban Employment precinct is part of the Region's Employment Areas and Lands Designated for Employment Uses in the City's Official Plan Urban Structure. The precinct is and will continue to be an employment area which will grow to accommodate more intensive major office and employment uses in a variety of built forms while continuing to support existing major facilities that will contribute to achieving the overall MTSA growth target and proportional mix of jobs.
- A variety of uses may be permitted including:
    - Industrial uses,
    - Major office uses,
    - accessory retail and service commercial uses which serve the day to day needs of employees and recreation uses in a limited range subject to the ancillary provisions and applicable land use compatibility considerations.
    - Accessory retail and service commercial may only be permitted provided that the use is located at grade level and the use is located within a building containing or proposed to contain employment uses above the first storey.
    - Limited display and/or retail sale may be permitted in accordance with the Region's Employment Area Regional Official Plan policies, and the policies of the City's Official Plan related to ancillary uses and retail sales and the proportion of the area of the building devoted to the display and/or sale of products shall be limited in the zoning by-law, so that the space is accessary and clearly subordinate to the primary use of the building.
- Transit-supportive and pedestrian-oriented urban design shall be considered with a continuous street wall encouraged along Appleby Line and Harvester with a minimum 3 metre setback above the fourth floor.
- Height direction for the Urban Employment precinct recommends a minimum height of 3 storeys with no max height limit for major office uses to encourage opportunities for major office development and maintain flexibility of employment uses.
- An objective of the Appleby GO MTSA is to provide new parks and open spaces to service the employment areas and employees. A potential location for urban park to provide a gather/rest area for employment areas has been conceptually identified on the property. The location of parks is subject to the ongoing work and analysis of the Park Provisioning Master Plan and the subsequent Parks, Recreational and Cultural Assets Master Plan.
- There are opportunities within the MTSA to create a new and enhanced network of complete streets and active transportation facilities that enhance connectivity throughout the entirety of the MTSA. The Council endorsed in principle Recommended Preferred Precinct Plan does identify an opportunity for a potential new active transportation connection from the South Service Road westward to Appleby Line, north of the existing gas station/drive-thru restaurant

access that would contribute to enhancing the east-west connectivity to Appleby Line. However, there may be opportunity to consider a potential AT connection on the northern boundary of the site to support achieving this as well.



Zoning By-law

- The property is zoned BC1-62
- Permitted Uses Notwithstanding the uses permitted in a BC1 zone, the following uses are the only uses permitted: Service Commercial: Fast Food Restaurant with Drive-Through Facilities Office Uses: All Office Uses.
- All permitted uses are subject to the following regulations:
    - Lot Area (minimum): 2.4 ha
    - Floor Area Office Building:
        - minimum of 85% of the total floor area of the site
    - Fast Food Restaurant:
        - maximum floor area of 15% of office building total floor area
        - Landscape Strip Abutting Harvester Road 6 m Except as amended herein, all other provisions of this By-law, as amended, shall apply
- A Zoning By-law amendment is required to establish the storage facility use and any other retail use.

Design Guidelines

The following design guidelines are applicable to the proposed development:

- Guidelines for Outdoor Lighting, 2008
- Sustainable Building & Development Guidelines, 2018
- Stormwater Management Design Guidelines, 2020

Preliminary Review of Development Concept

NOTE: Section 22(2.1) of the Planning Act states that no person or public body shall request an amendment to a new official plan before the second anniversary of the first day any part of the plan comes into effect. Exceptions include where a council has declared by resolution that such a request is permitted.

- An Official Plan and Zoning By-law Amendment is necessary to permit the proposed development
- Consider how the proposed development will relate to, and potentially integrate with, the existing restaurant use on the lot.

- Building should be sited close to Appleby Line and surface parking should not be located between the building and Appleby Line, in accordance with applicable design guidelines and policies.
- Please consider sustainable building design in your proposed development. An introductory letter from the Burlington Sustainable Development Committee is provided under separate cover.

Application Requirements

- An Official Plan and Zoning By-law Amendment are required
- Prior to submitting the application, a Pre-Submission Neighbourhood Meeting is required. Please refer to the provided Applicant's Guide to Pre-Submission Neighbourhood Meetings.
    - The neighbourhood meeting is to be organized by the applicant and must be held before the application is submitted.
    - Circulation of the meeting invitation to residents and tenants within 120 metres of the development site will be completed by the City for a fee. Provide a PDF of the meeting invitation on the applicant's letterhead for distribution. Notice must be sent a minimum of 20 days in advance of the meeting.
    - Please notify the Ward Councillor, and the Coordinator of Development Review of the date, time and location of the meeting. Be sure your meeting location is accessible and close to the development site. Due to the current COVID-19 situation, the meeting may be held virtually.
    - During the meeting, provide a detailed overview of the development proposal and allow time for questions and comments from the public. Take notes of the discussion.
    - As part of a complete application, the applicant must provide neighbourhood meeting minutes which include a written summary of public input received at the meeting. As part of the Planning Justification Report, the applicant must explain how this public input was used to modify the development proposal.

- A Planning Justification Report is required:
    - to discuss the impact of Provincial, Regional, and local planning policy on the proposed development;
    - to explain why the proposed development and requested official plan and zoning amendment are desirable and represent good planning;
    - to discuss how the results of the required technical studies have been used to refine the redevelopment proposal;
    - to explain how input received at the pre-submission neighbourhood meeting has been used to refine the proposal;
    - to explain how the proposed development is compatible with surrounding land uses and maintains the Official Plan's intent for these lands.
- An Urban Design Brief will be required to explain how the City's Urban Design Guidelines have been addressed.
- Consult with Burlington Hydro about electrical supply and requirements.

Region of Halton Planning Comments:

REGIONAL OFFICIAL PLAN, 2009

Designation & Overlays: Urban Area (Map 1), Built Boundary, Employment Area – Overlay (Map 1H), Major Transit Station Area on a Priority Transit Corridor (Map 1H), Regional Intensification Corridor (Map 1H)

Regional Official Plan Amendment No. 48

Regional Official Plan Amendment (ROPA) 48 was adopted by Regional Council on July 7, 2021 and approved by the Province on November 10, 2021. This amendment is the first amendment to be advanced as part of the Regional Official Plan Review under Section 26 of the Planning Act. The amendment defines specific elements of a Regional Urban Structure including strategic growth areas and the delineation of Urban Growth Centres and Major Transit Station Areas. ROPA 48 also includes a limited number of Employment Area conversions, establishes targets for strategic growth areas and updates the population and employment allocations assigned to Halton Region to 2051 by the Growth Plan, 2019.

Regional Official Plan Amendment No. 49

Regional Official Plan Amendment (ROPA) 49 was adopted by Regional Council on June 15, 2022 and is the second amendment to be advanced as part of the Regional Official Plan Review under Section 26 of the Planning Act. The amendment is to implement the results of the Region's Integrated Growth Management Strategy (IGMS), which considered how to accommodate growth in Halton to the 2051 planning horizon as part of the municipal comprehensive review process. The amendment also includes changes that support planning for growth in Halton and achieving conformity with the Provincial Growth Plan for the Greater Golden Horseshoe.

The Ministry of Municipal Affairs and Housing is the approval authority of ROPA 49 and issued a decision on November 4th 2022. The minister's decision is final and not appealable. The proposed development has been reviewed against the in-force Regional Official Plan with regard to the policies of ROPA 49, as adopted by the Province.

Urban Area, as amended by ROPA 48& 49

- The Urban Area (Section 72) policies of the Regional Official Plan (ROP) identify that the goal of the Urban Area and the Regional Urban Structure is to manage growth in a manner that fosters complete communities, enhances mobility across Halton, addresses climate change, and improves housing affordability, sustainability and economic prosperity.
- Within the Urban Area, the Regional Urban Structure as shown on Map 1H implements Halton's planning vision and growth management strategy to ensure efficient use of land, amongst other matters. Section 72.1 (6) identifies a Regional Urban Structure that directs growth to Strategic Growth Area. The policies of the ROP provide for a structure and hierarchy in which to direct population and employment growth. Staff note that the Subject Lands are within a Strategic Growth Area.
- Section 72.1 (6) identifies a Regional Urban Structure that directs growth to *Strategic Growth Areas*. The policies of the ROP provide for a structure and hierarchy in which to direct population and employment growth. Staff note that the Subject Lands are located within the boundary of a 'Major Transit Station Area on a Priority Transit Corridor' and along a 'Regional Intensification Corridor' which form part of the a defined *Strategic Growth Areas*.
- The ROP identifies and supports the comprehensive planning for these areas in accordance with policy 77(5) of the ROP. Specifically, the Region's Official Plan (Section 48, 77 (5) and Section 79.3(3)) provides that Area Specific Plans are required for the development of new Strategic Growth Areas. An approved Area Specific Plan would provide for the comprehensive development for the area. Any application received in advance of the approval of approval of an Area Specific Plan for this area may be

considered premature. Careful consideration of the proposed intensification of use for the subject lands needs to be given in the context of the Region's growth management strategy.

- Matters to be addressed should an application be submitted in advance of the completion of the Regional Comprehensive Review and City of Burlington Area Specific Plan for this area:
    - How the proposal addresses the Regional Urban Structure and growth management policies of the ROP as amended by ROPA 48 & 49.
    - Consideration and evaluation of Section 77(5) of the ROP;
    - Comprehensive evaluation of the municipal services within the area consistent with the Region's Area Servicing Plan requirements;
    - Comprehensive evaluation of traffic impacts for the area and the proposed development (also subject to City of Burlington input).
- The subject lands also form part of the Region's defined and mapped Employment Area. The Employment policies of the ROP are provided to support and plan for employment to accommodate the forecasted growth. The direction of the ROP is to recognize the changing nature of employment and protect these lands for employment use by prohibiting certain uses (Policy 83.2 (1)).
    - As part of a development application to support the proposed use, the Planning Justification Report should provide a clear understanding of the existing City official Plan permission and the amendment sought in the context of ROP policy as updated through ROPA 48 &49.
    - This is critical to understanding whether or not the proposed use is considered an employment use as defined in the ROP.

Potential for Site Contamination

- In accordance with S.147(17) of the Region's Official Plan states that a property is to be free of contamination prior to any development/change of use taking place.
    - Submission of a Regional Environmental Site Screening Questionnaire is required in addition to a Phase 1 (at minimum) (to O. Reg 153/04 standards and with a Letter of Reliance). Additional Environmental Site Assessments may be required depending upon the recommendation(s) of the Phase 1 ESA.

Waste Management:

- Regional Staff note that private waste collection will be required for the proposed development.

Municipal Servicing:

- In accordance with Policy 89(3) of the ROP, all development within the Urban Area is to be on full municipal services. The following comments are provided based upon ROP policy direction in this regard and are supported by various implementing Guidelines, by-laws and standards:

  Existing Municipal Services:
    - There are local Halton Region watermains within Harvester Road and the South Service Road adjacent to the development property. There is a Halton Region trunk/transmission watermain within Appleby Line (Regional Road #20) adjacent to the property. Generally, no trunk watermain service connection laterals will be

permitted. Any proposed trunk watermain connection lateral requires special review and Regional permission to connect into, and it should be noted that permission is not always guaranteed.

- There are local Halton Region wastewater mains (sanitary sewers) within Harvester Road, the South Service Road and Appleby Line (Regional Road #20) adjacent to the proposed development.
- There are local Halton Region stormwater mains within Appleby Line (Regional Road #20) adjacent to the development property. There are local City of Burlington stormwater mains located within Harvester Road and the South Service Road adjacent to the development property.
- The existing restaurant building on the southerly part of the property is currently serviced with water and sanitary.
- The developer should undertake to locate the size and location of all watermains, water services, water meters, wastewater mains (sanitary sewers), wastewater (sanitary) services, stormwater mains and stormwater services that exist within the road right-of-ways, to the property and within the property and place them on an Existing Site Servicing Plan drawings within their reports. Public and private utility companies can be utilized for this purpose.

<u>Submission Requirements:</u>

- A Functional Servicing Report is required to be prepared by the developer's civil engineering consultant (watermains, water services, fire hydrants, sanitary sewer mains, sanitary sewer services, stormwater mains and stormwater services) to show options for how the property is proposed to be serviced according to City of Burlington and Halton Region standards. Local watermain and wastewater main (sanitary sewer) hydraulic analysis should be completed by the developer's consultant as well for the local sewers and the drainage area down the to the nearest trunk sewer. The consultant should include details about other developments properties in the drainage area in their analysis of the local sewers (if any). The report should speak to the number/type of units proposed and the phasing of the development with respect to the impacts on the Region's water distribution system and wastewater collection system. Phasing, timing of the development, and required/available capacity shall be detailed in the report. The consultant will include details about potential external main upsizing or main extensions to accommodate the development, etc.. Also future forecast Regional capital works projects. The proposed development (FSR) will have to align with any Area Servicing Plan/Master Servicing Plan that is required for the area, City and Region.
- The FSR report should incorporate Fire Flow Rate Testing. The proponent should undertake fireflow rate testing of representative Regional fire hydrants in the area, with the proponent's fireflow contractor and Region forces present. Include within the Report a copy of the fireflow rate testing results, and the Fire Underwriters Survey (FUS) requirements for the development. This information will help to assist in informing the watermain design and watermain hydraulic modelling analysis that is being undertaken by the proponent's consultants.
- Further to the formal hydraulic analysis requirement, the developer's consultant can utilize the Region's current water and wastewater models (if required). The developer's civil consulting engineering firm will be required to enter into a Data License Agreement prior to obtaining any digital information from the Region.

- The FSR should include information related to all the other Utilities infrastructure in the area and potential conflicts.
- The FSR should show the existing site services and note how they are proposed to be decommissioned to make way for the development.
- The developer must physically locate the watermains, wastewater mains (sanitary sewers) and stormwater mains that are located immediately south, west and east of the property within Harvester Road, Appleby Line (Regional Road #20) and the South Service Road. The developer's Professional Engineer that is preparing the FSR must consult with the Region regarding the proximity of the proposed development to the watermains, wastewater mains (sanitary sewers) and stormwater mains and the Region's approved set-back of the development from the watermain, wastewater mains and stormwater mains. There shall be no impact from the development on the Region's watermains, wastewater mains and stormwater mains. The Engineer shall prepare a number of cross-section engineering drawings along the south, west and east portion of the property and the Region's/City's road boulevards, for discussion with the Region. Proposed footings, foundation walls, overhangs, excavation, shoring, tie-backs, municipal mains and utilities will require to be detailed for review by the Region.
- Please note that this development may require additional municipal watermain isolation, and possibly a full size water chamber(s) (including three/four valves) for the proposed development's water service connections, to the Region's water distribution system. The developer's civil engineering consultant must undertake a design exercise within the FSR in order to demonstrate that a full size water chamber(s), if required, can fit within the Harvester Road/Appleby Line (Regional Road #20)/South Service Road road/boulevards, while giving adequate separation distances from the other utilities in the area. The Engineer shall prepare a number of detail drawings, for discussion with the Region early in the process.

<u>Development Related Notes:</u>

- At the Site Plan application stage the proposed street tree planting and proposed street furniture will have to be reviewed closely in order to avoid tree planting/street furniture conflicts with the Region's watermains, wastewater mains (sanitary sewers) and stormwater mains located within the Harvester Road, Appleby Line (Regional Road #20) and the South Service Road, northerly, easterly and westerly boulevards, to the satisfaction of the City and the Region.
- The developer should be aware of the Region's Multi-Unit Servicing Policy with respect to the number and location of water meters.
- Regional policies state that water and sanitary services cannot cross lot lines, the owner will ensure this throughout the process. Each lot must be independently serviced if it is proposed to be a separate lot.
- The developer's Arborist should be advised of Halton Regional Report LPS31-08, Trees Canopy Replacement Policy on Regionally Owned Lands, and Halton Region's Regional Road Landscaping Guidelines and Specifications 2018. An Arborist Report/Memorandum with a Section specifically dealing with Appleby Line (Regional Road # 20) and the Region's Policies will be required. Existing landscaping plan drawings, Proposed landscape Plan Drawings, and Tree Preservation & Protection Plan Drawings will be required.
- The developer, at the site plan stage, will ensure that pre and post development storm water flows (ie. rain water) to the site and from the site to the existing

drainage system on Appleby Line (Regional Road #20) are maintained both during and after construction, such that there are no adverse impacts to the existing system on Appleby Line (Regional Road #20), to the satisfaction of Halton Region's Development Project Manager. At that time, the developer will provide the Region with a draft StormWater Management Report, draft Grading & Drainage Plan Drawings, draft Stormwater Drawings, draft Overland Flow Drawings, draft Erosion & Sedimentation Control Plan Drawings, etc., as required.

- Any water services and sanitary services that currently exist to the property(s) that will not be utilized for any reason will be required to be disconnected right at the respective main by the developer.
- The developer's site servicing consultant can preconsult with the Region at any time regarding their proposed draft site servicing water design, wastewater design and identified utility conflicts (including storm).
- The Region would like to receive confirmation in writing when any required formal land assembly has taken place at the LOPA and ZBA stage in order for servicing to conform with Regional Policies, that water and wastewater services do not and will not cross lot lines for different property owners.

Regional Transportation

- The subject lands are located adjacent to Appleby Line (Regional Road 20) and is identified as being a 'Major Arterial' road on Map 3 of the ROP.
- In considering ROP policy direction, the following comments and submission requirements:

Transportation Impact Study:

- As required by ROP policy, a Transportation Impact Study (TIS) must be completed by a qualified Transportation consultant for the proposed development. The study must be completed per Halton Region's Transportation Impact Study Guidelines (2015). The final study, its assumptions and recommendations must be to the satisfaction of Transportation Planning and approved by Halton Region. The TIS Guidelines are available online at: https://www.halton.ca/Repository/Transportation-Impact-Study-Guidelines
- A Scope of Work for the TIS will be required for review and approval by Transportation Planning staff prior to preparing the study.
- The TIS should provide recommendations with respect to required works, and site requirements to ensure that ROP policy and Regional Standards are addressed, and to provide recommendations that may impact land use permissions.
- Area Study: Regional Staff note that the subject lands are located within the QEW Prosperity Corridor Study Area. The Prosperity Corridor Study is a joint (MTO, Region of Halton, City of Burlington) transportation study.

Regional Road Access:

- The proposed development must conform to Halton Region's Access By-Law 32-17, a By-Law to prohibit, restrict and regulate access to the Regional Road System to maintain a high level of service for through traffic. The Access By-Law 32-17 is available online at: https://www.halton.ca/Repository/By-law-32-17-Regional-Roads. Section 6.1 (a) of the Access By-law states that "access to a Regional Road from private property shall be permitted only where such access is necessary because access to a local road is not feasible."

- Access to a Regional Road must conform to Halton Region's Access Management Guideline (2015). The Access Management Guideline document is available online at: https://www.halton.ca/Repository/Access-Management-Guideline.
- Access Spacing and Configuration:
  - The access spacing requirements from Halton's Access Management Guidelines (AMG 2015) must be conformed to.
  - The spacing for the access requested to Appleby Line (Regional Road 20) does not meet the minimum 300m spacing requirements for a full-movement access point (per the AMG 2015).
  - Only a restricted Right-in/Right-out access point configuration could be permissible on Appleby Line (Regional Road 20), requiring a minimum 115m spacing from the nearest intersection/access point (per the AMG 2015).
  - As such, for the proposed development, the existing full-moves access to Appleby Line will be restricted to Right-in/Right-out (RIRO) due to the limited spacing from the signalized intersection to the south. The need for and the configuration of this access point must be further reviewed and justified through the submission and approval of a TIS report for the development proposal. The TIS must review the connection to Appleby Line as a Right-in/Right-out only access. The future widening of Appleby Line will introduce a centre median restricting the proposed access point to RIRO, regardless.
  - It is recommended that the proposed internal traffic flow be revisited to deal with the RIRO restriction at Appleby Line.
  - The proximity to MTO facilities will necessitate obtaining the MTO's review and approval of the development and Appleby Line access point.
    Access Agreement
  - The Appleby Line (Regional Road 20) access point may be permanently restricted via a future centre median on Appleby Line (Regional Road 20) through the planned capital works project for the future widening of the corridor.
  - As such, the Owner shall enter into an Access Agreement, to be registered on title, indicating that the established/permitted access may become physically restricted at such time that a centre median may be constructed as part of any future Appleby Line (Regional Road 20) Capital Works Projects.

Land Dedication:

- In accordance with, the following land dedications have been identified and will need to be reflected in the TIS, and development plans, and proposed amendments:
  - All development plans and proposed amendments will need to demonstrate that all lands within the planned 47 m R.O.W. for Appleby Line (Regional Road 20) have been protected for future land dedication (at the appropriate planning stage). Regional Staff note that while the standard is that the measured road width is to be established from the original centreline of the Region's right of way, given the constraint of the Pioneer Cemetery across Appleby Line from the subject lands, land dedication will be measured from the property line of the cemetery and not the centreline. Please consult with Regional Staff in this regard.
  - Any proposed signage, plantings etc., for the site must be placed outside of the new Regional right-of-way (on private property).

- Additional land dedications may be required from the planned Municipal Class EA (MCEA) Study and Detailed Design for the widening of Appleby Line. The Design Project is tentatively planned for 2025.
- All lands to be dedicated to Halton Region shall be dedicated with clear title (free and clear of encumbrances) and a Certificate of title shall be provided, in a form satisfactory to the Director of Legal Services or his designate.

Construction and Development Notes (to consider for future development applications):

- A detailed submission of construction methods is required for internal review by various Regional groups prior to proceeding with plans for construction through the Servicing Agreement/detail design drawings. This review will be through the Planner to groups such as System Improvements, Water/Wastewater Operations, Road Operations, Transportation Planning and Engineering & Construction.
- If it is determined that the construction crane swing will impact the Region's right-of-way, the applicant must enter into the Encroachment Agreement and/or submit a Municipal Consent application, with Engineering Drawings, for review and approval, which would go through Halton Region's internal review process to various staff & departments (Road Operations & Maintenance, Engineering & Construction, Planning and Transportation Planning). There will be specific requirements for the Agreement/Municipal Consent, including fees, security deposit, etc., (to be determined by staff as part of the review process), and a due date for final completion.
- Construction access, traffic management plan and any proposed use of the Regional right-of-way, is subject to review and approval from Halton Region.

Submission Requirements:

- All submission materials on a USB
- Applicable Regional Fee(s)
- Complete Application forms
- Planning Justification Report
- Concept Plans
- Environmental Site Screening Questionnaire, Phase 1 Environmental Site Assessment (ESA) in addition to any recommended ESA (O.Reg 153/04 standards and with a Letter of Reliance),
- Functional Servicing Report
- Traffic Impact Study

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Conservation Halton Comments:

- Lands are not regulated by the conservation authority however advise on the following notes:
  - CH regulates all watercourses, valleylands, wetlands, Lake Ontario and Hamilton Harbour shoreline and hazardous lands, as well as lands adjacent to these features.

Not all regulated areas are mapped, but natural hazards, whether mapped or not, are considered regulated by a conservation authority. When a flood hazard is identified and/or mapped through technical studies, CH assesses risk and advises landowners of CH's regulatory requirements when development is contemplated in hazardous areas. Spills are flood hazards/hazard lands under the Conservation Authorities Act and Ontario Regulation 162/06. A spill occurs when floodwaters leave a watercourse and its valley and spills overland, rejoining the same watercourse at a distance downstream or moving into another watershed.

- The subject lands may be located within an unmapped spill associated with Appleby Creek. Until the nature and extent of this spill is defined, formal permission under CH's regulation is not required to develop in this area. However, we recommend the applicant reduce potential exposure to flood risks by designing the site to convey flood waters away from underground parking entrances / access points and elevating first floor elevations a minimum 300 mm above surrounding ground. The proponent is encouraged to obtain advice from a professional engineer with respect to potential exposure to flood risk and to recommend any additional mitigation measures that may be warranted given the nature of the proposed development. Recommended measures may not fully mitigate the flood risk and different requirements may be applicable once the spill is mapped, the spill policy is updated, or further direction is provided from the province.

- Please also note that the subject property is within an area currently being studied as part of CH's East Burlington Creeks Flood Hazard Mapping Study. The purpose of the study is to generate updated flood hazard mapping for the Tuck, Shoreacres, Appleby, and Sheldon Creek watersheds. Updated flood hazard models and mapping are used by CH, and municipal partners, to support flood forecasting and warning, emergency planning and response, prioritization of flood mitigation works, and to define the extent of CH regulated areas which informs community planning and land use decision making. Flood hazard lines in this area are subject to change. To learn more, please visit www.consevationhalton.ca/east-burlington-flood-mapping. If you have any questions or would like to be added to the mailing list for this study, please email floodplainmapping@hrca.on.ca.

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Development Engineering Comments:

- GENERAL COMMENTS
  - All plans to use the same base layer.
  - Provide a Title Search, existing reference plans, and applicable agreement documents to verify agreements on title.
  - Identify existing or proposed easements and setbacks on all plans.
  - Identify required land dedications on all plans.
  - Identify MTO regulatory limits on all plans.
  - All private utilities must be constructed within the subject property limits.
  - City Plan and Profile drawings may be downloaded from the Open Data Portal.

- RIGHT OF WAY (ROW)
  - Harvester Road deemed width is 36m. The actual width is +/- 33m, in order to meet the deemed width a +/- 3.0m widening would be required. We ask that the applicant obtain written confirmation from Transportation Planning Staff for the widening requirements along the subject frontage of the proposed development site and delineate the widening on all corresponding plans accordingly.
  - South Service Road deemed width is 20m. The actual width is also 20m, therefore no widening is required.
  - Appleby Line (Region of Halton) deemed width is 40m. The actual width is also 40m, therefore a widening wouldn't be required. Applicant must confirm this information with Region of Halton staff and provide City staff with written confirmation.
  - Please note, City staff determined the widening requirement from compiled information and are not responsible for any errors or omissions. Any widening information supplied by City staff must be verified by an Ontario Land Surveyor.
  - A Municipal Consent Permit is required for any works on public lands, including but not limited to temporary staging, grading, servicing, construction, or disturbance of vegetation.
  - Please be advised that the City of Burlington's Roadway Capital Projects (forecast from 2023 – 2032) has Appleby Line at Harvester Road Intersection Improvements and Widening forecasted for 2029. The projects scope and dates may be subject to changes. Please coordinate with the City's Engineering Services, Design and Construction and Transportation Departments.

- FUNCTIONAL SERVICING & STORMWATER MANAGEMENT REPORT
  - All documents to be prepared in accordance with the Council approved Stormwater Management Design Guidelines (COB SWM), as amended.
  - To be stamped and certified by a Professional Engineer.
  - The City's Stormwater Engineer has provided the following criteria:
  - Quality Control (COB SWM 6.1.4.1 and 6.1.4.2):
  - Enhanced 80.0% TSS removal achieved with a treatment train approach. An OGS will only be credited with 50.0% TSS removal.
  - OGS CA-ETV certified units only.
  - OGS to be sized to capture and treat a min. 90.0% of the runoff volume.
  - Rooftop areas may be considered clean if the flows are separated from non-roof areas as per COB SWM 3.6 and 6.1.4.1.
  - Quantity Control (COB SWM 6.1.1.1):
  - The site must drain towards Harvester Road and connect to the 525mm sewer along Harvester Road.
  - The maximum post-development weighted runoff coefficient for the entire site, including the undeveloped portion and the existing development (Wendy's/Tim Hortons) must not exceed 0.85.
  - For the currently vacant land, control the 100-year post-development runoff to the 5-year flow calculated at C=0.85. For the existing development, control the post-development flows to pre-development for all storms up to and including the 100-year event.
  - All overland and emergency overland flows are to be directed to Harvester Road.
  - Erosion Control (COB SWM 3.4 and 6.1.2):
  - Retain 25mm event onsite for 48 hours

- Water Budget (COB SWM 3.5 and 6.1.3):
- Strongly recommend the first 5mm of rainfall be retained and infiltrated or reused onsite.
- Groundwater:
    - If there is a foundation drainage collection system, flows must be accommodated in the quantity control for the site, and discharge must meet the Storm Sewer Discharge Bylaw 59-2022 Table 1 criteria, as amended.
- External Flows:
    - Identify all external flows and safely accommodate them under the developed conditions to avoid upstream flooding or ponding.
- Overland Flow Route (SWM 5.3.2 and 6.1.1.3):
    - Provide the emergency overland flow route on the plans. Include the neighbouring properties to ensure existing drainage patterns are being maintained.

- Provide full sized scalable, signed, and stamped plans for the following:
    - pre-development stormwater
    - post-development stormwater
    - grading
    - servicing
    - any additional applicable plans
    - Include a Letter of Reliance that allows the City to rely upon the documents.

- A Noise Study will be required at the time of site plan control since Office spaces are considered sensitive in NPC-300 and may require mitigation depending on road, rail or aircraft (Transportation) impact assessments. But unlike residential development sites, the mitigation measures can all be conducted through upgraded windows, façade and proposed air conditioning. No risk in changing building envelope limits/design.

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Urban Forestry & Landscape Comments:

- Urban Forestry and landscape staff have no objection to the proposed official plan and zoning by-law amendment application. The following advisory comments are provided to reference when developing the site plan application:
    - An Arborist Report, Tree Inventory and Tree Protection Plan is required is required to document all existing trees greater than 10cm DBH on site and on adjacent properties within 6m of the property lines, and all trees of any size on city property. See the City of Burlington: Pre-Submission Checklist for further requirements. Ensure your tree inventory table is provided as an excel file in addition to the word file.
    - Any existing trees on the subject site should be considered for preservation. The removal of trees shall be considered as a last resort. Trees that are to be removed will require a plan for replacement. Trees that are 15cm in DBH will be counted toward

replacement requirements using the City's aggregate caliper method. Tree replacements will be based on 50mm caliper replacement sizes. Proposals for replacement shall consider planting on the existing subject property as a priority. Where there is no room for replacement trees, cash-in-lieu of replacement will be required.

- Removal to trees on neighboring properties, or that are located on a shared property line (boundary trees) will require consent from the adjoining and/or adjacent owner(s). Where impacts are proposed (i.e., encroachment / injury) to neighbouring and/or boundary trees the adjoining and/or adjacent owner(s) shall be consulted and made aware of the proposed development and potential impacts to their trees and/or boundary trees and the applicant shall submit a document in writing from adjoining and/or adjacent owner(s) that there are no concerns with the proposal for those trees, or the applicant's qualified tree professional (as defined in Pre-Submission Checklist) shall address the potential impacts to the neighbor's trees and/or boundary trees and provide an attestation in the Arborist Report that the impacts proposed will not be a detriment to the trees, and they will remain in healthy condition. Information in the report shall also include the preservation methods, including pruning and fertilizing, that can be implemented by the owner to ensure the health of trees on neighboring properties.
- There are several public trees that front onto Appleby Line. These are all regionally owned trees and consultation shall be made with the Region of Halton. Removal of public trees shall be considered as a last resort. Where removal of public trees is proposed, strong justification must be documented in the Arborist report, including alternate layouts and/or construction measures considered. There are also public trees along Harvester Rd, and South Service Rd, which are Burlington owned, and governed by the City's Public Tree By-law. Similarly, the removal of public trees shall be considered as a last resort. Where City of Burlington public trees are proposed for removal, council approval is required prior to tree permit issuance. The number of replacements will be evaluated using the City's aggregate caliper method.
- Be advised that, outside of the planning application, the City's Private Tree By-law is applicable to the subject property, in addition to the City's Public Tree By-law. Private trees that are regulated and require removal or injury to facilitate project works may require a tree permit depending on the timing of removal and/or injury relative to planning application(s). Please consult with the City at all stages of your project (e.g., demolition) to ensure compliance.
- Trees and corresponding tree protection hoarding (vertical and/or horizontal) shall be illustrated and considered on all civil drawings and factored into all Construction Management and Mobility Plans
- A Landscape Concept Plan will be required showing the general layout and intent of what is proposed for landscaped areas, including landscape buffer planting, outdoor amenity areas, fence location and types and pedestrian circulation. See the Pre-Submission Checklist for requirements.
- The landscape plans must show and dimension pedestrian walkways and connections to the city sidewalk (1500mm minimum width, 1800mm recommended). Consider the width of the pedestrian walkways minus the doors that open out to ensure pedestrians don't need to walk on vehicular driveways.
- The landscape plans must show conceptually the proposed layout and use of any outdoor amenity areas.

- The landscape plans must show all regulated limits/hazard lines on the landscape concept plan.
- The landscape plans must show the location of air vents/shafts and coordinate with landscape concept (e.g. do not locate vents in walkways and coordinate with proposed planting locations).
- The landscape plans must show bicycle parking and snow storage locations.
- The landscape plans must show proposed tree plantings should follow the ESA's guide *Planting Under or Around Powerlines & Electrical Equipment:* trees and/or shrubs with a max. mature height and spread of 4.5m in the Low Zone (to 4.5m from the power lines), trees with a max. mature height and spread of 7.6m in the Medium Zone (7.6m from the power line), and trees of any size beyond 7.6m from the power line. See the ESA Guidelines for Planting Under or Around Powerlines & Electrical Equipment.
- Where trees are proposed, ensure the minimum required soil volumes are provided and documented on the landscape plans using good quality soil. The minimum requirements are as follows: 30m3 of soil per tree in a single tree pit, 20m3 per tree in a shared planting environment. Excavation for each planting environment should be 0.75m to 1.2m depth and should not exceed 1.5m depth and be tailored to stock size used. Smaller rooting volume (minimum 15-20m3) may be proposed for smaller trees.
- Where trees, shrubs and herbaceous material is proposed, ensure material is suitable for the existing and proposed conditions to ensure success (e.g., salt tolerant, and suitable for existing and proposed soil and other environmental conditions).
- Any recommendations or issues of compatibility (e.g., noise, light, uncomfortable wind conditions) noted in the Planning Justification Report, Noise Report and Wind Study should be addressed and reflected on the Landscape Concept Plan, for example with buffer planting, screens and fencing, trellises or awnings for outdoor areas including pedestrian walkways and amenity areas.
- Where required, landscape buffers should provide separation and be designed to partially obstruct the views to adjacent properties along shared property lines. The landscape buffers should be a dense landscape screen consisting of evergreen trees or a combination of solid screen fencing with evergreen and deciduous trees and understory shrubs.
- Screen parking from the road frontages.
- Please review and apply the Sustainable Building and Development Guidelines.
- Once the number of parking spaces is finalized, confirm the required number of Type "A" and Type "B" barrier free parking spaces required. Type "A" shall be 3400 mm in width and signed to indicate Van Accessible Parking. Type "B" shall be 2750 mm as per city zoning by-law. As per city zoning by-law, the access aisle shall be 2000 mm. The access aisle is to be clearly identified and can be shared by both spaces. Please see GAATES Figure 2.6.4.1 (page 127) for Van Accessible Signage detail.
- Locate the barrier free parking spaces closest to the main entrances and not crossing vehicular traffic.
- Contact the city's Accessibility Coordinator if you have any questions concerning accessibility: Judi Lytle, 905-335-7600, ext. 7865, judi.lytle@burlington.ca.
- Please provide a comment matrix that identifies the above comments and how they were addressed with the site plan submission.

- The Arborist Report, Tree Inventory and Tree Protection Plan is to be prepared by a qualified tree professional (e.g. Arborist certified by the International Society of Arboriculture (ISA), including ISA number; qualified by Ministry of Training, Colleges and

Universities (MTCU) or Ontario Training and Apprentice Board (OTAB); registered professional Forester in Ontario, etc.) and the Landscape Plans shall be prepared by a qualified member of the Ontario Association of Landscape Architects. Documents prepared by non-qualified professionals will not be accepted.

Tree Inventory Table Requirements:

- The address of the subject site
- Tree Identifier No. as indicated on the Tree Protection Plan.
- Common and botanical name of tree species
- Diameter at Breast Height for each individual tree identified on the Tree Protection Plan. For multi-stemmed trees, each stem diameter is to be provided in addition to the DBH using the sum of square formula.
- Health and structural condition rating for each tree
- The minimum tree protection zone, and critical root zone and associated impacts as a percentage based on the City's standard specification SS12A
- Tree ownership (i.e., private, public, boundary, neighbour) and corresponding address;
- Recommendation for each tree: injure (encroachment), remove, preserve (fully protect)
- General notes on the subject tree and mitigative measures (e.g., hydro-vac)
- Copy of excel file for tree inventory table to be provided Contains legible drawings on 24x36
- Drawn to a metric scale of 1:100, 1:200, 1:250 or 1:300, and include a scale bar
- Illustrates the proposed development (including property lines, easements, regulated areas, paved areas, buildings and entrances, landscaped areas, regulated limits, etc.) and is coordinated with the Site Plan and civil drawings (i.e., grading, servicing etc.)

Tree Protection Plan Requirements:

- A label and location of all existing tree(s) over 10cm diameter at breast height (DBH) measured at 1.4m above the ground) on site and within 6m of the property lines, and trees of any size on city property. Trunk for each tree to be scaled to size
- Legend that defines the symbols, lines or colours etc. used on the plan. The elements included in the legend should match those shown on the plan. Do not include other elements that are not applicable
- Label and dimension minimum tree protection zones (circles) and critical root zones (circles) in accordance with City's Tree Protection and Preservation Specification SS12A
- Label and dimension protective tree hoarding (fencing) and root protection (as required) in accordance with the City's Tree Protection and Preservation Specification SS12A
- Label all mitigative work around trees as necessary (e.g., exploratory air-spade and root pruning etc.)
- Location of all associated construction activities, including but not limited to:
    - Construction access route (with width measurements)
    - Construction material storage area(s)
    - Excavation area including limits of over-dig
    - Trenching and/or boring locations (with depths and width measurements)
    - All proposed servicing and utilities on both public and private property
    - Fill placement from excavation, or material being brought to the lot
    - Grade and surface changes

Arborist Report Requirements:

- The address of the subject site

- The author, contact information, and relevant qualifications (e.g., ISA, RPF)
- The date(s) that the assessment was conducted, methodology and limitations; ensure assessments were completed within the last year (365 days)
- An overview of the proposed work and explain what arboricultural work is to be undertaken for each tree(s) (e.g., tree to be injured, tree to be destroyed (removed), tree to be preserved and protected)
- Where applicable, a description of the trees to be removed including the specific reason(s) (e.g., new sanitary service) per tree. Alternate layouts and construction measures should be considered and discussed to ensure all proposed removals are necessary and justified (i.e., there are no alternatives)

Melissa Torchia
Supervisor, Forest Protection
Roads, Parks and Forestry

905-335-7777 ext. 6121
Melissa.Torchia@burlington.ca

Parks Design & Construction Comments:

- Comments will be sent once received.

Transportation Services Comments:

Prior to OPA Approval

- The site shall require a Transportation Impact Study (TIS), also known as a Mobility Impact Study. Please refer to the Halton's Traffic Impact Study Guidelines for the scope and confirm with the City of Burlington Transportation Planning staff. The TIS shall be to the satisfaction and approval of the Director of Transportation Services or designate.

General Comments

- The Region of Halton will comment on access to Appleby Line, which is under their jurisdiction, however Burlington Transportation Planning would like to note:
  - Since the existing access to Appleby Line has a southbound left in lane and the access is used by Tim Hortons/ Wendy's Drive through and a gas station, there is limited possibility to enforce the access to right in/out only.
  - The owner shall provide proof that an access easement has been registered on title in perpetuity for existing ingress and egress from the subject property in favor of property to the south (gas station).
  - The existing accesses from Appleby Line have minimum throat length for high shared traffic volume for three different businesses. Reference the Transportation Association of Canada (TAC) manual for suggested minimum clear throat lengths for major driveways.
- Transportation Planning staff do not support two right in/right out accesses to South Service Road and recommend one full move access aligned with the opposite access (the northern access on South Service Road to the parcel municipally known as 5105 Harvester Road).

- At the vehicle entrances to the site, the sidewalk shall be continuous through the driveway. The driveway grade will be compatible with the existing sidewalk /multiuse path and a vehicle curb depression will be provided for at the entrance. Remedial works shall be required to bring the accesses to the minimum design standards of the City of Burlington.
- Parking supply shall be consistent with and per the City Zoning By-Law. A parking study is required if the proposed parking does not adhere with the City of Burlington By-Law requirements.
- All underground parking stalls, including accessible parking and parking aisle dimensions shall be as per the City of Burlington Site Plan Guidelines.
- The underground ramp details and dimensions shall comply with the City of Burlington standards.
- The site plan is to include abutting right-of-way widths including, lane configuration, multiuse trail, parking lanes, sidewalks, etc. and utilities such as street lighting, hydro poles, and fire hydrants, if any.
- The applicant shall be required to conduct and provide a swept path analysis to/from any proposed loading areas and waste collection areas, including circulation to/from the ROW. The analysis will ensure vehicles do not reverse into the site from the municipal right-of-way and vehicles do not reverse from the site into the municipal ROW.
- All infrastructure improvements required within the municipal ROW will be at the expense of the developer and will be identified during the site plan application process. If you require further information or would like to discuss any of the content above, please contact the reviewer at your convenience.

Smeeta Adiga
Transportation Planning Technologist
P. 905 335 7600, ext 7691 | E. smeeta.adiga@burlington.ca

MTO comments:

- The site is within the MTO's permit control area. A MTO Building and Land Use permit is required prior to construction.
- In support of the permit application, a site plan, site grading/servicing/sediment and erosion control plan, storm water management (SWM) report, Traffic Impact Study (TIS) and photometric lighting plan is required. Further information, including our TIS guidelines, are available on our website: https://www.ontario.ca/page/highway-corridor-management
- The TIS should include an analysis of the existing access onto Appleby Line and identify any current operational concerns (if any).
- The highway designation extends south on Appleby Line, however, terminates at the north edge of the subject site. The setback applies from Appleby Line.
- The existing access is located close to the right turn taper for the QEW on-ramp. It does not meet the spacing requirements in the MTO manual. The minimum spacing for a right in/right out access from the on-ramp is 125m and requires appropriate design in order to prevent left turns in/out (e.g. median island). We do not support intensification of the existing access. Access should be from South Service Road. Since this is a self-storage facility, we can expect to see larger vehicles like moving trucks, U-hauls and heavy trailers coming in and out of the site.

Usman Akhtar
Corridor Management Planner
Ministry of Transportation
416-276-0704
Usman.Akhtar@ontario.ca

City of Burlington: Pre-Submission Document Terms of Reference
5051 Harvester Road
March 8, 2023

NOTE: These general Terms of Reference (below) will be used to assess the materials and technical studies submitted in support of a *Planning Act* application(s) and are to be reviewed upon the submission of and prior to the deeming of 'complete' of the application(s). The following Terms of Reference are intended as a guide to assist proponents in the preparation of materials and technical studies due upon submission (see: Section 12 of Development Application Pre-Consultation Form) and to provide recommendations as to the information content of those materials that would assist City of Burlington, Region of Halton, Conservation Halton and external agency partners in their review, once circulated. In circumstances where these Terms of Reference are generally not adhered to, submission materials may be returned to the proponent/applicant and/or a file not initiated.

1) General Requirements

- Correct application fees (based on most current fee schedule)
- Correct number of application forms and copies of reports
- Application form fully completed and commissioned
- Landowner's authorization and consent to enter property signed
- Three CDs or flash drives containing electronic copies of all materials
- Consistency within technical reports in terms of the development concept evaluated, and supporting appendices and drawings.
- Consultants have coordinated data and conclusions so that reports are consistent between disciplines
- Clear and legible drawings
- All electronic file submissions must be named using the following naming protocol: "Address_StudyName_MM-DD-YYYY". If a document is revised and resubmitted the file name should indicate that it is a revised submission and the date of the revision should be noted: "Address_StudyName_Revised_MM-DD-YYYY".
- Two digital copies of all plans are required along with paper copies. Digital plans must be submitted in Autocad and/or GIS Shapefile format that must be geospatially positioned to match the City of Burlington's Geographic and Projected Coordinate Systems (Geographic Coordinate System: GCS_North_American_1983; Projected Coordinate System: NAD83_UTM_ZONE 17N).
- Pre-Application Community Meeting Notes

2) Planning Justification Report

- Signed by a Registered Professional Planner
- Contains a written acknowledgement by the RPP that they have reviewed all supporting technical studies in consideration of their planning opinion.
- Contains a review of the applicable policies of the Provincial Policy Statement.
- Contains a review of the applicable policies of A Place to Grow Growth Plan
- Contains a review of the applicable policies of the Provincial Greenbelt Plan.
- Contains a review of the applicable policies of the Niagara Escarpment Plan.
- Contains a review of the applicable policies of the Parkway Belt West Plan.
- Contains a review of Ontario Regulation 162/06.
- Contains a review of all other relevant Provincial legislation.
- Contains a review of the applicable policies of the Region of Halton Official Plan.
- Contains a detailed explanation of how the proposed development is consistent and/or conforms to all relevant Provincial Plans and policies.
- Contains a review and analysis of the applicable policies of the City of Burlington Official Plan (2008) and 'New Official Plan' (2020).
- Contains an analysis of the Intensification Criteria in the Burlington Official Plan.
- Contains a fulsome discussion of the results of the required technical studies and how they have been used to refine the redevelopment proposal.
- Contains a discussion of how input received at the Pre-application consultation meeting has been used to refine the redevelopment proposal.
- Contains an explanation of how the proposed development is compatible with surrounding land uses including height, setbacks, massing and design.
- Draft Official Plan Amendment and/or Amending Zoning By-law.
- Contains a robust justification of any removal or conversion of employment lands.
- Contains an explanation of why the requested change represents good planning and adheres to Provincial and municipal plans and policies.
- If land division is required, contains an explanation of the proposed process (condominium type, subdivision, consent), timing and next steps.

3) Survey and Severance Sketch / Conceptual Site Plan

- Legible, metric scale drawing on 24x36 inch paper (or digital)
- Prepared and signed by an OLS Surveyor

- Clearly identifies all development constraints including easements, MTO setbacks, floodlines & hazard lands, natural heritage buffers, required right-of-way widenings, daylight triangles, etc.
- Survey / Reference Plan of site showing PINs, easements and property boundaries, etc.

4) **Arborist Report and Tree Preservation Plan** (*only required if existing trees will be impacted, including by construction access and stockpiling of material and can be scoped to the trees that will be impacted)
    - Is prepared by a qualified professional (e.g. Arborist certified by the International Society of Arboriculture (ISA), including ISA number; qualified by Ministry of Training, Colleges and Universities (MTCU) or Ontario Training and Apprentice Board (OTAB); registered professional Forester in Ontario, etc.)
    - Contains legible drawings on 24x36
    - Includes all dimensions in metric, to scale, and on a consistent base map layer
    - Includes bar scale
    - Shows the proposed development (including property lines, easements, regulated areas, paved areas, buildings and entrances, landscaped areas, regulated limits, etc.) and is coordinated with the Site Plan, Grading and Servicing drawings
    - Arborist Report should describe the scope and methodology of proposed construction works and the tree preservation measures
    - Identifies all existing trees (over 10cm diameter at breast height (DBH) measured at 1.4m above the ground) on site and within 3m of the property lines, and trees of any size on city property, their common and botanical name, size (DBH and height), structural and physiological condition, ownership, comments and notes, recommendations, and photos (particularly those requested for removal)
    - Identifies trees proposed to be removed and retained, and the methods to be used to ensure preservation and protection of trees to be retained, including location and detail of tree protection fencing in accordance with the City of Burlington's Tree Protection and Preservation Specification SS12A: https://www.burlington.ca/en/services-for-you/resources/Forestry%20Operations/Tree_Protection_and_Preservation/City-of-Burlington-Standard-Specification-for-Tree-Protection-and-Preservation.pdf
    - Minimum Tree Protection Zones and Critical Root Zones clearly shown and labeled in addition to tree protection fencing
    - Percentage of injury should be clearly shown on the plan and noted in the Arborist Report, and impacts and damage mitigation methods outlined

- Clearly show the excavation limits on the plan (e.g. foundations or footings, trenching, etc.) and discuss damage mitigation measures (e.g. root pruning) in the Arborist Report
- Alternate layouts and construction measures should be considered and discussed in the Arborist Report to ensure any proposed removals are necessary and justified (i.e. there are no alternatives to the removal)
- Abbreviations should be defined and industry standard terminology used
- If removal or damage to trees on neighboring properties or boundary trees is required, provide either: 1) letter of consent from adjacent property owners that they are aware of the proposed development and potential impact to their trees or boundary trees and have no objections, OR 2) the Arborist Report should include preservation methods that can be implemented to mitigate damage to neighboring or boundary trees
- Arborist Report should describe compensatory tree planting if trees are proposed to be removed (layout to be shown on the Landscape Concept Plan)

5) Landscape Concept Plan

- Is stamped and signed by a qualified member of the Ontario Association of Landscape Architects
- Contains legible drawings on 24x36 inch paper
- Includes all dimensions in metric, to scale, and on a consistent base map layer
- Includes bar scale
- Identifies the location and general design intent of the proposed landscaped areas and buffers, and outdoor amenity areas
- Identifies minimum required soil volumes, and location of any structural soil cell installation areas to achieve minimum soil volumes ($30m^3$ of soil per tree in a single tree pit, $15m^3$ per tree in a shared planting environment. Excavation for each planting environment should be 0.75m to 1.2m depth and should not exceed 1.5m depth)
- Identifies the location, type and height of proposed fencing
- Identifies property lines, easements, regulated areas, impermeable surfaces (including curbs, roads, driveways, sidewalks, etc.), buildings and entrances, landscaped beds, lawns or other permeable surface areas, other information as needed
- Identifies the location of all underground, at grade and overhead utilities
- Identifies the location of any storm water management infrastructure, including swales, sub-drains, catch basins, pipes, and other quality and quantity controls as required

6) Functional Servicing Report

- Is prepared, signed and stamped by a Professional Engineer.

- Contains legible drawings , including all dimensions, plotted to a metric scale of 1:200, 1:250, 1:300 or 1:500 on 24x36 inch paper, and on a consistent base map layer .
- Follows the terms of reference agreed upon by the Regional and City staff in advance of study commencement. Includes a copy of this approved Terms of Reference as an Appendix.
- Includes digital copies of models.
- Includes all dimensions in metric, to scale, and on a consistent base map layer.

7) Traffic Impact Study

- Confirmation of Scope of Work by Burlington Transportation Services staff
- Signed by CET or signed and stamped by a Professional Engineer
- Follows Regional TIS Guidelines for Regional roads
- Follows MTO Guidelines for sites within MTO permit control area
- Includes correspondence about traffic projections from City, Region and MTO in an Appendix.
- Includes SYNCHRO files as an electronic attachment (not a PDF)
- Traffic counts are not completed during school holiday times, and are completed during the mid-week period (Tuesday through Thursday).
- Traffic counts are no older than one year.
- Electronic copy of all signal warrant calculation files (not a PDF)
- Includes all traffic counts and modelling data in an Appendix and electronically
- Includes a multi-modal approach to transportation analysis
- Incorporates Travel Demand Measurement measures

8) Stormwater Management Report

- Please refer to the City of Burlington Stormwater Management Design Guidelines, approved by City Council on June 22, 2020, please be advised of new IDF curves for the City of Burlington: https://www.burlington.ca/en/services-for-you/Stormwater.asp
- Refers to the Ministry of the Environment “Stormwater Management Planning and Design Manual” and the TRCA/CVC Low Impact Development Stormwater Management Planning and Design Guide.
- Is prepared, signed and stamped by a Professional Engineer

- Includes pre and post development drainage area plans that are legible, plotted to an acceptable metric scale, plotted on 24” by 36” paper and plotted on a consistent base map layer
- Includes site grading and servicing plans that are legible, plotted to a metric scale of 1:200, 1:250, 1:300 or 1:500, plotted on 24” by 36” paper and plotted on a consistent base map layer
- Includes digital copies of modeling, modelling program acceptability to be confirmed with City Staff prior to use and prior to submission of report.
- Includes a list of all past reports and current technical documents that have been consulted.
- Includes all calculations, modelling, and parameters (as per City Standard Drawings S-IDF, S-2D, S-3D, etc., as amended)
- Includes clearly defined stormwater criteria for the site (including source) and demonstrates in report how these criteria will be satisfied.
- Addresses all interim conditions as well as the ultimate condition
- Contains engineering details and cross-sections showing existing utility locations if any temporary and/or permanent encroachments are proposed.
- Provide chemical analysis of groundwater to determine if it satisfies the City’s storm sewer discharge criteria for water quality. (including documentation from the Geotechnical or Environmental Engineer in the appendix)
- If groundwater cannot be directly outletted to the municipal storm system, detail where it will outlet, i.e. treated then outlet to storm or outlet to the sanitary system.
- Provide an estimate of groundwater flow to be permanently managed in the site storm system (including documentation from the Geotechnical Engineer or Hydro-geologist in the appendix)
- Provide comment on whether or not it is anticipated a permit to take water would be necessary either temporarily during construction or permanently.

9) Grading and Servicing Plans

- Must be separate Plans
- Are stamped and signed by a Professional Engineer
- Contains legible drawings, plotted to a metric scale of 1:200, 1:250, 1:300 or 1:500, on 24” by 36” paper and plotted on a consistent base map layer
- Identifies property lines, dedications, easements, regulated areas, impermeable surfaces (including curbs, roads, driveways, sidewalks, etc.), buildings and entrances, and other information as needed

- Identifies the location of all underground, at grade and overhead utilities
- Identifies the location of all storm water management infrastructure, including swales, sub-drains, catch basins, pipes, and other quality and quantity controls as required
- Identifies Municipal Benchmark and Horizontal Control

10) Urban Design Brief:

- Contains a itemized and detailed analysis of how the proposed development meets the urban design objectives and policies of the Official Plan and any relevant approved urban design guidelines.
- Indicates how the proposed development responds to its surrounding context (both existing and planned).
- Provides a close examination and understanding of the surrounding area including blocks, streets, and buildings that could influence overall site and building design.
- Describes the overall architectural expression; building relationship to streetscape and adjacent properties; pedestrian, cycling, and transit connections; sustainable building elements; and other urban design features that ensure design excellence.
- Contains an explanation of how the proposed development is compatible with surrounding land uses including height, setbacks, massing and design.
- Contains a discussion of how input received from the Burlington Urban Design Panel has been used to refine the proposal.
- Include the BUD Meeting Minutes as an Appendix.

11) Waste Management Report

- Contains a loading plan showing turning radii for trucks
- Contains building elevations illustrating vertical clearance for truck access
- Contains details of layout for waste storage areas
- If no public waste collection is proposed, includes a letter confirming private pick-up.