

DATE

PRE-CONSULTATION FORM FOR SITE PLAN DEVELOPMENT APPLICATION



The Pre-consultation Form for Site Plan Development Application is to be completed by the Owner or authorized Agent proposing a Site Plan development application. All information on this form together with all supporting documentation and the Application Fee is required as per the City of Waterloo Fee By-law. Incomplete applications will be returned to the Applicant.

Pre-Consultation Process for Site Plan Development

Prior to submitting a complete Site Plan Application, the City of Waterloo requires that Applicants schedule a pre-consultation meeting (through Consultation By-law No. 08-073) with the City of Waterloo to identify the Site Plan submission requirements, as well as, to:

- 1) review the Site Plan process and responsibilities;
- 2) identify development and design priorities; and
- 3) provide preliminary Site Plan review comments for the concept plan submission.

Pre-consultation meetings are identified on the City of Waterloo Site Plan Schedule for Pre Consultation Meetings. Any request for a meeting must be applied at least 10 days in advance of the meeting subject to the dates established on the Pre Consultation Schedule and satisfy the Pre Consultation Submission Requirements. The Site Plan Schedule For Pre Consultation Meetings is available at www.waterloo.ca/siteplan.

Pre-Consultation Submission Requirements

- 1) Applicants are required to complete Part A and the Declaration Sections of this Form and email to City for Pre-Consultation Meeting Request. The Application Form is to be emailed to preconsultation@waterloo.ca.
- 2) The City will require digital copy of plans to be emailed with the Application Form. All plans are to be emailed as a separate file. The file name is to include: property address (eg. XX King Street North); plan name (eg. concept plan or elevation drawing) and date (M/D/Year).
- 3) All electronic files are to be in pdf. format and shall not exceed 1.0 MB in size. The maximum email submission cannot exceed 8MB in size. All measurements are to be in metric units.
- 4) The City will also require 5 hard copies of the development concept plans and any supporting information. All plans are to be in metric units, to a standard scale and folded.

Upon receiving the request and Form, the City of Waterloo Site Plan Coordinator will confirm meeting date and time. After receiving and confirming date, the City of Waterloo will complete the remaining sections of the Application Form (**Parts B,C,D,E,F, G**) for the pre-consultation meeting. These comments will identify the minimum requirements for the Site Plan application submission and identify the primary design priorities for Site Plan development provided in the City's Urban Design Manual (UDM). The City's Site Plan process, checklists, requirements and expectations are provided in the City of Waterloo Urban Design Manual available at www.waterloo.ca/udm. It is the Owner's and Applicant's responsibility to review these guidelines and standards for Site Plan submission requirements and submission.

PART A.1 Pre-Consultation Meeting Request (to be completed by Owner/Applicant)
Requested Pre-Consultation Meeting Date: (refer to www.waterloo.ca/siteplan).
Application submission deadline for Pre-Consultation meeting: (refer to www.waterloo.ca/siteplan).

PART A.2. Site Information (to be completed by Owner/Applicant)
Part A.2.1: Property Information and Approvals (to be completed by Owner/Applicant)
Street Address (list all properties):
Legal Description (if available):
Number of lots: _____ Total lot area (in sm and ha): _____
Existing Units:
Existing gross floor area (in sm):
Existing Official Plan Designation: (refer to: http://www.waterloo.ca/officialplan)
Existing Special Policy Area:
Existing Zoning: (refer to www.waterloo.ca/zoningbylaw)
Existing Site-specific Zoning (identify by-law): (refer to www.waterloo.ca/zoningbylaw):
Existing Committee of Adjustment Decisions (identify decision number(s)):
Was, or is, the project subject to an Official Plan Amendment Application, Zone Change Application or Plan of Subdivision Approval? If so, identify amendment or application number and approval date: <input type="checkbox"/> No <input type="checkbox"/> Yes: _____ Approval Date: _____
Are there any Site Plan recommendations established in the Official Plan or Zone Change Amendment if applicable? If so, identify Site Plan directions: <input type="checkbox"/> No <input type="checkbox"/> Yes: _____
Part A.2.2: Existing Conditions (to be completed by Owner/Applicant)
Are there any existing site features on the property (eg. trees, vegetation, streams, wetlands, steep slopes, other)? If so, identify. <input type="checkbox"/> No <input type="checkbox"/> Yes: Feature: _____
Is there vegetation on abutting or adjacent properties that may be impacted by proposed development? <input type="checkbox"/> No <input type="checkbox"/> Yes: Feature: _____
Are you aware of any species at risk or endangered species on the property? If so, identify. <input type="checkbox"/> No <input type="checkbox"/> Yes: Species at risk or endangered: _____
Is the property or any structure designated under the Ontario Heritage Act or Municipal Heritage Inventory? If so, identify: <input type="checkbox"/> No <input type="checkbox"/> Yes: Confirm applicable legislation or designation: Information regarding designated heritage properties: http://www.culture.gov.on.ca/english/heritage/hpd.htm Contact the City's Manager of Heritage Services for more information.
Are you aware if this site was subject to any environmental contamination? If so, identify use and years in operation. <input type="checkbox"/> No <input type="checkbox"/> Yes: Use: _____ Years in operation: _____

<p>Is the site located within a regulated area of the Grand River Conservation Authority? If yes, the Owner is responsible to receive the necessary clearances from the Grand River Conservation Authority.</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>		
<p>Is the site located on a Regional Road? If yes, the Owner will be subject to Regional Access permit approval and clearance required prior to Site Plan approval. The Owner is responsible to submit engineering plans to the Region.</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>		
PART A.3. Project Team Information (to be completed by Owner/Applicant)		
Part A.3.1 Registered Owner		
Name:		
Company Name:		
Street Address:		
City:	Province:	Postal Code:
Bus. Tel:	Email:	
Part A.3.2: Agent (if different than Owner)		
Name:		
Company Name:		
Street Address:		
City:	Province:	Postal Code:
Bus. Tel:	Email:	
Part A.3.3 Project Consultants (if known or retained)		
Planning Firm:	Contact Name:	
Engineering Firm(s):	Contact Name:	
Landscape Architect:	Contact Name:	
Arborist:	Contact Name:	
Lighting Consultant:	Contact Name:	
Project Manager:	Contact Name:	
	Company:	
PART A.4. Agent To Make the Pre-Consultation Application (to be completed by Owner/Applicant)		
<p>If the applicant is not the Owner of the land(s) that is subject to this application, confirmation by the Owner that the applicant is authorized to make the application on his/her behalf must be completed below:</p> <p>We/I, _____</p> <p>The registered owner(s) of _____ (municipal street address or legal description)</p> <p>Hereby authorize _____ (print: name of agent)</p> <p>To act as agent for Pre-Consultation Application for Site Plan Development.</p> <p>_____ Date _____ Signature _____</p>		

PART A.5. Proposed Development (to be completed by Owner/Applicant)		
Proposed Use:		
# buildings:	Approximate Building Area (sm):	Building Height(s): # Storeys: Height (m):
# units:	# beds (if applicable):	
<p>A preliminary design plan has been submitted for preliminary design priorities and process comments.</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Note: Refer to Pre-Consultation Submission Requirements for submission details and requirements.</p>		
<p>Notes:</p> <ul style="list-style-type: none"> • All site development must conform to the City's Official Plan and comply with City of Waterloo zoning regulations, site-specific zoning (where applicable), sign by-law regulations and design guidelines and performance standards established in the Urban Design Manual and Development Manual. In some cases, Site Plan Recommended Approval may be coordinated with other City approvals, such as Minor Variance Applications and Demolition Permit Applications located within the Demolition Control Permit Area. • All Site Plan development shall be subject to the City's Urban Design Manual which includes design guidelines, Site Plan review guidelines and Site Plan standards. The Urban Design Manual is available at www.waterloo.ca/udm and is available for purchase from City's Planning Division. • All engineering submissions are subject to City's Development Manual and Site Plan process requirements. • Any site grading is subject to the City of Waterloo Site Alteration By-law and Application Form. Consult City of Waterloo Engineering and Construction division prior to any site grading, including tree removals. • The Owner/Applicant is responsible to receive clearances from commenting and approval agencies, often required prior to Site Plan Approval. 		
<p>To move forward with pre-consultation meeting, please complete Part A and email back to City of Waterloo at preconsultation@waterloo.ca for Pre-consultation Meeting Request. The City of Waterloo will confirm meeting date and time following application submission. The pre-consultation meeting schedule, Site Plan application and Site Plan meeting schedules are provided at www.waterloo.ca/siteplan. Applicants are encouraged to request a pre-consultation meeting early in the process to establish the submission requirements and provide necessary time for application review and construction. It is the City's expectation that all Site Plan applications, including submission drawings, notations, details and standards, address the City's UDM and City engineering requirements.</p> <p>A pre-consultation application fee is set out in the City of Waterloo Fees By-law. The pre-consultation fee will be incorporated into the Site Plan Application fee.</p>		

PART B.1. The Site Plan Review Process and Summary (for Applicant Review and for meeting discussion)

The Site Plan process involves a number of steps that will lead to a building permit application and issuance and security release(s). These Site Plan steps are outlined in the Part 4 of the Urban Design Manual (UDM) available at www.waterloo.ca/udm. Important process steps and notes include:

- Only complete Site Plan applications (submissions) will be accepted for review and comments. Incomplete Site Plan applications shall be returned to the Applicant prior to the Site Plan Review Committee meeting subject to a resubmission fee.
- Applicants are required to review the urban design guidelines, performance standards and submission requirements established in the UDM to facilitate an efficient approval process and engineering requirements.
- Ensure all drawing submissions include required information, particularly as it relates to complete Data Chart, Building Code Matrix, Plan notations and are fully coordinated with one another. Refer to Part 4 of the UDM.
- The City shall confirm if the Site Plan application is standard or major application. Meeting dates and times are identified on the Site Plan Schedule posted on the City's website at www.waterloo.ca/siteplan.
- The Site Plan Review Committee examines the design and technical aspects of a proposed development to ensure that it is safe, functional and compatible with the surrounding area. The Site Plan Review Committee forms part of the Site Plan approval process and provide a "Recommended for Approval" to the Delegated Approval Authority or may deliver a resubmission decision with a resubmission letter. A "Recommended for Approval," or SPRC meeting with comments at the discretion of the City, *is required* prior to meeting with the Committee of Adjustment and for demolition permit applications located within the City Demolition Control Area.
- A detailed Functional Engineering Submission is required for Site Plan Recommended for Approval demonstrating that the proposed site grades are reasonable, the site has access to municipal services and that there are no conflicts with other site functions to the satisfaction of Engineering and Construction Division. A more detailed engineering submission (Complete Engineering Submission) shall be required following the SPRC Recommended for Approval with acceptance required prior to building permit issuance.
- The Site Plan Review Committee will endeavor to provide technical comments within 7 business days of the meeting and distribute within a weeks time as per the Site Plan Schedule.
- Any site alteration prior to Site Plan approvals is subject to the City's Site Alteration By-law.
- A Site Plan Agreement shall be registered prior to building permit issuance as a first claim or charge against title to the property. All mortgages must be postponed to the Site Plan Agreement by registering a Postponement Agreement.
- Applicants are encouraged to submit Building Permit drawings for review following Site Plan Approval (General Manager Approval). Building drawings are to be coordinated with approved Site Plan and approved Site Plan elevations. Complete Engineering clearances are required prior to Building Permit issuance.

PART B.2. Agency Review and Clearance Requirements (completed by City)

Agency	Circulation	Clearance	Responsibility
Public Works Services (PWS) Department	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	City
Waterloo North Hydro (WNH)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant
Regional Municipality of Waterloo (RMOW)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant
Grand River Conservation Authority (GRCA)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant
Ministry of Transportation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant
Ministry of Environment	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant
Ministry of Natural Resources	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant
Neighbourhood Circulation (additional requirement due to other planning approvals)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	City
City Advisory Committee Review: Committee(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	City
Municipal Heritage Committee	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	City

Notes: The Owner/Applicant is responsible to secure the required agency clearances prior to Site Plan approval. Additional circulation comments or clearances may be required and identified through the Site Plan approval process.

PART B.3. Site Plan Application Requirements (completed by City)

Application		Timing
Standard Site Plan Application	<input type="checkbox"/> Yes <input type="checkbox"/> No	Standard 7 business day review as per Site Plan schedule
Major Site Plan Application: <input type="checkbox"/> complex development application <input type="checkbox"/> multiple phase development <input type="checkbox"/> Public Works Services review <input type="checkbox"/> Municipal Heritage Committee review <input type="checkbox"/> neighbourhood circulation (OPA/ZCA) <input type="checkbox"/> other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approximate three week review as per Site Plan schedule
Site Plan Re-submission	<input type="checkbox"/> Yes <input type="checkbox"/> No	5 business day review with resubmission letter as per Site Plan Schedule.
Site Plan Modification	<input type="checkbox"/> Yes <input type="checkbox"/> No	7 business day review as per Site Plan Schedule

Site Plan Application Fees: Site Plan development fees are subject to the City of Waterloo Fees By-law. Refer to City of Waterloo Fee By-law for applicable fee made payable to "The City of Waterloo".

PART B.4. Mandatory Site Plan Submission Requirements for Recommended Approval (completed by City)

Mandatory Site Plan Submission	Number of Plans
Existing conditions plan	<input type="checkbox"/> 7 copies <input type="checkbox"/> 8 copies <input type="checkbox"/> 9 copies <input type="checkbox"/> ___ copies
Site Plan drawing with complete site data chart and preliminary building code matrix	<input type="checkbox"/> 7 copies <input type="checkbox"/> 8 copies <input type="checkbox"/> 9 copies
Landscape Plan with details	<input type="checkbox"/> 4 copies <input type="checkbox"/> 5 copies <input type="checkbox"/> 6 copies
Building Elevations with colours, materials, architectural features identified.	<input type="checkbox"/> 4 copies <input type="checkbox"/> 5 copies <input type="checkbox"/> 6 copies
Functional Engineering Submission	<input type="checkbox"/> 4 copies <input type="checkbox"/> 5 copies <input type="checkbox"/> 6 copies
Registered Reference Plan (if any)	<input type="checkbox"/> 2 copies
Copy of title Search (if any)	<input type="checkbox"/> 2 copies

Consultation with Waterloo North Hydro to confirm hydro service needs.

Notes: In addition to hard copy submissions, the City of Waterloo shall require a digital copy of Site Plan drawing and building elevations with application submission. Digital submissions are to be emailed to: siteplan@waterloo.ca

PART B.5. Additional Site Plan Submission Requirements for Recommended Approval (completed by City)

Context Plan	<input type="checkbox"/> Yes	Refer to Part 4.13.SPS.1.F) in UDM
Design Study (massing study)	<input type="checkbox"/> Yes	
Street Elevation Drawing	<input type="checkbox"/> Yes	Refer to Part 4.13.SPS.1.E) in UDM
Cross Section Drawings	<input type="checkbox"/> Yes	Refer to Part 4.13.SPS.1.G) in UDM
Fire Access Plan	<input type="checkbox"/> Yes	Refer to Part 4.13.SPS.1.D) in UDM
Wind Study with Recommendations	<input type="checkbox"/> Yes	Acceptable human comfort during year round conditions
Shadow Study with Recommendations	<input type="checkbox"/> Yes	Refer to Part 4.13.SPS.2.K) in UDM
Landscape Details Plan	<input type="checkbox"/> Yes	Refer to Part 4.13.SPS.1.H) in UDM
Vegetation Management Plan	<input type="checkbox"/> Yes	Refer to Part 4.13.SPS.1.H) in UDM and Checklist
Arborist Report (may be required in addition to the Vegetation Management Plan)	<input type="checkbox"/> Yes	
Public Art Contribution	<input type="checkbox"/> Yes	Refer to Part 2.4.2 in UDM
Outdoor lighting (photo metrics) Plan	<input type="checkbox"/> Yes	Refer to Parts 2.1.8 and 4.13.SPS.2.J) in UDM
Master Plan Guidelines (Design Study)	<input type="checkbox"/> Yes	
Master Site Plan	<input type="checkbox"/> Yes	Refer to Part 4.11 in UDM
Master Easement Plan	<input type="checkbox"/> Yes	Refer to Part 4.11 in UDM
Master Landscape Plan	<input type="checkbox"/> Yes	Refer to Part 4.11 in UDM
Master Fire Access Plan	<input type="checkbox"/> Yes	Refer to Part 4.11 and SPS.1.D) in UDM
Other:	<input type="checkbox"/> Yes	

PART B.6. Digital Site Plan Submission Requirements	
Refer To Site Plan Application Form for digital submission requirements.	
PART B.7. Site Plan Approval Submission Requirements (for General Manager Review and Approval)	
Agency	Number of Plans
Copy of final reference plan	<input type="checkbox"/> 2 copies
Consolidated set of bound Site Plan drawings, coloured building elevations landscape drawings with details	<input type="checkbox"/> 4 copies
	<input type="checkbox"/> 5 copies
	<input type="checkbox"/> 6 copies
Final Photometrics plan	<input type="checkbox"/> 1 copy
Building Elevations with colours, materials, architectural features identified.	<input type="checkbox"/> 4 copies
	<input type="checkbox"/> 5 copies
	<input type="checkbox"/> 6 copies
Final approved copies of the required reports, studies or drawings.	
Notes: Prior to Site Plan agreement registration, the City of Waterloo shall require digital submissions of approved Site Plan drawings, building elevation drawings emailed to siteplan@waterloo.ca as per Site Plan Submission Requirements.	
PART B.8. Preliminary Building Standards Division Comments	
General Requirements	
	Provide Building Code Matrix on Site Plan drawing.
	Demonstrate that proposed development has adequate access to fire hydrant.
	Provide clear visibility and direction for fire access routes as per City's standards.
	Ensure Universal Access features are coordinated with UDM guidelines and standards.
	Ensure building plans are fully coordinated with approved Site Plan building elevations.
Additional Comments	

PART C.1. Preliminary Process Review Comments			
Process	Preliminary Concept Review	Follow Up Meeting	Comments
Potential Official Plan Amendment	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Potential Zoning By-law Amendment	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Potential Committee of Adjustment Application	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Demolition Permit Application	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	

PART C.2. Additional Comments

PART D. Urban Design Manual Review and Priorities		
Part	Sections	
General Design Guidelines	Part 2	Refer to all sections. Illustrated examples and definitions provided in Appendix (Part 5).
Applicable Supplemental Design Guidelines	Part 3	<input type="checkbox"/> Yes <input type="checkbox"/> No Streetscape Guidelines <input type="checkbox"/> Yes <input type="checkbox"/> No Master Planned Development <input type="checkbox"/> Yes Site Services <input type="checkbox"/> Yes <input type="checkbox"/> No Tall Buildings <input type="checkbox"/> Yes <input type="checkbox"/> No Mid-Rise Housing Geared Towards Student Accommodation <input type="checkbox"/> Yes <input type="checkbox"/> No Parking Structures <input type="checkbox"/> Yes <input type="checkbox"/> No Drive Through Facilities <input type="checkbox"/> Yes Signage
Relevant Site Plan Review Guidelines	Part 4	<input checked="" type="checkbox"/> Street Addressing Requirements (SPS.2. A) <input checked="" type="checkbox"/> Daylight Corners Requirements (SPS.2.B) <input checked="" type="checkbox"/> Parking Standards (SPS.2.C) <input checked="" type="checkbox"/> Barrier Free Parking Standards (SPS.2.C) <input checked="" type="checkbox"/> Turning Movement Standards (SPS.2.D) <input checked="" type="checkbox"/> Fire Protection Standards (SPS.2.E) <input checked="" type="checkbox"/> Bicycle Parking Standards (SPS.2.F) <input checked="" type="checkbox"/> Tree Preservation (see landscape comments) <input checked="" type="checkbox"/> Landscape Buffers including fence details (SPS.2.H) <input checked="" type="checkbox"/> Outdoor Lighting Standards (SPS.2.J) <input type="checkbox"/> Yes <input type="checkbox"/> No Enhanced Buffer Requirements <input type="checkbox"/> Yes <input type="checkbox"/> No Habitable Room Separation <input type="checkbox"/> Yes <input type="checkbox"/> No Shadow Study Criteria (performance standards) <input type="checkbox"/> Yes <input type="checkbox"/> No Node and Corridor Standards (performance standards)
Other Applicable Design Guidelines and Priorities	<input type="checkbox"/> Yes <input type="checkbox"/> No Key priorities:	Other Guideline(s):

PART E. Vegetation Management and Landscape Plan Checklist and Priorities	
This checklist shall be used as a guide to prepare a complete submission for both Vegetation Management Plan, and Landscape Plan (with details) for review by City staff in support of the Site Plan Review Committee's Recommendation for Approval. This list shall be used in conjunction with applicable sections of the current City of Waterloo UDM.	
Plan Preparation Requirements: <ul style="list-style-type: none"> Vegetation Management Plans (and report, if required) must be prepared by a qualified Professional Landscape Architect, Professional forester, or qualified Arborist. Landscape Plans must be prepared and sealed by a qualified Professional Landscape Architect 	
It is the responsibility of the Applicant to coordinate both the Vegetation Management Plan and Landscape Plan submissions with the Site Plan and Engineering (servicing, grading and construction staging) plan submissions. Provide notation on each plan that indicates that the plans have been coordinated.	
Ensure that the vegetation management plans, landscape plans and landscape detail plans includes the following information:	
i.	Project name, municipal address
ii.	Consultant logo in Title Block
iii.	Seal and signature of professional landscape architect
iv.	Initials of the individual who prepared the plans
v.	North arrow
vi.	Legend
vii.	Scale (metric)
viii.	Property limits and ROW surveyed and indicated
ix.	Existing and proposed conditions / improvements
x.	Snow storage locations
xi.	Locations of all utilities (including transformer pads, vents, gas meters) and easements
xii.	Nearby trees on abutting properties and drip lines
xiii.	Any endangered plant species or species at risk
<p>Note regarding species at risk: On June 30, 2008, the <u>Endangered Species Act (ESA) 2007</u> came into effect in Ontario with the intent to identify species at risk, protect species at risk and their habitats, and to promote stewardship activities to assist in the protection and recovery of these species. The Ministry of Natural Resources (MNR) regulates the potential harm to or removal of any Species at Risk in Ontario. The MNR defines a "species at risk" as "any naturally-occurring plant or animal in danger of extinction or of disappearing from the province. Once classified as 'at risk', they are added to the "Species at Risk in Ontario (SARO) list". Species on this list range in taxonomy from amphibians to mammals, fish to birds, plants to insects, etc. and includes species which may be found locally, for example, the <i>Juglans cinerea</i> (Butternut tree). IT IS THE RESPONSIBILITY OF THE APPLICANT to determine if species at risk exist on the site, and to notify the MNR and to advise City staff in the case which a species at risk is identified. A permit must be obtained from the MNR if the species is intended to be removed or harmed during construction. Since it may take several months to obtain a permit for removal from the MNR, staff recommends that the applicant confirm early in the process whether a species at risk exists on the predevelopment site.</p>	
<p>Note regarding timing of vegetation removals from site: Unless a Site Alteration Permit (per City of Waterloo Site Alteration Bylaw, No. 10-066) has been obtained for pre-development site works, existing vegetation MUST NOT BE REMOVED from the site until Site Plan Approval is given by the General Manager of Development Services AND the required tree protection fencing (if applicable) has been installed by the Contractor and inspected by City staff. In addition, all other agency requirements (for example, requirements of the Region of Waterloo - Woodlot Conservation Bylaw) must be met prior to the removal of existing vegetation from the site. Relevant process and criteria for vegetation removal is provided below:</p>	
i.	Identify locations of all existing vegetation on site. Individual tree locations must correspond with tag numbers.
ii.	Identify locations of all existing vegetation located within six meters of the site on adjacent private and/or public properties. Refer to the City's Street Tree Bylaw (No. 99-10) for protection and removal requirements for boulevard trees.
iii.	Provide a Tree Preservation List, which includes species (common and botanical names), condition, size, tag number of the tree, and indicate whether the tree is proposed to be retained, removed, or transplanted. This list should include proposed trees identified as existing on adjacent properties.
iv.	Identify on the VMP existing trees proposed to be removed, retained, or transplanted. Each category noted must have individual graphic representation and must correspond with the Tree Preservation List.

PART E. Vegetation Management and Landscape Plan Checklist and Priorities		
v.		Every effort must be made to preserve and protect existing vegetation that is located on adjacent private properties. If there is potential impact to boundary trees and/or trees located on adjacent properties, documentation must be provided to the Site Plan Review Committee which indicates that the adjacent property owner(s) are aware of the proposal and the potential harm to existing vegetation. Document should include information about tree replacement requirements that are agreeable to both parties in the case that the existing vegetation is impacted.
vi.		Schedule a site meeting with the City Forester (519-886-2310 ext.336) to discuss the parameters of the development and anticipated vegetation management on site. Include a note of the date of this meeting on the VMP.
vii.		If existing trees on site are intended to be saved, provide a tree preservation fence detail. Note that 1.2m high Paige wire fence is encouraged over plastic snow fence.
viii.		If existing trees on site are intended to be saved, show the location of the tree preservation fence on the VMP. Distances of fence from tree trunk should be consistent with Schedule D – Tree Protection Policies – Site Alteration Bylaw (No.10-066).
ix.		If existing trees on site are intended to be saved, include standard tree preservation notation.
x.		If existing trees on site are intended to be saved, include a note which states that prior to removal of vegetation on site and/or the start of construction, the Contractor will contact the City Forester (519-886-2310 ext.336) to complete an inspection of the installed tree preservation fence to ensure it is in accordance with the approved VMP.
xi.		If existing trees on site are intended to be saved, include a note that the tree preservation fence will remain installed for the duration of construction.
xii.		If existing trees on site are intended to be saved, include a note that any trees to be protected that are impacted by development will be replaced with the same species or an approved alternate, to the satisfaction of the City of Waterloo at a 70mm caliper size for deciduous trees and 250cm height for coniferous trees.
Notes regarding Landscape Plan and Detail Requirements, Planting Requirements:		
i.		Native and drought tolerant plant materials encouraged
ii.		Salt tolerant plant materials be considered in high-impact areas
iii.		70mm caliper is minimum size of deciduous trees
iv.		250cm height is minimum size of coniferous trees
v.		60cm height or 3gal container size is minimum for shrubs
vi.		Street trees be provided in the public Right-of-Way (if applicable). Use the City's Preferred List of Street trees (pg.142 of the UDM). Encourage the use of native species, particularly within the Regional Right-of-Way.
vii.		Enhanced front yard landscaping be provided to include large canopy trees, all-season foundation plantings, etc.
viii.		Enhanced side and rear yard buffer treatments. To include canopy trees at minimum of six meter on centre spacing for smaller trees and eight meters on centre spacing for larger trees.
ix.		Tree grate details
x.		Structural soil or trench method planting details
xi.		Utilities and refuse areas screened from public views
xii.		Cross section of proposed plantings over structure, either parking structure or roof garden/green roof
xiii.		Landscaped islands (if applicable) with trees. Encourage planting beds to achieve 30 cubic meter volume target to support tree growth in harsh conditions.
xiv.		Planter details (if applicable) to include minimum of 1"-2" vertical insulation (if raised planters proposed).
Landscape Plan and Details Requirements, Hardscape Requirements:		
i.		Label surface materials
ii.		Identify locations of proposed drainage swales
iii.		Decorative fence detail with a minimum 6"x6" post size
iv.		Outdoor bike rack detail, encourage the burial install model
v.		Outdoor seating details (model, manufacturer, location)
vi.		Outdoor amenity area details
vii.		Decorative paving details
viii.		Retaining wall/armour stone installation details prepared by a qualified engineer. Provide cross-section material, height(s) of wall, widths of both base and capping, and wall widths to scale on all plan submissions

PART E. Vegetation Management and Landscape Plan Checklist and Priorities

Additional Comments or Requirements:

PART F. Engineering Comments for Site Plan Pre-Consultation				
Part F.1. Functional Engineering Submission For SPRC “Recommended for Approval”				
Steps	Action	Applicant Requirements	City Staff Responsibilities	Outcome
Step 1	Attend Pre-Consultation Meeting for Site Plan	No Engineering Submittals Required	Discuss potential restrictions to development and potential studies that may be required.	Better understanding of proposed development, potential restrictions, and Site Plan review process.
Step 2	Prepare Site Plan Application; including Functional Engineering Package. See www.city.waterloo.on.ca ____ .http for submission requirements	Submit Functional Engineering Package with Site Plan Submission to Site Plan Coordinator.	Review Functional Engineering Package in preparation to provide comments to the applicant at the SPRC meeting. Coordinate with PWS	Allows for City Staff to be prepared for Site Plan Review Committee (SPRC) Meeting.
Step 3	Attend Site Plan Review Committee Meeting (SPRC)	Engineering consultant attendance required.	Discuss concerns with functional design, if any. Confirm requirement for additional studies, as required.	Recommended Approval of Site Plan, if acceptable to Engineering. Preliminary comments provided to applicant to be addressed in the Complete Engineering Package.
Notes for Site Plan Submission:				
<ul style="list-style-type: none"> • Typical review time for minor application: 2 weeks (provided at Site Plan Review Committee meeting) • Typical review time for major application: 3 weeks (provided at Site Plan Review Committee meeting) 				
Part F.2. Complete Engineering Submission For Engineering Approval following SPRC, prior to Building Permit issuance				
Steps Cont.	Action	Applicant Requirements	City Staff Responsibilities	Outcome
Step 4	Prepare Complete Engineering Package See www.city.waterloo.on.ca ____ .http for submission requirements	Submit directly to Engineering & Construction Division, Att: Wendy Collett, Engineering Technologist Compilation of external clearances required. (i.e., Region, GRCA, hydro, MOE, MTO, etc.)	Detailed review of Complete Engineering Package including communication with consulting engineer. Review submissions provided as part of additional requirements. See Section below.	City of Waterloo Engineering & Construction Division's Acceptance of Completed Engineering Package.
Step 5	Payment of Applicable Engineering Fees and Letter of Credits. Address all other outstanding Engineering Requirements (ie .ES measures, assessment of existing services, complete required agreements)	Coordinate with Engineering & Construction Division	Coordinate with Planning Division (re: SPA registration), Finance Department and Building Division.	City of Waterloo Engineering & Construction Division's sign-off for issuance of Building Permit (BP).
Notes: Complete Engineering Approval (following SPRC and prior to Building Permit issuance):				
<ul style="list-style-type: none"> • Typical review time for minor application: 4 months • Typical review time for major application: 8 months • A construction and staging checklist shall be required as part of the complete engineering review submission for approval. Refer to checklist. • All submissions must be signed and stamped by a licensed Professional Engineer 				
Notes regarding additional permits for consideration prior to issuance of building permit:				
<ul style="list-style-type: none"> • Site Alteration Permit per By-Law 10-066 See: http://www.waterloo.ca/sitealteration <ul style="list-style-type: none"> ○ No site alteration works are permitted on sites prior to receiving a BP, until the requirements set forth in By-Law 10-066 are implemented to the satisfaction of the City. ○ Site Alteration Permit required for all site alterations not exempted by the By-Law. • Road Work Permit per By-Law 09-111 See: http://www.waterloo.ca/workpermit 				

Part F.3. Functional Engineering Submission to be Included in Site Plan Application Submission	
General Requirements	
	The Professional Engineer designing the site grading and servicing shall review the Site Plan, Vegetation Management Plan, and Landscape Plan and shall provide a declaration on each of the engineering plans advising that the proposed engineering plans are in conformance with the Site Plan, Vegetation Management Plan and Landscape Plan.
	Indicate if a demolition permit will be required. If so, proposed environmental controls shall be in place at the time of demolition.
	Ensure that proposed site engineering does not conflict with other site functions, particularly as it relates to landscape buffer requirements, Barrier Free Accessibility standards and site service guidelines.
Preliminary Servicing Plan	
	Provide a Key Plan
	Show the name, address and phone number of the Engineering Consultant that designed the plans and owner/developer.
	Show all elevations in meters above sea level, and provide a scale.
	Show location of water, sanitary and storm sewer service;
	Show location of any underground storage or infiltration facilities.
	Required Plan & Reports (as applicable)
	Indicate the location of the nearest municipal fire hydrant
	Show location of all vents, hydro, gas and utility boxes, transformers and meters. Ensure locations do not conflict with UDM and Development Manual if known.
Preliminary Grading Plan	
	Provide a key plan.
	Show the municipal address and provide a description of the project.
	Show all elevations in meters above sea level, and provide a scale.
	Show existing topographic contours for the site and surrounding properties for a minimum of 15 meters from property line. Show existing spot elevations along property line.
	Show all existing easements, trees, buildings, hydrants, utilities, etc. on the subject property, abutting street(s) and within 6m of the property line on abutting properties.
	Show existing public roadways centerline elevations (as surveyed).
	Show proposed grades on the subject site.
	Provide a cross section of the full site including north/south and east/west.
	Show all barrier free access and proposed grades. Coordinate with UDM and Development Manual.
	Have all slopes indicated on ramps.
	Front yard grades shall not exceed 10% and generally not exceed 3:1 slope at any location.
	Indicate snow storage location.
	Indicate garbage enclosure.
	Indicate location of downspouts
	Indicate location of swales
	Indicate the direction of major overland flow
	Indicate the limits of underground parking structured, if proposed.
	Show ramps required for underground parking and slope on the ramp.
	Clearly indicate the location of all retaining walls.
	Show the first floor elevation and basement floor elevation.

Part F.4. Additional Engineering Comments or Requirements

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PART G. Preliminary Building Standards Division Comments

General Requirements

	Provide Building Code Matrix on Site Plan drawing.
	Demonstrate that proposed development has adequate access to fire hydrant.
	Provide clear visibility and direction for fire access routes as per City's standards.
	Ensure Universal Access features are coordinated with UDM guidelines and standards.
	Ensure building plans are fully coordinated with approved Site Plan building elevations.

Additional Comments

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PART H. Declarations

I agree to submit the plans identified by the City of Waterloo at the pre-consultation meeting as part of the formal Site Plan application submission as a consolidated package. I understand and agree that incomplete applications will be returned to the Applicant and shall be subject to a process administration fee with resubmission. The submission requirements shall be submitted as a consolidated package;

I hereby acknowledge that the pre-consultation meeting establishes minimum submission requirements for Site Plan approval, and recognize, that additional plans or analysis may be required by the City for Site Plan approval and building permit issuance;

I hereby acknowledge that the pre-consultation meeting fee shall be collected as part of the formal Site Plan Application fee as per the City of Waterloo Fee By law;

I agree to review the City of Waterloo UDM to ensure that the submissions address the City's development expectations, performance standards and process submission requirements and direct my project team to ensure that the design guidelines and performance standards are being addressed to the best of our abilities;

I hereby declare that I will be responsible to identify the necessary agency comments for Site Plan Recommended Approval and to secure all external agency clearances prior to Site Plan approval and building permit issuance as outlined in the City's UDM. I agree to meet with Waterloo North Hydro in advance of the Site Plan Review Committee meeting to determine the minimum hydro servicing requirements for Site Plan approval to avoid conflicts between City and Hydro requirements. The owner has to satisfy themselves that sufficient capacity is available for the proposed development and that unless the applicant has a site alteration permit, no site works are authorized;

I hereby declare that I understand that the engineering approval process is a two-step process. A Functional Engineering Submission shall be required for Recommended Approval at the Site Plan Review Committee meeting. A separate, more detailed Complete Engineering Submission shall be required for review and acceptance following Site Plan endorsement and prior to building permit issuance;

I hereby declare that I have instructed my consultants to ensure that the drawing submissions have been fully coordinated between the various project consultants. The Site Plan drawing shall form the basis for all drawing submissions and be fully coordinated with engineering, landscape, landscape management plan and site servicing drawings. I understand that if the drawings are not complete or uncoordinated, that I will be subject to an additional administration review fee as per the City of Waterloo Fee By law;

I authorize and consent to representatives from the City of Waterloo and the persons and public bodies conferred with under the *Planning Act* entering upon the subject lands of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of the Site Plan application; and further,

I also authorize the City to disclose the contents of this Application to other persons.

I, _____, _____ of
Owner's Name (print) Title (print)

_____ do solemnly swear (or declare) that I have the
Name of Corporation or Business (print) authority to make this declaration.

Yes No The Owner authorizes the Applicant to process the applications on the Owner's behalf.

Owner or Applicant Signature

Date