

Development Application Guideline



Description

A computer-generated 3D Building Mass Model is a digital model of the proposed development which allows City staff to evaluate the physical impacts of the proposal. The model is used to consider the appropriateness of the development in its context and evaluate the impacts of the scale of the proposed development on the surrounding area. This Terms of Reference document is intended to be applied in conjunction with all other applicable guidelines, such as the City of Kingston's Site Plan Control Guideline and the City of Kingston's Subdivision Development Guideline and Technical Standards.

Rationale

A 3D Building Mass Model will provide the City with a means of evaluating the compatibility of a proposed development with the surrounding area

- Why is it being undertaken?
 - The reason this application requires this study or report
 - Reference to relevant policy
 - Ex: as per Official Plan Policy 5.13.4, PPS Section 3.4, etc.
 - Section 2.7 of the OP

Section 8 of the OP

When Required

The 3D Building Mass Model may be required for the following applications:

- Buildings over (10 metres) in height
- Development proposals subject to an urban design study
- Medium and high density residential development
- Development in Heritage Conservation District
- Development in a Main Street Commercial designation
- Development subject to Site Plan Control
- Development in the Downtown and Harbour Specific Policy Area
- Development in the Williamsville Secondary Plan area
- Development with multiple buildings
- Or any other development application deemed appropriate by council or delegate

Applicable Legislation

Section 2 of the *Planning Act* outlines matters of provincial interest to which all approval authorities shall have regard for in making a decision. Item (r) of Section 2 states that approval authorities shall have regard for:

- (r) the promotion of built form that,
 - (i) is well designed,
 - (ii) encourages a sense of place, and
 - (iii) provides for public spaces that are of high quality, safe, accessible, attractive and vibrant.

The *Planning Act* gives Council the authority to request other information and material it may require in order to evaluate and make a decision on a proposed application. The applicable sections of the *Planning Act* include Section 17(32), 22(5), 51(18), and 53(3).

Under Section 22 (5) of the *Planning Act*, Council has the authority to request such other information or material that it needs, such as a Planning Justification, in order to evaluate and make a decision on a proposed application. Section 22 (5) states:

- (5) **Other Information.**—A council or planning board may require that a person or public body that requests an amendment to its official plan provide any other information or material that the council or planning board considers it may need, but only if the official plan contains provisions relating to requirements under this subsection. 2006, c.23, s. 11(4).

Qualified Persons

A 3D Building Mass Model should be completed by a registered architect, professional engineer, Registered Professional Planner, or a qualified consultant with experience in this field.

Required Contents

A 3D Building Mass Model shall include and/or address the following key components:

- Property lines with dimensions
- Building outlines and minimum setbacks with dimensions
- Landscaping details
- Street text
- Curbs, parking, sidewalks, and ingress/egress
- Underground parking outline with entrance/exit
- Loading areas/docks

- Drawings should not be encrypted with password protection

All models MUST adhere to the following common requirements:

- File names must identify the project's address and drawing type.
- Accurate and true representation of the proposed development.
- Entire development must be modeled up to the property boundary.
- Only the external elements (except floor slabs) are required.
- Model must include correct ground level fall across the site.
- Units must be in meters (decimal scale).
- Zip files larger than 2.5MB.

Submission Requirements

The 3D Building Mass Model should be submitted in SKP format (Google Sketchup).

All development applications and accompanying studies and reports should be submitted through the City of Kingston's **DASH Development and Services Hub** which can be accessed online at: [City of Kingston DASH](#)

Additional Comments and Information

For additional information, please contact the City of Kingston Planning, Building and Licensing Services Department at:

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