



City of Kingston
Information Report to Planning Committee
Report Number PC-24-004

To: Chair and Members of the Planning Committee
From: Paige Agnew, Commissioner, Growth & Development Services
Resource Staff: Tim Park, Director, Planning Services
Date of Meeting: December 7, 2023
Subject: Non-Statutory Public Meeting – Proposed New Site Plan Control By-Law and Site Plan Control Guidelines

Council Strategic Plan Alignment:

Theme: Policies & by-laws

Goal: See above

Executive Summary:

The following is a report to the Planning Committee for the purpose of obtaining feedback on a proposed new Site Plan Control By-Law and Site Plan Control Guidelines. The City's current Site Plan Control By-Law (By-Law Number 2010-017) was passed by Council on November 2, 2010 with an amendment passed on March 7, 2017. Since 2017, a number of changes have been made to the *Planning Act*, including through Bill 23, the *More Homes Built Faster Act, 2022* and Bill 97, the *Helping Homebuyers, Protecting Tenants Act, 2023*, which require the Site Plan Control By-Law to be updated to conform to current legislation. It is proposed that By-Law Number 2010-017 be repealed in its entirety and a new by-law be introduced, as presented for feedback in Exhibit A of this report.

Staff are also proposing that the existing Site Plan Control Guidelines be replaced with a new set of guidelines. The Site Plan Control Guidelines are intended to provide applicants with information on the Site Plan Control process, including application submission requirements, and can be a valuable tool in navigating the process. The current Site Plan Control Guidelines were introduced in October 2003 and last updated in December 2009. The draft Guidelines provided in Exhibit B are proposed to align with changes proposed to the Site Plan Control By-

December 7, 2023

Page 2 of 8

Law, address changes to the application process, and update inter-departmental information related to required plans and studies.

Staff are seeking feedback on the proposed new Site Plan Control By-Law and Site Plan Control Guidelines. Feedback received will be reviewed and incorporated into a recommendation report which is anticipated to be presented to the Planning Committee in Q1 2024.

Recommendation:

This report is for information only.

December 7, 2023

Page 3 of 8

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Paige Agnew, Commissioner,
Growth & Development Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Jennifer Campbell, Commissioner, Community Services	Not required
Neil Carbone, Commissioner, Corporate Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

December 7, 2023

Page 4 of 8

Options/Discussion:**Background**

Site Plan Control is an optional planning tool enabled under Section 41 of the *Planning Act* which allows municipalities to control certain matters on and around a site proposed for development, including, but not limited to, the siting of buildings, stormwater management, parking, pedestrian and vehicular access, and snow storage. Site Plan Control is intended to ensure that a development proposal is functional, safe, fits in with the surrounding uses and minimizes any negative impacts. Matters addressed within the zoning by-law (such as minimum or maximum setbacks or parking requirements) are not regulated by Site Plan Control but are reviewed for zoning compliance during the Site Plan Control application process. Additionally, matters relating to the standards or manner of construction of a building, interior design, or aesthetic design are not regulated through Site Plan Control.

Under Section 41 of the *Planning Act*, municipalities are authorized to designate areas and classes of development which are subject to Site Plan Control. In order for a municipality to pass a Site Plan Control by-law, the *Planning Act* requires that the local Official Plan describe the proposed Site Plan Control Area. Section 9.5.31 of the City of Kingston Official Plan designates the entire area of the City of Kingston as a Site Plan Control Area. The Official Plan also makes mention of Site Plan Control Guidelines to assist with the implementation of a Site Plan Control By-Law. Site Plan Control Guidelines are not required under the *Planning Act*; however, they are a valuable resource to applicants navigating the process. Site Plan Control Guidelines outline the site plan process, identify site design aspects which contribute to desirable development in the City, and provide technical requirements for plans and reports associated with Site Plan Control applications.

On November 28, 2022, Bill 23, the *More Home Built Faster Act, 2022* ("Bill 23") received Royal Assent, resulting in changes to Section 41 of *Planning Act*, among other matters. On June 8, 2023, Bill 97, *Helping Homebuyers, Protecting Tenants Act, 2023* ("Bill 97") received Royal Assent, resulting in further changes to Section 41 the *Planning Act*. The changes are summarized below:

Bill 23 Changes – Exemption for Development up to 10 Residential Units, Architectural Details and Landscape Design: Changes made through Bill 23 to Section 41 of the *Planning Act* exempt residential development with up to 10 residential units from Site Plan Control approval. The changes also indicate that land lease community homes containing any number of residential units on a lot are subject to Site Plan Control. Prior to the Bill 23 changes, the *Planning Act* did not include a minimum number of residential units on a lot that would trigger Site Plan Control, which meant that even a single-detached dwelling could require Site Plan Control if a municipality saw a public benefit. Prior to these changes coming into effect, the City's approach was to apply Site Plan Control to developments that contained four or more residential units.

December 7, 2023

Page 5 of 8

Further, for developments that are subject to Site Plan Control, Bill 23 limited the scope of what municipalities are able to control through the Site Plan Control process by removing the ability to regulate architectural design details and landscape design.

Bill 97 Changes – Prescribed Areas for Site Plan Control: Through Bill 97, the Province amended Section 41 of the *Planning Act* to provide that residential development with up to 10 residential units could be subject to Site Plan Control approval if the parcel of land includes land in a prescribed area. Subsequently, the Province introduced a new regulation ([Ontario Regulation 254/23](#)) with respect to the prescribed areas, which allows municipalities to use Site Plan Control (regardless of the number of residential units) for a lot any part of which is located within 120 metres of a wetland, the shoreline of the Great Lakes-St. Lawrence River System, an inland land or a river or stream valley that has depressional features associated with a river or stream, whether or not it contains a watercourse; and any area that is within 300 metres of a railway line.

Site Plan Control By-Law Number 2010-217

The City's current Site Plan Control By-Law ([By-Law Number 2010-217](#)) came into effect on November 2, 2010. The by-law establishes the entire City as a Site Plan Control Area and outlines the forms of development that are subject to or exempt from Site Plan Control. On March 7, 2017, Council passed an amendment to the Site Plan Control By-Law which amended various clauses related to financial securities.

The changes made to Section 41 of the *Planning Act* through Bill 23 and Bill 97 require amendments to the City's Site Plan Control By-Law so that it aligns with the amendments with respect to residential developments and scope of items that are now exempt from Site Plan Control. In addition to changes resulting from these Bills, staff are proposing technical and functional changes intended to improve interpretation and understanding of the by-law. Given the extent of the changes and proposed reformatting, it is proposed that the existing by-law be repealed and a new by-law introduced in its place. A draft by-law is included in Exhibit A of this report.

Summary of Updates included in the Proposed New Site Plan Control By-Law:

In addition to changes required as a result of provincial legislation, the proposed new Site Plan Control By-Law includes the following updates:

- The proposed new by-law establishes the entire City as a Site Plan Control Area and includes revisions to the list of development types that would be exempt from Site Plan Control.
- The current Site Plan Control By-Law requires Site Plan Control along Arterial or Collector Roads unless otherwise exempt elsewhere in the By-Law. The proposed new by-law excludes this Site Plan Control trigger and relies on other defined types of development.

December 7, 2023

Page 6 of 8

- The proposed new by-law removes the requirement for Site Plan Control for group homes as these uses are considered a residential use within the Kingston Zoning By-Law and are regulated as simply a residential unit.
- The proposed new by-law provides that the Director of Planning Services, at their discretion, may require Site Plan Control for residential developments with 10 units or fewer in prescribed areas.
- Similar to the existing by-law, the proposed new by-law allows for some flexibility for the Director of Planning Services to determine if a modification or addition to an existing development is minor and waive the requirement for Site Plan Control. New criteria has been added to the proposed by-law for situations where the Director's discretion may be allowed. Additionally, the proposed new by-law includes additional discretion for the Director of Planning Services to waive Site Plan Control for internal building alterations, temporary buildings and structures, and on-farm diversified uses, agri-tourism uses and agriculture related uses.
- The proposed new by-law includes updates to incorporate current terminology, remove redundant definitions, and add new definitions to assist with the interpretation of terms used within the by-law.
- The proposed new by-law simplifies information on financial securities. It removes details on release of security as this aspect is addressed through the Site Plan Control Agreement that the owner or developer would enter into following Site Plan Control approval.
- The proposed new by-law has been reformatted and reorganized to reflect the City's current format for municipal by-laws and to improve the clarity of the by-law for staff, applicants, and members of the public.

Site Plan Control Guidelines

The City's current [Site Plan Control Guidelines](#) were introduced in October 2003 and last updated in December 2009. The Site Plan Control Guidelines are intended to clarify the process and requirements of Site Plan Control for applicants and convey the City's preferences and expectations for development subject to Site Plan Control.

Summary of Updates included in the Proposed New Site Plan Control Guidelines

The updates included in the proposed new Site Plan Control Guidelines (Exhibit B) are intended to simplify the existing document to focus on the most relevant information and to update the process information including references to the online Development and Services Hub ("DASH"). The proposed updates include the following:

- Repetitive information has been removed or consolidated where feasible. An example of consolidation includes combination of floor plan drawing requirements into architectural drawing requirements as floor plans are considered a form of architectural drawing for the purpose of review.
- References to paper submissions, such as number of required paper copies, has been removed, as application submissions are now made online through the DASH portal.

December 7, 2023

Page 7 of 8

- City department names, titles and contact information have been updated throughout the document.
- Document titles and version numbers have been updated throughout the document, as applicable.
- All website links provided in the document have been reviewed to ensure they are correct and current.
- Information regarding fees and securities have been consolidated into one section.
- Measurements referenced within the document have been changed from imperial to metric throughout.
- Information not related to Site Plan Control or planning matters has been removed
- Changes to the Site Plan Control process has been updated.
- Signage instructions have been removed as these are provided to the applicant separately.
- Detailed information on reports and studies that may be required have been removed from the guidelines and replaced with a link to Terms of Reference found on the City's website. This allows a more streamlined and concise document and prevents inconsistencies between the various documents.

Public Engagement

The purpose of this report is to obtain feedback from members of the public and the Planning Committee on the proposed new Site Plan Control By-Law and Site Plan Control Guidelines. Additional engagement with members of the development community is planned for early 2024.

The proposed draft by-law and guidelines were reviewed for input by several City departments including Engineering Services, Legal Services, Transportation and Transit Services, and Planning Services staff.

Indigenization, Inclusion, Diversity, Equity & Accessibility (IIDEA) Considerations

The *Planning Act* identifies, accessibility for persons with disabilities to all facilities, services and matters to which the *Planning Act* applies, as a matter of provincial interest. As part of the Site Plan Control approvals process, it is the City's standard practice to ensure that the proposed development adequately considers facilities that are designed to have regard for accessibility for persons with disabilities, such as, barrier free paths of travel, universal design in the development of the plan, adequate lighting and signage, etc.

Next Steps

The feedback received will inform the preparation of the final Site Plan Control By-Law and Site Plan Control Guidelines. At this time, staff are anticipating reporting back to the Planning Committee with a recommendation report in Q1 2024, followed by Council consideration of the proposed by-law.

December 7, 2023

Page 8 of 8

Existing Policy/By-Law:

Planning Act

City of Kingston Official Plan

By-Law Number 2010-217, A By-Law to Designate the Whole of The City of Kingston as a Site Plan Control Area, Pursuant to Section 41 of the *Planning Act*, R.S.O. 1990, Chapter P.13, As Amended, and to Adopt Certain Procedures for the Processing of Site Plan Control Applications, and to Exempt Certain Classes of Development from Approval of Plans and Drawings

Site Plan Control Guidelines, December 2009 Office Consolidation

Notice Provisions:

None

Accessibility Considerations:

None

Financial Considerations:

None

Contacts:

Sukriti Agarwal, Manager, Policy Planning, 613-546-4291 extension 3217

Chanti Birdi, Intermediate Planner, 613-546-4291 extension 3273

Other City of Kingston Staff Consulted:

None

Exhibits Attached:

Exhibit A Draft Site Plan Control By-Law

Exhibit B Draft Site Plan Control Guidelines

City of Kingston By-Law Number 2024–XX

***A By-Law to Provide for Site Plan Control in the City of
Kingston***

1st Reading date

2nd Reading date

3rd Reading date

Passed date

DRAFT

City of Kingston By-Law Number 2024-XX

Site Plan Control By-Law

1.0	Interpretation	3
2.0	Administration.....	9
3.0	Development Subject to Site Plan Control.....	9
4.0	Exemptions.....	9
5.0	Pre-consultation.....	11
6.0	Approval of Plans and Drawings.....	11
7.0	Site Plan Control Agreements.....	12
8.0	Performance and Maintenance Securities.....	13
9.0	Acceptable Forms of Securities	14
10.0	Security for Multi-Phase Developments.....	14
11.0	Draws on Financial Security to Remedy Defaults.....	15
12.0	Enforcement	15
13.0	General.....	16

By-Law Number 2023-XX
A By-Law to Provide for Site Plan Control in the City of Kingston

Passed: Date

WHEREAS:

Subsection 41(2) of the *Planning Act* provides that where an area is described in the municipality's **Official Plan** as a site plan control area, council may, by by-law, designate such area as a site plan control area; and

The **Official Plan** for the City of Kingston describes the whole of the City of Kingston as an area subject to site plan control; and

The City deems it desirable to designate all of the lands within the municipal boundaries of the City of Kingston as a site plan control area;

THEREFORE, Council enacts:

1.0 Interpretation

1.1 This by-law may be cited as the "**Site Plan Control By-Law**".

1.2 In this by-law:

"**adjacent lands**" means those lands contiguous to a specific natural heritage feature or area where it is likely that **development** or site alteration would have a negative impact on the feature or area. The extent of the **adjacent lands** may be recommended by the Province of Ontario or determined by the City based on approaches that achieve the same objectives.

"**agricultural use**" means the use of any **lot** or **building** for the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and riding stables, including, livestock facilities, manure storages, value-retaining facilities; or other agricultural activities such as the packaging, selling, sorting or storage of goods grown or raised on the lands.

"**agriculture-related use**" means the use of any **lot** or **building** for farm-related commercial and/or farm-related industrial uses that are directly related to

“**agricultural uses**” in the area, support **agricultural uses**, benefit from being in close proximity to **agricultural uses** and provide direct products and/or services to **agricultural uses** as a primary activity. Examples of **agriculture-related uses** may include:

- (a) storage and distribution of centres serving farm operations in the area;
- (b) farmers markets primarily selling locally grown products;
- (c) processing of produce grown in the area (for example, cider making, or the canning, quick-freezing and packing of food);
- (d) grain dryers;
- (e) agricultural research centres;
- (f) wineries using locally grown grapes;
- (g) abattoirs for processing and selling meat from animals raised in the area;
- (h) flour mills for locally grown grain;
- (i) farm equipment repair stores;
- (j) livestock assembly yards or stock yards;
- (k) agricultural auction grounds; and
- (l) farm supplier store (for example, feed, seeds or fertilizer).

“**agri-tourism**” means the use of any **lot** or **building** which is complementary to a principal **agricultural use** on a **lot** and which provides education and active activities to experience and enjoy the agricultural way of life in the rural area. Such activities may include farm machinery and equipment exhibitions, farm-tours, petting zoos, corn mazes, hayrides, sleigh rides, processing demonstrations, pick your own produce/products, farm themed playgrounds, educational facilities that focus on farming instruction or other similar activities. **Agri-tourism** may include accessory retail sales but excludes restaurants and all other uses that are considered under the broader **on-farm diversified** use definition.

“**building**” means anything that is comprised of components joined together and that stands more or less permanently in one place. A **building** includes all components such as walls, roof, floors, structural systems, columns, plumbing, fixtures, service systems, private sewage systems, decks, porches, canopies, architectural features, chimneys, mechanical systems and any component that is attached to a **building**. The following are considered to be **buildings**:

- (a) a shipping container, sea can or similar storage container when placed on the ground for any purpose other than loading and unloading a shipment in

- conjunction with an industrial or commercial use for up to maximum of 28 consecutive calendar days; and
- (b) a tiny house, as defined in By-Law Number 2022-62, when installed more or less permanently in one place by removing the wheels and connecting to permanent services.

For clarity, “**structure**” has a corresponding meaning.

“**City**” means The Corporation of the City of Kingston.

“**co-living unit**” means the use of a **building** intended for residential accommodation where private bedrooms and/or living spaces share the use of one common kitchen and may share common washroom facilities or living spaces. For the purposes of this by-law, every 4 bedrooms within a **co-living unit** is considered to be one **residential unit**.

“**commercial parking lot**” means the principal use of any **lot** or **building** for the parking of motor vehicles, with or without a fee being charged. A **commercial parking lot** includes drive aisles, parking spaces and components necessary to support the use, and excludes any area where motor vehicles for sale or repair are kept or stored.

“**Council**” means the council of the **City**.

“**development**” and “**redevelopment**” means:

- (a) the construction, erection or placing of one more **buildings** or **structures** on land;
- (b) the making of an addition or alteration to a **building** or **structure** that has the effect of substantially increasing the size or usability thereof;
- (c) the laying out and establishment of a **commercial parking lot**;
- (d) the laying out and establishment of sites for the location of three or more trailers as defined in subsection 164(4) of the *Municipal Act, 2001*, or of sites for the location of three or more mobile homes as defined in subsection 46(1) of the *Planning Act*; or

- (e) the construction, erection or location of three or more **land lease community** homes on a **lot** that will contain any number of **residential units**.

“**Director**” means the **City’s** Director of Planning Services, the **Director’s** designate, or, in the event of organizational changes, the director of the successor division or department responsible for the administration of this by-law.

“**dwelling unit**” means the use of a **building**, comprised of one or more habitable rooms designed to provide at least one washroom and kitchen for residential accommodation. This definition may include a short-term rental as defined in the Short-Term Rental Licensing By-Law where it is comprised of one or more habitable rooms designed to provide at least one washroom and kitchen for residential accommodation. This definition excludes bunkhouses, recreational vehicles, travel trailers, tent trailers or motor homes.

“**Environmental Protection Area**” means an area of natural and scientific interest, fish habitat or significant wildlife habitat areas, provincially significant wetlands, significant coastal wetlands and locally significant wetlands, rivers, streams and small inland lake systems and the Snake and Salmon Islands, located in Lake Ontario, all of which are shown in the **Official Plan**.

“**gross floor area**” means the total floor area of all floors of a **building** above finished grade, measured between the outside of the exterior walls or between the outside of exterior walls and the centre line of party walls dividing the **building** from another **building**.

“**group home**” means the use of a **lot** or **building** to provide supervised living accommodation as per the requirements of its residents, licensed and/or funded by the Province of Ontario or the Government of Canada, generally limited to 10 persons or fewer, exclusive of staff, living together as a single housekeeping unit, but does not include a special needs facility, as defined in By-Law Number 2022-62.

“**land lease community home**” has the meaning as set out in the **Planning Act**.

“**lot**” means a single parcel, tract of land or parcel of tied land, in each case that may be conveyed in compliance with the provisions of the **Planning Act** or the

Condominium Act, 1998, S.O. 1998, c. 19, excluding a unit, as that term is defined in the *Condominium Act, 1998*.

“Municipal Act, 2001” means the *Municipal Act, 2001*, S.O. 2001, c. 25.

“Official Plan” means the Official Plan for the City of Kingston.

“on-farm diversified uses” means the use of any **lot** or **building** which is complementary to the principal **agricultural use** on a **lot**. **On-farm diversified uses** may include but are not limited to **agri-tourism** or other similar uses that produce value-added agricultural products. Examples of **on-farm diversified uses** may include:

- (a) value-added uses that use feedstock from outside the surrounding agricultural area (for example, processor, packager, winery, cheese factory, bakery, abattoir);
- (b) office, creativity centre, personal service shop, day care centre that exceed home occupation permissions;
- (c) sawmill, welding or woodworking shop, manufacturing/fabrication, equipment repair that exceed home occupation permissions;
- (d) retail store; and
- (e) restaurant, tasting room or cooking classes.

“on-site improvements” means paving (base and top course asphalt, excluding granular materials); final site grading; hard and soft landscaping; walkways; retaining walls; fencing (screening and acoustic); lighting; signage; stormceptors; and any above ground stormwater works such as a pond, if required on-site. **On-site improvements** do not include **buildings, structures** and underground storm, sanitary and water services.

“owner” means the person appearing as the registered owner of the land according to the records of the Land Registry Office and includes a purchaser under a valid Agreement of Purchase and Sale, and the authorized agent of any such purchaser or owner of land.

“**person**” means any individual, association, proprietorship, partnership, company, firm, corporation, business, authorized agent, trustee and heirs, executors or other legal representatives.

“**Planning Act**” means the *Planning Act*, R.S.O 1990, c. P.13.

“**Provincial Offences Act**” means the *Provincial Offences Act*, R.S.O. 1990, c. P.33.

“**provincial offences officer**” has the meaning as set out in the *Provincial Offences Act*.

“**qualified person**” means an individual with the required qualifications and/or credentials related to a field of study to conduct a study and/or provide expert opinion that has been required by the **City**. The qualifications and credentials of the **qualified person** may be either Landscape Architect, Architect or Certified Engineer depending on related work and must be to the satisfaction of the **City**, or where appropriate, are defined by relevant legislation, regulation and standards.

“**residential unit**” has the meaning as set out in the *Planning Act*.

“**site plan control agreement**” means an agreement between the **owner** and the **City** pursuant to subsection 41(7)(c) of the *Planning Act*.

1.3 For the purposes of interpreting this by-law:

- (a) a reference to any legislation, regulation, by-law, or plan, or to a provision thereof includes a reference to any legislation, regulation, by-law, or plan enacted, made or passed in substitution thereof or amendment thereof;
- (b) any reference to legislation includes all of the regulations made thereunder; and
- (c) “include”, “includes” and “including” indicate that the subsequent list is not exhaustive.

1.4 This by-law is not to be interpreted as exempting any **person** from the requirement to comply with any other **City** by-law or federal or provincial legislation. In the event of a conflict between the provisions of this by-law and any other **City** by-law, the provision that is the most restrictive will apply.

2.0 Administration

- 2.1 The **Director** is responsible for the administration of this by-law.
- 2.2 Where this by-law provides that the **Director** may do an act, the **Director** may, when doing the act, seek and consider information or documents from any **person**, and may consult with other **City** employees, legal counsel, or other advisors, all as the **Director** considers necessary.
- 2.3 Where this by-law provides that the **Director** may do an act, it may be done by a person authorized by the **Director** to do the act.

3.0 Development Subject to Site Plan Control

- 3.1 All lands within the municipal boundaries of the City of Kingston are hereby designated as a site plan control area.

4.0 Exemptions

- 4.1 The following classes of **development** are exempt from site plan control and may be undertaken without the approval of plans and drawings otherwise required under section 41 of the **Planning Act**:

- (a) the construction, erection or placing of a **building** or **structure** for residential purposes on a **lot** if that **lot** will contain no more than 10 **residential units**, unless:
 - (i) the **lot** includes any lands in an area prescribed by regulation pursuant to subsection 41(1.2) of the **Planning Act**, in which case the **Director** at their sole discretion may determine if site plan control applies; or
 - (ii) the **lot** includes the construction, erection or placing of a **land lease community home** that will contain any number of **residential units**;
- (b) **group homes**;
- (c) any **building** or **structure** accessory to the uses described in clauses (a) and (b) of this by-law;

- (d) new non-residential **development** or **redevelopment** which contains less than 300 square metres of **gross floor area**;
- (e) minor modifications or additions to existing **development**, or any **building** or **structure** accessory to existing **development**, at the sole discretion of the **Director**, where:
 - (i) the **lot** is not located within an **Environmental Protection Area** or **adjacent lands**; and
 - (ii) the minor modification or addition does not have the effect of:
 - a. substantially increasing the size or useability of any **building** or **structure**;
 - b. altering the grading or drainage; or
 - c. adversely affecting a natural heritage feature, as defined in the **Official Plan**;
- (f) interior **building** alterations which do not involve a major change of use as defined in the *Building Code Act, 1992*, S.O. 1992, c. 23 or which, at the sole discretion of the **Director**, do not impact the grading, drainage, parking or access on the **lot**;
- (g) a temporary **building** or **structure** that is designed, constructed and placed on a **lot** in a manner which permits its removal after a period of time not to exceed 120 consecutive days, as determined in the sole discretion of the **Director**;
- (h) any sheds, scaffolds or other **structures** incidental to a permitted **building** construction for so long as the same is necessary for work in progress which has neither been finished nor abandoned;
- (i) any outdoor patio which is accessory to an industrial or institutional use and is not associated with commercial use;
- (j) any outdoor patio located on **City** property which has been expressly permitted in writing by the **City**;
- (k) **agricultural uses**;

- (l) **on-farm diversified uses, agri-tourism uses and agriculture-related uses**, at the sole discretion of the **Director**, except where site plan control approval is required as a condition of provisional consent, a condition of a minor variance decision or included as a condition of removal of a holding overlay; or
- (m) a portable classroom on a school site of a district school board if the school site was in existence on January 1, 2007.

5.0 Pre-consultation

- 5.1 Pursuant to By-Law Number 2007-43, applicants must consult with the **City** prior to submitting a site plan control application for approval.

6.0 Approval of Plans and Drawings

- 6.1 Subject to section 4.0 of this by-law, no **person** will undertake any **development**, and no building permit may be issued for any **development**, on lands located within the **City's** site plan control area, unless the **City** has approved in writing, plans and drawings for the following:
 - (a) plans showing the location of all **buildings** and **structures** to be erected and the location of all facilities and works to be provided in conjunction therewith and of all facilities and works required under clause 41(7)(a) of the **Planning Act**, including facilities designed to have regard for accessibility for person with disabilities; and
 - (b) drawings showing plan, elevation and cross-section views for each **building** to be erected, except a **building** to be used for residential purposes containing less than 25 **dwelling units**, for which drawings are sufficient to display:
 - (i) the massing and conceptual design of the proposed **building**;
 - (ii) the relationship of the proposed **building** to adjacent **buildings**, streets, and exterior areas to which members of the public have access;

- (iii) the provision of interior walkways, stairs, elevators and escalators to which members of the public have access from street, open spaces and interior walkways in adjacent **buildings**;
- (iv) matters relating to **building** construction required under a by-law referred to in section 97.1 of the **Municipal Act, 2001**;
- (v) the sustainable design elements on any adjoining road under the **City's** jurisdiction, including trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities; and
- (vi) facilities designed to have regard for accessibility for persons with disabilities.

6.2 Plans and drawings submitted pursuant to this by-law must:

- (a) bear a drawing number, date or date of revision; and
- (b) be submitted in a manner and to a scale that shows with clarity and accuracy all **buildings, structures**, facilities and works described in clauses 6.1 (a) and (b) of this by-law.

6.3 The **City** may require the applicant to submit additional studies, plans and calculations completed by a **qualified person** that validate the location, dimensions and nature of the **buildings, structures**, facilities and works proposed in the plans and drawings.

6.4 The cost of any required studies, plans and calculations, including additional studies, plans and calculations, will be the sole responsibility of the **owner**.

7.0 Site Plan Control Agreements

7.1 Subject to section 4.0, an **owner** who undertakes **development** in the **City's** site plan control area may, as determined by the **Director**, be required to enter into one or more **site plan control agreements** with the **City** dealing with, and ensuring the provision of, any or all of the facilities, works or matters set out in subsection 41(7) of the **Planning Act** and the

maintenance thereof or with the provision and approval of plans and drawings referred to in section 6.0 of this by-law.

- 7.2 At the **owner's** sole expense, any agreement or amendment thereto entered into under this by-law will be registered by the **City** against the land to which it applies. The **City** is entitled to enforce the agreement against the **owner** and all subsequent **owners** of the land.

8.0 Performance and Maintenance Securities

- 8.1 Where the **owner** is required to enter into a **site plan control agreement**, and the **site plan control agreement** requires the submission of a financial security in order to guarantee compliance with the provisions of the **site plan control agreement**, including satisfactory completion and/or maintenance of the facilities and works required by the **site plan control agreement** and the approved plans and drawings listed therein, the **owner** must file with the **City**, financial securities in an amount as determined by the **City** in accordance with this by-law.
- 8.2 The **owner** must submit to the **City** for written approval a cost estimate prepared by a **qualified person** for the approved facilities and works. The cost estimate approved by the **City** must be appended to the **site plan control agreement**.
- 8.3 The amount of the security will be determined by the **City** based on the cost estimate submitted pursuant to subsection 8.2 of this by-law. The amount of security required will be calculated as follows:
- (a) the amount of security will equal 50% of the estimated cost of the **on-site improvements** to a maximum amount of \$250,000; and
 - (b) for all facilities and works on **City**-owned property, the amount of security will equal 100% of the cost of the approved facilities and works.
- 8.4 If lands subject to a **site plan control agreement** are transferred, the **City** will not return any securities required pursuant to this by-law until the new **owner** provides substitute securities in the required amounts to the satisfaction of the **City**.

8.5 In accordance with the provisions of the **site plan control agreement**, the **City** may conduct site inspections to confirm the satisfactory completion of facilities and works in accordance with the approved site plans and drawings.

9.0 Acceptable Forms of Securities

9.1 Any security required in accordance with this by-law must be submitted to the **City** prior to the execution of the **site plan control agreement**.

9.2 Any security must be provided to the **City** in the form of cash, certified cheque or an irrevocable letter of credit in the amount as determined by the **City** and in a form satisfactory to the **City**. Without limiting the generality of the foregoing, all letters of credit must be issued by a Schedule 1 Canadian Chartered Bank. Any security will be held and released by the **City** in accordance with the **site plan control agreement**, without interest.

10.0 Security for Multi-Phase Developments

10.1 Where a multi-phase **development** is proposed, the **City**, in its sole discretion, may permit a security to be submitted for the initial phase of the **development**. The security may be applied to subsequent phases of the **development** provided that:

- (a) all phases of the **development** are being undertaken by the same **owner** and are located on contiguous lands;
- (b) the proposed phasing is reflected on the approved plans and drawings and in the approved cost estimate;
- (c) if a letter of credit is provided as security, the letter of credit applies to all phases of the **development**;
- (d) the amount of the security is calculated based on the estimated cost of the most expensive phase of **development**; and
- (e) **development** of the phase to which the security applies must be substantially complete to the satisfaction of the **City** before the security may be applied to any subsequent phase.

11.0 Draws on Financial Security to Remedy Defaults

- 11.1 Where the **owner** has entered into a **site plan control agreement** in accordance with the provisions of this by-law and has received notice from the **City** of a default with respect to any of the obligations, terms, covenants or provisions of the **site plan control agreement** or the approved plans and drawings therein, then the **City** may enter upon the **owner's** lands to complete any outstanding works to remedy the default at the **owner's** sole expense.
- 11.2 The **City**, at its sole discretion, may recover any costs incurred, including interest and administration costs, to provide, maintain or complete any works by drawing down on the financial security provided pursuant to the **site plan control agreement** and this by-law. If there is no security, or if the amount of security held by the **City** is not sufficient to cover the costs incurred by the **City**, then without limiting the **City's** remedies, the **City** may recover any costs incurred by adding the costs to the tax roll of the **owner's** lands and collecting them in the same manner as property taxes.
- 11.3 Where the **City** exercises its discretion to draw on the financial securities to remedy any default related to a **site plan control agreement** or the approved plans and drawings, the **owner** will be charged an administration fee equal to 20% of the costs to remedy said default. Where deemed appropriate by the **Director** in their sole discretion, the administration fee may be waived.

12.0 Enforcement

- 12.1 This by-law may be enforced by a **provincial offences officer**, or other authorized employees or agents of the **City**.
- 12.2 No person will obstruct or hinder, or attempt to obstruct or hinder, a **provincial offences officer** or other authorized employees or agents of the **City** in the exercise of a power or the performance of a duty under this by-law.
- 12.3 Every person who contravenes any provision of this by-law is guilty of an offence as provided for in the **Provincial Offences Act**.
- 12.4 Every officer or director of a corporation who permits a contravention of any provision of this by-law is guilty of an offence as provided for in the **Provincial Offences Act**.

- 12.5 Every **person**, officer or director who contravenes any provision of this by-law is liable for a fine as provided for in the ***Provincial Offences Act*** upon conviction.
- 12.6 When a **person** has been convicted of an offence under this by-law, the Ontario Court of Justice or any court of competent jurisdiction may, in addition to any other penalty imposed on the **person** convicted, make an order:
- (a) prohibiting the continuation or repetition of the offence by the **person** convicted; and
 - (b) requiring the **person** convicted to correct the contravention in the manner and within the period that the Ontario Court of Justice considers appropriate.

13.0 General

- 13.1 If a court of competent jurisdiction declares any provision, or any part of a provision, of this by-law to be invalid, or to be of no force and effect, it is the intention of **Council** in enacting this by-law that each and every provision of this by-law authorized by law be applied and enforced in accordance with its terms to the extent possible according to law.
- 13.2 By-Law Number 2010-217, “A By-Law to Designate the Whole of the City of Kingston as a Site Plan Control Area, Pursuant to Section 41 of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, and to Adopt Certain Procedures for the Processing of Site Plan Control Applications, and to Exempt Certain Classes of Development from Approval of Plans and Drawings”, is repealed in its entirety.
- 13.3 The **City** may provide Site Plan Control Guidelines intended to provide guidance on the site plan control process and design standards, but which do not form part of this by-law and may be amended from time to time.
- 13.4 This by-law will come into force and take effect on the date it is passed.

1 st Reading	date
2 nd Reading	date
3 rd Reading	date
Passed	date

Janet Jaynes
City Clerk

Bryan Paterson
Mayor



Site Plan Control Guidelines (Draft)

City of Kingston
Planning Services
Draft, December 2024



The Site Plan Control Guidelines were endorsed by City Council on _____, and may be updated by staff from time to time.

This document is intended to provide general information only. For detailed reference, please refer to the *Planning Act* and the City of Kingston Site Plan Control By-Law Number 2024-XX.

For additional information, contact Planning Services at 613-546-4291 extension 3180.

Table of Contents

1. Purpose 1

2. Electronic Submission 1

3. Pre-Application 1

 3.1 Pre-Application Requirements..... 1

4. Application Requirements and Review Process 2

 4.1 Complete Application Requirements 2

 4.2 General Requirements for All Plans 2

 4.2.1 Site Plan Drawing 3

 4.2.2 Architectural Drawings..... 4

 4.2.3 Elevation Drawings 5

 4.2.4 Engineering and Utilities Drawings 5

 4.2.5 Servicing Plan..... 5

 4.2.6 Grading Plan..... 7

 4.2.7 Construction Details 9

 4.2.8 Landscape Plan..... 10

 4.2.9 Tree Preservation Plan 11

 4.2.10 Survey 12

 4.3 Required Reports and Studies 12

 4.4 Required Fees..... 13

 4.5 Public Notification..... 13

 4.6 Technical Circulation..... 13

 4.6.1 Other Agencies..... 14

 4.7 Site Plan Control Agreement..... 14

 4.8 Site Plan Control Approval – Delegated Authority..... 15

 4.8.1 Step 1 – Conditional Site Plan Control Approval 15

 4.8.2 Step 2 – Final Site Plan Control Approval..... 15

 4.8.3 Step 3 – Registration of the Site Plan Control Agreement..... 16

Site Plan Control Guidelines

5.	Securities.....	16
5.1	Draws on Financial Security.....	16
6.	Modifications Following Site Plan Control Approval	17
7.	Site Plan Control Design Guidelines	17
7.1	Planning and Design.....	17
7.1.1	Architectural Design	17
7.1.2	Vehicular Movement and Parking Design.....	17
7.1.3	Pedestrian Movement Design.....	18
7.1.4	Compatibility and Adverse Impact	18
7.1.5	Garbage and Recycling Storage Area	19
7.2	Landscape Design	19
7.2.1	Tree Inventory and Preservation	22
7.3	Engineering.....	24
7.3.1	Access.....	24
7.3.2	Sidewalks	24
7.3.3	Grading.....	25
7.3.4	Stormwater Management Design and Criteria.....	26
7.3.5	Snow Storage	28
7.3.6	Retaining Walls.....	28
7.3.7	Roof Drains.....	29
7.3.8	Major Off-site Construction	29
7.3.9	Subdivision Approvals	29
7.4	Utilities	29
7.4.1	General Requirements.....	30
7.4.2	Manhole.....	31
7.4.3	Storm Sewer Systems	31
7.4.4	Sanitary Sewer Systems.....	31
7.4.5	Water Distribution System	35
7.4.6	Natural Gas	41
7.4.7	Abandoned Services	41

Site Plan Control Guidelines

7.4.8	Street Lighting	41
7.4.9	Electricity and Other Wire Servicing	42
7.4.10	Fibre Optics	43
7.4.11	Utility Easements.....	43
7.4.12	Construction and Inspection	43
7.5	Fire & Rescue	46
7.6	Accessibility.....	47
7.6.1	General Design Considerations.....	47
7.6.2	Accessible Parking Spaces	47
7.6.3	Access to and within Buildings	48
7.6.4	Interior Design	48
7.6.5	Pathways.....	49
7.6.6	Universal Design Principles.....	49
7.6.7	Additional Reference Material.....	49
7.7	Building Permit.....	50
7.7.1	Spatial Separation	50
8.	Contacts and Related Documents.....	50
8.1	Contacts.....	50
8.2	Related Documents.....	51
Appendix A: Site Plan Control Process Flow Chart.....		52

This page is intentionally left blank.

1. Purpose

The purpose of the Site Plan Control Guidelines is to outline the submission requirements and review process through which Site Plan Control applications are evaluated within the City of Kingston. The guidelines convey the City's preferences and expectations for development subject to Site Plan Control.

Site Plan Control is a planning tool authorized under Section 41 of the *Planning Act* that allows municipalities to review development matters such as the massing and location of buildings, pedestrian and vehicular access, drainage and lighting. The Site Plan Control process examines the design and technical aspects of a proposed development to ensure it is safe, functional, and compatible with the surrounding area.

On XX, City Council passed By-Law Number 2024-XX, titled the Site Plan Control By-Law, which designates the whole of the City of Kingston as a "Site Plan Control Area" and establishes classes of development exempt from Site Plan Control.

2. Electronic Submission

All applications for Site Plan Control are to be submitted electronically using the Development and Services Hub (DASH), the City's online development review portal at CityofKingston.ca/DASH.

Assistance with DASH applications is available by contacting Planning Services at 613-546-4291, ext. 3180, planning@cityofkingston.ca or by visiting the Planning Services offices at 1211 John Counter Boulevard during regular office hours. Informational resources are also available at CityofKingston.ca/business/DASH/resources.

3. Pre-Application

A pre-application is required prior to formal submission of a Site Plan Control application. During the pre-application process, the applicant will meet with City staff to discuss any potential technical issues, required approvals and submission materials, including but not limited to, supporting studies, plans and drawings.

An applicant may be required to undertake the pre-application process again if a complete Site Plan Control application has not been submitted within one year of the initial pre-application or if significant changes have been made to the proposal.

3.1 Pre-Application Requirements

The applicant will generally provide the following information at a minimum at the pre-application stage through DASH:

- a) The location(s) of the proposed development;
- b) The proposed use; and
- c) Preliminary scaled drawings and/or visual renderings of the proposed development.

Site Plan Control Guidelines

4. Application Requirements and Review Process

Review of a Site Plan Control application is undertaken by various City departments and external agencies, such as Utilities Kingston, Cataraqui Conservation, and provincial ministries, as applicable.

Applications which contravene City policies, regulations, and the zoning by-law(s), or do not contain the required information will not be considered. Any proposals requiring a zoning by-law amendment, or a minor variance, must receive final approval (including no appeals during the appeal period) prior to the submission of the Site Plan Control application.

The Site Plan Control process flow chart is provided in Appendix A.

4.1 Complete Application Requirements

The following are minimum application requirements to be submitted prior to staff review or circulation of the Site Plan Control application:

- a) Complete application details in DASH;
- b) Full application fees as per City of Kingston By-Law Number 2005-10, Fees and Charges By-Law, as amended; and
- c) Plans, drawings, technical reports, background information and any other supporting documentation identified by the City at the pre-application stage.

In order to ensure the timely and coordinated processing of the Site Plan Control application, all submission materials, including any required revisions, are to be uploaded to DASH and coordinated through Planning Services. Reports or drawings are not to be submitted directly to any individual department/commenting agency.

4.2 General Requirements for All Plans

All plans and drawings must be legible, submitted with metric dimensions, and be drawn in black and white (no colour or shades of grey are acceptable). The following information must be included on all submitted plans:

- a) identification of the proposed use of the site;
- b) name and address of the firm preparing the plan;
- c) name of applicant and owner (if different from the applicant);
- d) municipal address and/or legal description (Reference Plan, Lot, Concession and Registered Plan Lot Number);
- e) metric scale;
- f) north arrow;

- g) legend;
- h) title block and revision block;
- i) the main features of the site (all buildings, parking areas, driveways, above ground utilities, landscape areas, fencing, ditches, etc.);
- j) location of all building entrances;
- k) overall dimensions of all property boundaries and all buildings and structures existing or proposed on the site and abutting properties, including dimensions which are sufficient to show the position of buildings in relation to site boundaries;
- l) all existing and proposed easements, rights-of-way and reserves within or adjacent to the subject lands;
- m) sight triangles; and
- n) required professional stamp.

All revisions to plans and drawings must be dated, noted and described in the revision block on each drawing and must have the area(s) of revision highlighted (in a cloud format).

4.2.1 Site Plan Drawing

In addition to the requirements of Section 4.2 of this document, the Site Plan drawing must include the following information at a minimum:

- a) key plan, indicating location of the site in respect to the City street network;
- b) use of existing and proposed buildings and number of storeys;
- c) layout of the parking area and minimum dimensions of parking spaces, accessible parking spaces, loading spaces, bicycle spaces, aisles, driveways, ramps, fire routes;
- d) the type of parking area (i.e. open, underground, garage);
- e) location of vehicular entrance(s);
- f) dimensions of vehicular entrance width, turning radii and sight triangles;
- g) truck routes, turning radii and required fire lanes;
- h) curb cuts, curb depressions, depressed walks on each side of all streets that border the property;
- i) layout of pedestrian access and walkways;
- j) height and design of all existing and proposed fences and privacy screens;

Site Plan Control Guidelines

- k) labelled existing and proposed surface treatment (for example, grass, paved, gravel);
- l) location, design and construction details of the garbage collection area;
- m) location of all outdoor storage areas and detailing of enclosure;
- n) any existing or proposed street widening and 0.3 metre reserves;
- o) abutting road right-of-way width including the location and width of traffic islands, hydro poles, fire hydrants, sidewalks, etc.;
- p) all existing and proposed driveways on the subject site and adjacent properties;
- q) man-made or natural features (such as a watercourse, swale, culvert, retaining wall, embankment, catch basin) on or adjacent to the site;
- r) finished ground floor elevation of all buildings;
- s) a site statistic table indicating the following for each use, as applicable: lot area; landscaped open space area; ground floor area; gross building floor area; number of units; height of building; number of storeys; number of required and provided parking spaces; number of required and provided accessible parking spaces; number of required and provided loading spaces; number of required and provided bicycle parking spaces, lot coverage of principal building; lot coverage of accessory buildings; and percentage of paved and/or graveled area;
- t) for residential development, the site statistic table must also indicate the following: density, number of bedrooms per unit, and total amenity area;
- u) location of snow storage area(s);
- v) location and dimensions of amenity areas; and
- w) location of existing buildings with an indication whether the buildings are to be demolished or to remain.

4.2.2 Architectural Drawings

Architectural drawings include elevations and floor plans. Where required under the Ontario Building Code, architectural plans must be prepared and stamped by an Architect or a Professional Engineer. Floor plans must be submitted for all buildings. The plans should show all floors except where the layout of a floor is repetitive. During the Site Plan Control review process, interior layouts are used for information purposes only. Floor plans form part of the approved Site Plan Control plans for the Site Plan Control Agreement where they include interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings.

4.2.3 Elevation Drawings

In addition to the requirements of Section 4.2 of this document, the elevation drawings for all sides of all existing or proposed buildings must include the following information:

- a) floor and overall building height dimensions;
- b) exterior material type and colour;
- c) all roof structures, screening and mechanical equipment (penthouses, chimneys, roof top units, vents, air conditioning, etc.);
- d) location and dimensions of any existing or proposed roof or fascia signs; and
- e) location and design of all exterior lighting including lighting specifications.

Where the proposed development includes a streetscape or group of buildings, a “street elevation”, drawn to scale, showing all elevations from the street side is required.

4.2.4 Engineering and Utilities Drawings

Site grading and servicing must conform with any approved records currently on file with the City. All engineering drawings must be prepared by a Professional Engineer licensed to practice in Ontario. The Professional Engineer’s certification (i.e. P. Eng. stamped, signed and dated) is to be provided on the drawings.

4.2.5 Servicing Plan

In addition to the requirements of Section 4.2 of this document, the Servicing Plan must include the following information at a minimum:

- a) Existing and proposed above ground services:
 - o all existing and proposed above ground utility services within the site, adjacent street, road allowance, boulevards and within 6 metres of the site;
 - o light standards and fixture location, utility structures, hydro transformer boxes, vaults and Bell chambers, hydro/telephone/cable poles, guys and pedestals;
 - o overhead and underground structures associated with electrical service entrances must be located on the site plan and include the proposed sizing and design connected load;
 - o indicate existing street lighting poles as well as new pole locations, as illustrated within the composite utility plan;
 - o for street lighting, indicate proposed power supplies, circuiting, estimated demand load, conductor and duct sizes, and ground rod locations;
 - o proposed location of the gas meter set and regulator;

Site Plan Control Guidelines

- specify minimum grades, sizes, material types, bedding and backfill, cover on sanitary, water and gas mains and electrical services;
- details of any service connections to the City infrastructure including methods and materials;
- all existing services or stubs to be abandoned;
- any future local improvement works agreed to in the Site Plan Control Agreement;
- existing and proposed driveways to neighbouring sites on both sides of the street;
- existing asphalt driveway ramps;
- existing and proposed driveway depressions;
- curb cuts at all sidewalks, ramps, etc.;
- material type and width of City and private sidewalks and walkways;
- curbs and/or curb and gutters (label with Ontario Provincial Standard Drawings (OPSD) designate);
- road shoulders;
- driveways, parking areas, retaining walls, berms, fences and handrails, trees, bushes and hedges;
- drainage swales with a typical swale cross section detail;
- sanitary sewer and electric servicing manholes;
- identification of and dimensioned catch basins, double catch basins, ditches, culverts, ditch inlets and ditch outlets (label with OPSD designate);
- manholes, hydrants, valves (boxes and chambers), Siamese connections and service shutoffs (curb stops);
- hydrant flange elevations and adjacent finished ground elevations must be shown on all hydrants within or immediately adjacent to the site;
- the calculated fire flow available from the nearest hydrant;
- traffic and pedestrian signals; and
- signs (street and private) and parking meters.

b) Existing and proposed underground services:

- all existing and proposed underground utility services (water, sewer, gas, electric, fibre) within the site, adjacent street, road allowance, boulevards and within 6 metres of the site;
- sanitary sewers, storm sewers, and foundation drains labelled with the following: pipe material, diameter, slope, pipe bedding, pipe inverts at the point of connection to main, at the building face and at property line;
- plan and profile detail for any underground work to be done in the City right-of-way;
- inlet elevations of all catch basins;
- septic system location (if required);
- watermain services (domestic and fire lines) to the building with pipe material, diameters and obvert elevations at critical locations;
- hydro services and gas services (with pipe material and size); and
- details of any service connections to the City infrastructure including methods and materials.

4.2.6 Grading Plan

In addition to the requirements of Section 4.2 of this document, the Grading Plan must include the following information:

- a) existing building structures and site details such as driveways, sidewalks, utilities, etc., within 6 metres of the site;
- b) geodetic grades as well as first floor elevations (in metres) of all buildings, finished floor and basement floor elevations for all buildings requiring servicing;
- c) proposed finished grades sufficient to show surface drainage and the extent of deviation from original grades;
- d) drainage swales;
- e) roof downspout locations and direction of drainage;
- f) arrows indicating the direction of surface drainage on all paved, granular and grassed areas;
- g) sufficient elevations in driveways and parking lots to show the drainage pattern;
- h) spot elevations at all locations where the grade changes on the site including cross sections of any changes of elevation across the site that impacts planting, parking or access;

Site Plan Control Guidelines

- i) proposed elevations for all building corners and all building access points, (i.e. ramps, entrances, and loading bays);
- j) elevations at the bottom and the top and any intermediate landings of wheelchair and scooter ramps;
- k) sufficient elevations at property line, back edge of walk, top of curb, and road crown, in all site entrances and along the frontage of the property as required to reflect the existing conditions;
- l) rim elevations on all maintenance hole lids and covers;
- m) wherever possible and with the permission of the adjacent landowners, existing elevations are required to be shown at 3 metres and 6 metres beyond the site limits;
- n) All elevations are to be based on City of Kingston Bench Marks;
- o) Contour lines and/or spot elevations referenced to the City Benchmark;
- p) City Bench Mark data used, described and labelled on the drawing (Bench Mark information is available from Engineering/GIS Technologist Engineering Services); and
- q) the following note:

“Construction Notes – Environment

While undertaking clearing, demolition, excavation or construction the Owner and their contractors shall be vigilant for the potential presence of underground fuel tanks, potentially contaminated soil or groundwater, buried wastes or abandoned water wells. If any of the above are encountered or suspected, the Owner shall ensure that:

1. The City of Kingston’s Environment Division is advised that contaminants or wastes have been discovered or are suspected;
2. Any soil or groundwater contamination encountered is remediated to applicable standards as defined within O.Reg. 153/04 or as revised;
3. Any wastes generated by site clean-ups are managed in accordance with applicable laws and standards;
4. Any abandoned fuel tanks encountered are decommissioned in accordance with applicable laws and standards;
5. Any unused water wells (drilled or dug) are properly abandoned in accordance with Ontario Regulation 903 – Wells or as revised;
6. If it appears likely that contamination extends beyond the boundaries of the subject property, the Owner notifies the local office of the Ministry of the

- Environment, Conservation and Parks and the City of Kingston's Environment Division;
7. Construction wastes are not to be buried within the property that is the subject of this Agreement, and
 8. That the Owner and their contractors report all spills to the Ministry of the Environment, Conservation and Park's Spills Action Centre (1-800-268-6060) and to the Municipality (613-546-4291 ext. 1368) forthwith."

4.2.7 Construction Details

All necessary construction details and general notes are to be provided to accurately convey the design intent of the elements on the plan and to address the proposed built form. Minimum grades, sizes, material types, bedding and backfill, cover on sanitary, water and gas mains and electrical services where appropriate (within the City of Kingston service area) are to be specified on the drawings.

A plan and profile detail is required for any underground work to be done in the City right-of-way. Details also need to be provided for any service connections to the City infrastructure, including methods and materials.

Construction details will include the following at a minimum:

- a) planting details (deciduous and coniferous tree planting details, shrub planting detail and tree to be transplanted detail, planting on slopes, if applicable);
- b) retaining walls, steps, curbing, ramps, stairs or seating walls (if retaining wall is greater than 1.0 metre in height and not connected to the building, the detail must be stamped by a licensed professional Engineer);
- c) paving for walks and pathways (concrete, asphalt, unit paving, etc.);
- d) fencing for screening or privacy (wood, masonry, chain link, stone, etc.) and gates;
- e) tree protection fencing;
- f) garbage enclosures;
- g) pools, ponds, streams, splash pads, etc.;
- h) play areas and equipment;
- i) ground signs (where applicable);
- j) on-slab planting and structures;
- k) all general and specific notes required to supplement the drawings and details; and
- l) other features requiring clarification.

Site Plan Control Guidelines

4.2.8 Landscape Plan

The Landscape Plans must consist of a layout and grading plan, landscape plan, construction details, and tree preservation plan. Sites without trees or significant vegetation will not require a tree preservation plan to be completed.

The landscape plans must be prepared and stamped by a Landscape Architect or other accredited professional acceptable to the City.

In addition to the requirements of Section 4.2 of this document, the Landscape Plans must include the following information at a minimum:

- a) location and identification (in landscape industry standard symbols and notations) of all existing or proposed plant material, planting beds, sodded areas, berms and other soft surfaces;
- b) clearly indicate the location of all vegetation to be retained or removed;
- c) all hard surfaces such as parking area, sidewalks, walkways retaining walls, driveways, ramps, patios, etc.;
- d) access into buildings, stairs, ramps;
- e) location, height and type of fencing, pedestrian gates and/or service access;
- f) all underground and aboveground utilities including fire hydrants;
- g) location of outdoor lighting;
- h) location and treatment of the garbage collection area;
- i) location and treatment of bike parking;
- j) curbing for asphalt driveways and wheel stops for all granular parking areas;
- k) all spot elevations along the property boundary and at the building corners, at top and bottom of steps, etc., as is necessary to convey the intent of the grading plan;
- l) any site furniture such as benches, bollards, tree grates, light standards, picnic tables etc. should be noted on the plan and details provided;
- m) location and description of all recreational and amenity areas (for example, tennis courts, swimming pools, splash pads, sports fields);
- n) location and description of play equipment; and
- o) snow storage area(s).

4.2.9 Tree Preservation Plan

The tree preservation plan must be prepared by an International Society of Arboriculture (ISA) Certified Arborist, Registered Professional Forester, or Treemarketer and must include the following information at a minimum:

- a) the exact location of existing trees, significant shrubs or hedgerows, watercourses, rock out-cropping, swales, ponds, natural features, etc.;
- b) vegetation shown at actual size and indicated, graphically, as either preserved, removed or transplanted;
- c) location of tree protection fencing around trees and vegetation to be preserved;
- d) a detail of the tree protection fencing type to be used (plywood hoarding a minimum 2 metres in height);
- e) an existing vegetation list on the plan that corresponds to labels on the plan which denote the location of existing vegetation. The list should contain the following:
 - o Inventory List or key to vegetation found on or just adjacent to the site;
 - o List of Species of tree, large shrub or hedgerow being inventoried;
 - o Diameter at Breast Height (DBH) of vegetation in millimetres;
 - o caliper size of vegetation in millimetres (measured 1.4 metres above grade) or height of vegetation in metres;
 - o trees in large groups, hedgerows or woodlots can be inventoried as a whole, giving average size, species composition and approximate number of trees. However, if a portion of the large tree group is proposed to be removed, each removed tree should be identified;
 - o coniferous trees can be inventoried using caliper size for larger trees and using approximate height for smaller trees;
 - o Condition of the tree, hedgerow, etc., as either “Dead”, “Poor”, “Fair” or “Good”;
 - o Preservation Direction of the tree, hedgerow, etc., as either “Preserve” or “Remove”;
 - o Preservation Priority of the tree, hedgerow, etc., as either “Low”, “Medium”, “High” or to be “Transplanted”; and,
 - o Comment or a brief description on each tree, hedgerow, etc., regarding form, health, growth pattern, etc. and reason for removal, if applicable.

Inventory is necessary only for specimen trees equal to or greater than 100 millimeters or 4 inches in caliper.

Site Plan Control Guidelines

4.2.10 Survey

The survey must be prepared by a licensed Ontario Land Surveyor or other professional acceptable to the Land Registry/Land Titles Office.

4.3 Required Reports and Studies

At the pre-application meeting, staff will identify the reports and studies that are required with the submission of the Site Plan Control application. These reports and studies must be current and completed by an appropriately qualified professional. Reports and studies that may be required include, but are not limited to, the following:

- a) Archeological Impact Assessment;
- b) Environmental Impact Assessment;
- c) Environmental Site Assessment;
- d) Geotechnical Study;
- e) Heritage Impact Assessment;
- f) Hydrogeology Study;
- g) Noise and/or Vibration Report;
- h) Serviceability Report;
- i) Stormwater Management Report;
- j) Traffic Impact Study;
- k) Tree Inventory and Preservation Plan; and
- l) Urban Design Report.

Through the pre-application process, staff will identify any additional reports that may be required with the submission of the Site Plan Control application. However, the need for additional reports may also be identified once various City departments and external agencies have commenced their review of the application. Other studies that may be required in order to facilitate proper consideration of the Site Plan Control application could include the following: Shadow Analysis, Height Survey of Adjacent Buildings, Air Quality Study, Slope Stability Study, Wave Uprush Study, Wind Study, View Plane Assessment; etc.

Terms of Reference for the commonly required studies are available on the City's website at: CityofKingston.ca/business/planning-and-development/development-review-process/terms-of-reference.

4.4 Required Fees

The applicant will be required to pay the appropriate fee for the submission of a Site Plan Control application, as set out in City of Kingston By-Law Number 2005-10, the Fees and Charges By-Law, as amended. The full application fee is payable with the application submission. The application fees are updated from time to time. Fees are payable based on the fee schedule in effect on the date the complete application is made. For the current application fees, please consult Planning Services or refer to the Fees and Charges By-Law on the City's website.

The applicant will also be required to pay fees associated with the registration of the Site Plan Control Agreement and will be advised by the Legal Services Department of the required fee prior to the registration of the Site Plan Control Agreement.

There may also be other financial requirements arising from the application, including, but not limited to, parkland dedication, development charges and impost fees, payment of outstanding property taxes, deferred local improvement charges, road widening conveyance, legal preparation and registration of agreements. If there is a need for a peer review of any of the required supporting studies, the peer review will be at the applicant's cost.

4.5 Public Notification

Once a complete application has been submitted to Planning Services, including the payment of the required application fees, the file is assigned to a Planner. The Planner will provide instructions for signage requirements to the applicant. The sign will include a brief description of the proposal and provide City contact information for the public to obtain more details. The applicant is responsible for the proper installation and removal of the sign(s).

If the Site Plan Control application has been "bumped-up" to the Planning Committee, as described in Section 4.8 below, a notice of the meeting is provided by the City to all property owners within 120 metres of the subject site and to any individuals who have requested to be notified. A courtesy advertisement is also placed in the local newspaper outlining the items on the Planning Committee agenda.

4.6 Technical Circulation

The Planner assigned to the file will prepare the technical circulation for distribution to commenting internal departments and external agencies, as appropriate.

Once all comments have been received by Planning Services, they will be forwarded to the applicant who is responsible for addressing comments and submitting revisions, as required. In order to keep the application active and obtain timely approval, the applicant must address the comments and concerns as requested and provide the revised plans and any required additional information promptly. A letter outlining how each specific comment has been addressed must be included in all subsequent submissions.

Site Plan Control Guidelines

When all comments have been satisfied, the Site Plan Control Agreement is finalized for execution by the owner and/or those who have legal signing authority.

4.6.1 Other Agencies

Agencies outside of the jurisdiction of the City of Kingston and Utilities Kingston may need to be contacted and their approval gained prior to issuance of Site Plan Control approval or development of the site. Agencies such as, but not limited to, federal authorities (for example Parks Canada, Transport Canada, Fisheries and Oceans Canada), provincial ministries (for example Ministry of the Environment, Conservation and Parks, Ministry of Natural Resources and Forestry), Cataraqui Conservation, CN Rail, Kingston, Frontenac and Lennox & Addington (KFL&A) Public Health, Enbridge Gas, Hydro One, and Bell Canada may be required to give their approval prior to development. The applicant is responsible for notifying and obtaining approval from all agencies outside the jurisdiction of the City of Kingston and Utilities Kingston.

Applicants are advised to contact Cataraqui Conservation directly if the proposed development is within 120 metres of any stream, river or other watercourse, water body, lake, wetland, floodplain, or environmentally significant area. A permit may be required under Ontario Regulation 148/06 or for the placement, grading, or removal of fill on a property, or for the alteration of a watercourse. Applications within Cataraqui Conservation's jurisdiction will need to be reviewed and approved by Cataraqui Conservation prior to issuance of Site Plan Control approval.

Information regarding Cataraqui Conservation's land use planning policies, regulations, and application fees can be found on the Cataraqui Conservation website at cataraquiconservation.ca.

4.7 Site Plan Control Agreement

The owner is required to enter into an agreement with the City prior to the issuance of Site Plan Control approval. A Site Plan Control Agreement contains specific conditions pertaining to the site as identified through the Site Plan Control review process. The applicant is required to provide a cost estimate for the project which is to be included as a schedule to the Site Plan Control Agreement and used to determine the required securities for the development. The Site Plan Control Agreement contains schedules regarding the required financial securities, any cash surcharges, easements, and the list of approved drawings.

Once executed, the Site Plan Control Agreement is registered against the title of the land to which it applies and is binding on current and subsequent owners of the property.

If there is a significant amount of off-site work required, a separate Construction Agreement may be required by Engineering Services, Development Engineering or Utilities Kingston.

4.8 Site Plan Control Approval – Delegated Authority

The Director of Planning Services has delegated authority to approve Site Plan Control applications. The Mayor and all members of Council are provided notice of all Site Plan Control applications and have the opportunity to request that a Site Plan Control application be referred to or “bumped-up” to the Planning Committee for public feedback.

If a Site Plan Control application has been referred to the Planning Committee (through a motion of Council), an information report to the Planning Committee is prepared by staff upon the resolution of all issues and sign-off by all applicable departments. The purpose of the report is to present the application and receive comments and questions from members of the public and the Planning Committee.

Site Plan Control approval by the City is required prior to issuance of a Building Permit. If construction of the proposed development has not commenced within one year of the date of the Site Plan Control Agreement, the City may withdraw Site Plan Control approval and terminate the Site Plan Control Agreement.

If the City does not approve the Site Plan Control application within the timeline prescribed by the *Planning Act*, or if the owner does not agree with the conditions of the approval, the application may be appealed to the Ontario Land Tribunal. In accordance with provisions in the *Planning Act*, only the property owner can appeal a Site Plan Control application to the Ontario Land Tribunal.

A three-step process is utilized for Site Plan Control approval as discussed below.

4.8.1 Step 1 – Conditional Site Plan Control Approval

The first step in the approval process is conditional Site Plan Control approval. At this step, a letter will be provided to the owner with a list of Pre-Approval Conditions to be fulfilled. These are typically related to outstanding technical comments on the application.

Conditional Site Plan Control approval is not final approval. It is the owner’s responsibility to satisfy all Pre-Approval Conditions identified in the letter before final Site Plan Control approval can be issued. If the Pre-Approval Conditions are not fulfilled within two years of the date of the letter, then Conditional Site Plan Control approval will be automatically revoked unless a written request for time extension is received and granted by the Director of Planning Services.

4.8.2 Step 2 – Final Site Plan Control Approval

Once all technical comments have been resolved, the owner must fulfill the following requirements to the satisfaction of the City as part of the final Site Plan Control approval step:

- a) Submit a cost estimate (as outlined in Section 4.7 of this document) and submit all required financial securities to the City after the cost estimate is finalized;

Site Plan Control Guidelines

- b) Submit one final set of drawings with a document listing the name and number of each final drawing, the date created, date of last revision and revision number, the scale and the name of the firm company that prepared each drawing; and
- c) Provide the following information:
 - o The name of the owner;
 - o Mailing address of owner;
 - o Name of signing authorities and their titles;
 - o Legal description of the property; and
- d) Provide a signed Site Plan Control Agreement.

A signed Site Plan Control Agreement, financial securities, fees, and all final documents must be submitted to Planning Services. When the documents are received, the owner will receive the final Site Plan Control approval memo from the City.

4.8.3 Step 3 – Registration of the Site Plan Control Agreement

Following final Site Plan Control Approval, the Site Plan Control Agreement will be registered against the title of the land to which it applies at the owner's expense.

5. Securities

Financial securities are required as part of the Site Plan Control process to ensure the satisfactory completion and maintenance of the required works. The cost estimate approved by the City is appended to the Site Plan Control Agreement.

The amount of security required is calculated as follows:

- a) the amount of security equals 50% of the estimated cost of the on-site improvements to a maximum amount of \$250,000; and
- b) for all facilities and works on City-owned property, the amount of security equals 100% of the cost of the approved facilities and works.

Securities may be provided in the form of cash, certified cheque or an irrevocable letter of credit, satisfactory to the City.

5.1 Draws on Financial Security

In accordance with Section XX of Site Plan Control By-Law Number 2024-XX, where an owner has entered into a Site Plan Control Agreement and has received notice from the City of a default with respect to any of the obligations, terms, covenants or provisions of the Site Plan Control Agreement or approved plans and drawings therein, the City may enter upon the owner's lands to remedy the default at the owner's sole expense.

6. Modifications Following Site Plan Control Approval

Any proposed changes to the approved plans may require further approval through a Site Plan Modification application. A modification to the Site Plan Agreement may be required depending on the nature of the proposed changes.

7. Site Plan Control Design Guidelines

The guidelines in this section are intended to set out certain minimum standards for development, however, the City of Kingston encourages proposals to exceed these requirements. Adherence to these guidelines will be reviewed by various City departments and Utilities Kingston through the Site Plan Control review process.

7.1 Planning and Design

From a planning and design perspective, the City will be looking for proposals that promote:

- a) a visually attractive built environment;
- b) an environmentally friendly and sustainable development;
- c) pedestrian orientation;
- d) opportunities for active transportation;
- e) compatibility with adjacent buildings and land uses; and
- f) the conservation and enhancement of cultural heritage resources and natural heritage features.

Development proposals must take into account the following considerations.

7.1.1 Architectural Design

The design of a site should be appropriate in massing and in general conformity with surrounding buildings.

Mechanical equipment should be integrated into the design of the building or located in areas of the building that are not visually prominent. All roof top mechanical equipment or elevator shafts should be screened such that they are not visible from ground level. Materials used to screen the roof top mechanics should be sensitive to the materials used in building construction.

7.1.2 Vehicular Movement and Parking Design

- a) parking areas should be designed to allow safe and efficient vehicle movement;
- b) where parking is provided in front of buildings, attention should be paid to landscaping techniques and parking lot design to soften the visual impact of the parking area from the street;

Site Plan Control Guidelines

- c) site entrances must be well-defined;
- d) fire routes must be provided in accordance with the Ontario Building Code;
- e) adequate truck turning radius must be provided;
- f) parking along the access and major on-site aisle(s) is discouraged;
- g) adequate mechanisms should be provided to protect buildings and landscape areas;
and
- h) landscaping is encouraged throughout large surface parking areas.

7.1.3 Pedestrian Movement Design

- a) a safe and well-defined pedestrian walkway should be provided to all main building entrances with connections to sidewalks and bus stop areas;
- b) pedestrian connections through parking areas should be incorporated in the design;
- c) a pedestrian walkway should have a minimum width of 1.5 metres clear from vehicle overhang and should be defined by curbing or be in an area raised above grade, except where it crosses travelling lanes; and
- d) a continuous accessible path of travel should provide an uninterrupted route to and within the site and buildings.

7.1.4 Compatibility and Adverse Impact

Site design must take into consideration uses on adjacent lands. Site design and compatibility can be enhanced through buffering in the form of setbacks, planting strips, fencing, berming, or combinations of any of these items.

In addition to aesthetic qualities that soft landscaping presents, fencing and/or berming may be required to serve as a noise and/or privacy enhancing element. Fencing that is required should not only fulfill its role as an acoustic barrier or buffer but be aesthetically designed.

Lighting must be designed to promote pedestrian and vehicle safety while minimizing ambient light pollution. Any exterior lighting should be adequate for the site and be directed appropriately away from adjacent natural, residential and other sensitive adjacent areas. Reducing light trespass on adjacent properties is best accomplished by the use of full cut-off fixtures, low wattage fixtures and fixtures with optics designed for reduced glare.

Public security should be improved through enhanced lighting, clearly defined building entrances in well-traveled areas, visibility of public areas, and ease of accessibility for emergency personnel or vehicles. The creation of areas hidden from public view should be avoided.

7.1.5 Garbage and Recycling Storage Area

The City of Kingston provides recycling collection for all residential uses and garbage collection for all freehold residential buildings with less than 7 dwelling units. Multi-residential uses with 7 or more residential units and condominium complexes have the option of arranging for private garbage collection service or can pay to have the City collect garbage. All commercial, institutional and industrial uses must arrange for private garbage collection service except businesses in the Downtown BIA which can pay to have the City collect garbage.

The City will collect the garbage and recycling at curb side or within the site if a continuous, unobstructed route that does not require trucks to back up, is built and maintained to provide access for municipal trucks in a manner satisfactory to the City. A 15 metre turning radius is required for municipal trucks.

The location and construction of proposed garbage and recycling storage areas must be detailed on the submitted plans. Outdoor garbage storage areas should be enclosed on all sides by a solid wall (masonry, wood or other durable material) not less than 1.5 metres in height. Such walls should contain an adequate door or gate which must be unlocked for collection crews. On-site garbage and recycling enclosures must have adequate lighting.

Garbage and recycling storage enclosures intended to contain large metal garbage bins requiring commercial pick-up are recommended to be constructed with doors with the hinge points outside the minimum specified width, posts with latch mechanisms to stop door swinging, and in accordance with the minimum dimensions shown in Table 1.

Table 1: Minimum Garbage Enclosure Dimensions

Bin size (cubic yards)	Width (metres)	Height (metres)	Length (metres)
2	3.05	1.5	1.8
3	3.05	1.5	2.0
4	3.05	1.5	2.3
6	3.05	1.7	2.6
8	3.05	2.1	2.6

7.2 Landscape Design

Landscaping is a critical component of any development. Generally, the landscape design of any development or redevelopment should:

Site Plan Control Guidelines

- a) contribute to the overall City image;
- b) enhance the public perception of the proposed development;
- c) preserve existing trees, where possible;
- d) provide a diversity of plant material and naturalizing, where possible;
- e) be integrated with stormwater management features;
- f) be easy to maintain without catchment areas that attract debris;
- g) preserve and enhance cultural heritage resources and natural heritage features; and
- h) screen less attractive elements of the development such as the parking areas, loading areas, storage areas, garbage enclosures, etc.

Landscape Plans

Landscape plans must include the following:

- a) all existing or proposed plantings on the site;
- b) wherever possible, existing vegetation should be incorporated into the new development and shown in conjunction with the proposed building footprint;
- c) a mix of deciduous and coniferous plant material throughout the site is encouraged and will ensure that the site has green elements in the winter and can provide some screening or buffering of portions of the property;
- d) any landscaped buffer areas adjacent to residential uses are encouraged to contain one-third coniferous material;
- e) areas subject to erosion such as slopes or swales should be sodded and staked or planted with suitable ground cover;
- f) low landscaping is encouraged around site entrance features and the base of ground signs;
- g) all shrubs should be planted in continuous mulched beds;
- h) applicants are encouraged to leave unused portions of the site undisturbed until such time as the development is proposed to include those areas;
- i) all site furniture should be chosen to reflect the proposed and surrounding architecture of the buildings, have a high degree of longevity and durability and be designed for the safety of site users;
- j) landscaping on each site must not impede the safety of pedestrians or motorists and not create areas that are hidden from public view;

- k) landscaping must be planned so as to not block sightlines, sight triangles or signage;
- l) trees or shrubs that bear fruit or secrete a sticky or slippery sap are discouraged in proximity to pathways; and
- m) all planting beds should be setback 0.5 metres from the edge of paving or sidewalks that will be plowed.

Any proposed planting on the municipal right-of-way requires approval from Utilities Kingston, Engineering Services and Public Works – Forestry.

The following consideration must be given to the design of slopes and berms:

- a) areas subject to erosion such as slopes, drainage swales etc. should be sodded or planted with erosion-resistant ground cover;
- b) slopes in landscaped areas and on berms should not exceed 3:1 (3 horizontal to 1 vertical) and optimally should be no greater than 5:1 for ease of maintenance;
- c) if sodding is not appropriate due to weather concerns, the use of erosion blankets in swales or on slopes is permissible until such time as sodding can be successfully completed;
- d) other areas of high visibility such as boulevards and recreation areas should be sodded;
- e) the maximum allowable height of a berm without a break in grade is 1.2 metres;
- f) landscape berms must not encroach onto City boulevard or adjacent properties unless written authorization from the adjacent landowner(s) is provided; and
- g) any tree on a slope should be staked.

Stormwater Management Ponds

Stormwater management ponds must be landscaped and integrated into the site. Native plant material is preferred that will eventually form a natural wetland. Where stormwater ponds are adjacent to natural areas only native material will be accepted as plant stock. In addition, the following must be taken into consideration when designing the landscaping of the stormwater management area:

- a) shrub beds and perennials are to be planted in continuous mulched beds. Mulching must be spread to a depth of 75 millimeters; and
- b) to preclude access to the water basin, low, dense or compact shrubbery should be used.

Site Plan Control Guidelines

7.2.1 Tree Inventory and Preservation

Prior to submitting landscape plans with a Site Plan Control application, the applicant should review the City of Kingston Tree By-Law Number 2018-15 to determine if it applies to the subject property. If the By-Law applies to the property, the landscape plan proposed for the site must clearly indicate the location of all trees to be removed or preserved. The tree preservation plan should be included in the landscape plan package. The species table list on the landscape plan must include the total number of trees to be removed and the number of replacement trees as determined by Public Works - Forestry.

The following tree protection and planting standards must be considered when preparing the landscape plans:

- a) tree protection fencing should be erected a minimum of 0.5 metres outside of the drip-line of the vegetation to be preserved;
- b) no storage of materials or equipment or excavation within the protection zone is allowed;
- c) no equipment or materials are allowed to hit, abrade or damage trees designated to be preserved on site;
- d) no contaminants or effluent will be dumped or flushed where feeder roots of trees exist;
- e) trees are to be planted in a hole that is dug to a diameter greater in width and depth than the root ball;
- f) stakes for anchoring tree guy wires must be spruce, 50 millimeters x 750 millimeters, pointed at one end and notched at the other to securely hold the guy wires; and
- g) all trees must be staked with 2 steel "T" bars no less than 2 metres long, hammered into ground that is free of disturbed soil.

If during the period of time, up to and including the final Site Plan Control securities release, any plant material indicated to be preserved should happen to be damaged severely, removed or shows signs of severe distress, the applicant will be responsible for replacing that plant material with new stock. The caliper size of the existing plant material must be replaced with new stock that is equal in aggregate caliper size. For example, if a 360-millimeter caliper Oak tree indicated to be preserved dies before final Site Plan securities are returned, then six sapling Oaks of 60-millimeter caliper must be planted on site in its place. If the required replacement trees cannot be accommodated on the site, the owner will be required provide a cash-in-lieu payment or plant trees elsewhere in the City, pursuant to the provisions of the City's Tree By-Law.

Valleylands, woodlots, ravines and other environmentally sensitive lands must be protected from dumping, encroachment or other abuses during construction of the site. A minimum vegetative buffer of 5 metres horizontal along watercourses and wetlands

should be maintained wherever possible. This buffer should contain existing and native vegetation and consist of ground covers, shrubs and trees. When work is required in an ecologically sensitive area, the developer must provide to the City a copy of the Site Alteration permit or other such permit as obtained from the proper approval body such as Cataraqui Conservation.

All plant material is to conform to the Canadian Nursery Landscape Association specifications and standards. All sod is to conform to the Nursery Sod Growers Association of Ontario specifications. All seeding is to conform to the Canadian Seed Growers' Association.

The following planting sizes are to be considered minimum acceptable requirements for plant material:

- a) deciduous trees are 60 millimeter caliper;
- b) flowering deciduous trees are 50 millimeter caliper;
- c) coniferous trees are 1.8 metres in height;
- d) deciduous shrubs are 60 centimeters cm in height; and
- e) coniferous shrubs are 50 centimeters in spread.

Wherever possible, species native to eastern Ontario should be used. Recognizing that the use of native species is not always appropriate, the following nuisance tree species are not recommended for planting on any new site development project:

- a) *Acer negundo* (Manitoba Maple);
- b) *Populus* species (Poplar species);
- c) *Salix* species (Willow species);
- d) *Ulmus parvifolia* (Chinese Elm); and,
- e) *Rhamnus* species (Buckthorn species).

The following guidelines should be used when identifying plant material:

- a) typical plan standard symbols must be used, as per the Ontario Association of Landscape Architects;
- b) a cluster of similar species can be linked with a species symbol and a total number of plants in the cluster;
- c) tree shapes should be shown by landscape industry standard symbols and notations and must indicate mature spread of species; and,
- d) planting table column headers should include:

developer's cost. The requirement for a sidewalk on local roads in industrial parks will be established on a case-by-case basis.

Design Criteria:

- a) Where private curbing is to be extended to the City sidewalk, a note is to be added to the drawing stating:
"All driveway curbing within 0.6 metres of a City sidewalk is to be depressed to the elevation of the City sidewalk."
- b) A minimum clearance of 0.6 metres is to be provided between all proposed above ground services and the City sidewalk and new/existing entrances.
- c) Heavy duty sidewalk is to be continuous through industrial/commercial site entrances using 150 millimeters x 150 millimeters steel mesh reinforcement.
- d) Sidewalk design and construction must conform with the City of Kingston standard, including accessibility standards for width, texture, curb cuts and warning markings.
- e) Once constructed, an inspection of the sidewalk will be done by City staff, at the expense of the developer.

7.3.3 Grading

Lot grading is to be in accordance with the overall approved subdivision lot grading plan, where applicable. Grades are to match the adjacent properties and approved subdivision lot grading plan unless otherwise noted. A note to this effect is requested on the drawings.

Grading of grassed areas must be a minimum of 2% and a maximum of 8%. On sites with steep slopes or extensive existing or proposed fill, there may be a need for the applicant to submit a Geotechnical Report, prepared by a Professional Engineer, in support of the Site Plan Control application.

Drainage Swales

The minimum depth of a drainage swale must be 0.15 metres to a maximum depth of 0.60 metres (0.3 metre maximum water depth). Drainage swales must have a minimum grade of 2% to a maximum grade of 8%. The minimum grade may be reduced for the purpose of providing an enhanced swale for quality control, subject to the review and approval of a Stormwater Management Plan. The maximum side slopes of a drainage swale must be 3:1. Swale inverts are required at all changes in grade.

A typical swale cross section detail is required with the engineering drawings.

Driveway and Parking Lot Grades

The minimum grade of a driveway and/or parking lot is 1% to a maximum grade of 5%. An absolute maximum of 10% grade may be considered in certain circumstances, however, not without de-icing elements. Parking lot ramps may be considered up to a

Site Plan Control Guidelines

maximum grade of 15% when indoor or heated, and up to a maximum of 10% when outdoor or unheated.

7.3.4 Stormwater Management Design and Criteria

All stormwater runoff is to be controlled to the specified run-off rate adopted for the original subdivision, or to the City's current Design Criteria.

If the City determines that a Stormwater Management Report is not required then a Stormwater Brief is to be submitted. The Stormwater Brief is to justify that the post-development peak release rates (for all storm events up to and including the 1:100-year design storm) have been analyzed and the results indicate:

- a) that post development peak rates do not exceed pre-development peak rates, or other allowable rates as approved by the City, for all storm events;
- b) that there will not be an increase in flow to neighbouring properties;
- c) that the flow will not negatively impact neighbouring properties;
- d) discharge outlet location; and
- e) proposed quality control measures.

The proper use of erosion and sediment control measures during construction are to be discussed in the report or brief and illustrated on the Grading Plan, along with notes regarding the use of the measures. Appropriate measures are to be applied around all disturbed areas, such as:

- a) silt fence barriers installed prior to commencement of any work must remain in place until the site has stabilized (i.e. vegetation or other cover), at which time they may be removed, along with any accumulated sediment;
- b) straw bale or rock flow check dams in ditches and swales; and
- c) double layer of geotextile material should be installed under catch basin lids during construction to help prevent the entry of sediment into storm sewers, structures and receiving water bodies.

The following OPSD illustrations may assist in the erosion and sediment control specifications:

- 219.100 light-duty straw bale barrier
- 219.110 light duty silt fence barrier
- 219.130 heavy duty silt barrier
- 219.210 rock flow check dam, v-ditch

- 219.211 rock flow check dam, flat bottom ditch
- 810.010 Type 'B' rip-rap treatment for outlets, with geotextiles materials

Design Criteria

- The stormwater collection system is to be designed to accommodate rainfall intensity as set out in the following formulae:

$$Q = 2.78 AIR$$

Where: Q = Design flow in litres per second (L/s)

A = area in hectares

I = intensity in millimeters per hour (mm/h)

R = runoff coefficient

- For major events, the IDF curves should be used. For minor events, rainfall intensity to be based on the City of Kingston standard intensity duration equation:

$$I = \frac{1778}{tc + 13}$$

Where: tc = time of concentration in minutes

- Minimum inlet time = 15 minutes. Where two drainage systems meet, the larger time of concentration is used to calculate the resultant downstream flow.
- Runoff coefficients must be based on the following:
 - Asphalt, concrete, roof areas: 0.90
 - Gravel areas (post-development, potential for future paving): 0.90
 - Gravel (pre-development): 0.70
 - Grassed area, parkland – 5 Year Event: 0.25
 - Residential:
 - single detached house, lot size greater than or equal to 400 square metres: 0.40
 - single detached house, lot size less than or equal to 400 square metres: 0.40
 - semi-detached house: 0.50

Site Plan Control Guidelines

- townhouses: 0.60
- apartments:.60
- Commercial: 0.80
- Industrial: 0.70
- Institutional: 0.55
- The owner's engineer must submit detailed design calculations for the major and minor flow paths, utilizing the storm sewer design.
- All design methodology decisions and assumptions must be justified in the report with sources cited as applicable.
- Minimum pipe flow velocity is to be 0.75 metres/second however, the maximum pipe flow velocity must not exceed 6.0 metres/second.
- Stormwater storage/treatment facilities located within 1 metre of bedrock and the seasonal high-water table are susceptible to groundwater infiltration/exfiltration and contamination. Confirmation will be required to confirm that there is at least 1 meter between the base of the facility and the top of bedrock or seasonal high-water table, and that the underlying soils are not swelling clays or contaminated soils. If infiltration-based stormwater management facilities are proposed, a Geotechnical and Hydrogeological Report may be required to support the design.

In areas which may be subject to the 1:100 year flooding, the maximum depth of flood water over the finished grade of walkway, parking and/or driveway areas is to be 250 millimeters, as greater depths may restrict the movement of pedestrians and most light passenger vehicles.

7.3.5 Snow Storage

The plans must indicate where snow will be stored. Snow storage should be in areas located as far away as possible from ditches, swales, or known groundwater discharge or recharge areas. Snow storage locations should be designed to drain away from ecologically sensitive features in order to help minimize contamination and should be separated from such features by a buffer of natural vegetation.

7.3.6 Retaining Walls

For any applications which will require retaining walls that are not connected to the building, the following is required:

- a) appropriate construction details;
- b) Professional Engineer's certification on all retaining walls that exceed 1.0 metre in height; and

- c) provision of a handrail or fence on all retaining walls that exceed 1.0 metre in height.

Retaining walls that are connected to the building must comply with the Ontario Building Code and will be reviewed by the Building Services at the Building Permit stage.

7.3.7 Roof Drains

Roof drains or weeper drains are not to be connected to the sanitary sewer. Restricted flow roof drains will be required and should be identified on the drawings.

Roof downspout locations and direction of drainage are also to be identified on the drawings. Splash pads should be provided when appropriate.

7.3.8 Major Off-site Construction

If major road work or off-site construction is required, Engineering Services and/or Utilities Kingston may require separate drawings relating to this work. A Construction Agreement between the owner and the City with separate financial securities equal to 100% of the cost of the works may also be required. A cost estimate prepared by a qualified person retained by the owner will be required to be submitted to determine the amount of financial securities for off-site construction works.

7.3.9 Subdivision Approvals

Where a Site Plan Control application is being filed in conjunction with the review and approval of the design of subdivision services for which the site is situated, the site plan drawings must be approved by the subdivider's design engineer.

7.4 Utilities

These standards are written to provide guidelines for the design and construction of utility systems as part of "typical" developments and provide a basis for which the Site Plan Control application will be reviewed. Deviations from these standards will be considered on a case-by-case basis for justifiable engineering reasons.

The following information will be required with the submission of a Site Plan Control application:

- a) a water capacity assessment for the proposed development including fire flows available, design estimated loading and capacity evaluation;
- b) a sanitary sewer assessment for the proposed development including an evaluation of available existing capacity at the street and estimated loading on the immediate downstream sewer;
- c) calculations for the minimum capacity of feeder conductors and service entrance equipment as determined by the requirements of section 8 of the Ontario Electrical Safety Code;
- d) details of Protection System including a detailed single-line diagram (SLD) and settings characteristics of any interface protection devices;

Site Plan Control Guidelines

- e) a “Request for Electrical Connection Application”; and
- f) a gas load assessment for the proposed development.

Utilities Kingston is not responsible for all utilities within the limits of the City of Kingston. Water and sanitary sewer services within the City of Kingston are the responsibility of Utilities Kingston, as well as natural gas and electricity servicing in the area of the former City of Kingston. Natural gas and electricity servicing in the former Township of Kingston and Township of Pittsburgh are the responsibility of either Enbridge Gas, Hydro One or Fortis Ontario. For the Utilities Kingston distribution area, visit utilitieskingston.com/Corporate/AboutUs/ServiceAreas.

7.4.1 General Requirements

- a) The property owner is responsible for maintenance of water laterals from the property line to the building face and for sewer laterals from the main to the building face;
- b) It is the owner’s responsibility to co-ordinate with privately owned utilities and to ensure that their servicing is in compliance with the standards set forth by those utilities. Maintenance of services connected to private utilities must be in accordance with the private utility agreements;
- c) Inspection personnel under the owner’s engineer’s supervision must be “on-site” at all times when underground infrastructure is being tested;
- d) Water and sewer services and foundation drains may be laid in the same trench subject to the provisions of the Ontario Building Code. In such cases the horizontal separation between each service must be 0.5 metres. All other utility services must be separated 2.5 metres from water and sewer services measured from edge of structure. Sanitary and foundation/storm service drains must be capped and clearly marked at the property line with a wooden 2x4 projecting a minimum of 1.0 metres above ground;
- e) All buried water and sewer services must have an appropriate warning tape laid on top of the cover material or no closer than 300 millimeters of the top edge of the structure. Utilities Kingston will approve such tape;
- f) All water mains and sanitary and storm sewers must be designed and installed in accordance with accepted good engineering practices and with Ministry of the Environment, Conservation and Parks guidelines for water distribution and sanitary sewage collection and constructed in accordance with applicable Ontario Provincial Standard Specifications (OPSS) and Ontario Provincial Standard Drawings (OPSD);
- g) Clearance between pipe or conduit crossings will normally be a minimum of 300 millimeters between the outside pipe barrels. Where a clearance of 300 millimeters or less cannot be avoided, there must be concrete encasement or non-shrink backfill of the crossing extending 1 metre in each direction on each pipe;

- h) Connections to any mains outside the development will only be permitted if directed or approved by the City;
- i) Any conflicts with existing services, and/or change in grade which impact existing services must be rectified at the applicant's expense; and
- j) Where on-site services and/or off-site services are within a plan of subdivision not yet assumed by the municipality, the Site Plan Control applicant will be required to coordinate their off-site construction activities with the subdivision developer and the municipality such that said servicing is not detrimental to the subdivision developer's obligations to the municipality as they relate to the Subdivision Agreement.

7.4.2 Manhole

For industrial, commercial and institutional developments, a control manhole must be provided inside the City road allowance at the property line for the purpose of effluent sampling under the Municipal Industrial Strategy for Abatement (M.I.S.A.) to the satisfaction of the City and Utilities Kingston. The manhole is to be constructed to approved Ontario Provincial Standards Drawings (OPSD).

7.4.3 Storm Sewer Systems

Site storm drainage must be piped to existing storm sewers, where available. Where no storm sewer exists, Engineering Services must be consulted for direction.

If a storm lateral connection to an existing combined sewer is required, Utilities Kingston must be consulted and an application for exemption to the Sewer Use By-Law must be submitted.

The City's technical standards and specifications for storm sewer system design are available in Appendix 1G of the City of Kingston's Subdivision Development Guidelines & Technical Standards available at cityofkingston.ca/business/planning-and-development/development-review-process/guidelines.

7.4.4 Sanitary Sewer Systems

A sanitary sewer assessment for the proposed development, including an evaluation of available existing capacity at the street and estimated loading on the immediate downstream sewer, is required to be submitted with the Site Plan Control application.

An exemption to the Sewer Use By-Law must be submitted to Utilities Kingston if a storm lateral connection to an existing combined sewer is required.

Sewer services must conform to the following:

- a) Pipe bedding must be as set forth in OPSD 820 series. Bedding and cover must conform to Granular "A" as set forth in OPSS.
- b) All pipe and fittings supplied must carry CSA certification to the appropriate CSA standard sewer grade. The following pipe is to be used for sewers:

Site Plan Control Guidelines

- Reinforced concrete pipe per OPSS 1820 according to CSA A257.2 Class 65-D with rubber gaskets or;
 - Type PSM polyvinyl chloride (PVC) pipe with elastomeric gasket per OPSS 1841 and CSA B182.2 M1990. Profile type pipe such as those meeting CSA 182.4 and CSA 182.6 must not be used for sanitary sewer applications;
 - Sanitary services greater than or equal to 200 millimeters to be DR 35 pipe;
 - Sanitary services less than or equal to 200 millimeters to be DR 28 pipe; and
 - Sanitary services must be green in colour.
- c) The minimum sanitary main size must be 200 millimeters.
- d) The maximum design velocity at peak design flow in the sanitary sewers must be 3.0 metres/second (m/s). The minimum design velocity at peak design flow must normally be 0.6 m/s at design flow. Consideration will be given on a case-by-case basis for design flow velocity less than 0.6 m/s but in no case will slopes be less than shown below and in no case will pipe size be increased so as to reduce the minimum slope.

e) Minimum Slopes:

Size/ Condition	Minimum Slope
Top reach (MH to MH)	1.0%
Top 25 dwelling units	1.0%
200 millimeters	0.4%
250 millimeters	0.3%

- f) The minimum cover for sanitary mains must be 1.5 metres from the finished grade.
- g) The crown of the main at the point where the service is connected must be a minimum of 1.0 metre below the lowest floor grade of the buildings being serviced except where connection is by a pumped sewage connection with back flow prevention installed to protect the building being connected.
- h) The Manning's roughness coefficient for design purposes must be 0.013 unless otherwise specified.
- i) Industrial, commercial and institutional design flows are recommended to follow Ministry of the Environment guidelines. Infiltration must be 0.00014 cubic metres per second per hectare of contributing area.
- j) Peaking factors must be 2.75 for maximum flow and 4.0 for minimum flow as derived from the Harmon formulae.

- k) Sewers must be air tested with services extended to the property line based upon OPSS 410, modified so that the pressure drop does not exceed 3.5 kPa over a time in minutes equal to the volume in cubic metres multiplied by 1.25.
- l) Sewers must be tested for deflection as per OPSS 410.

Design sheets must be submitted in spreadsheet format in accordance with Utilities Kingston and City of Kingston standards, and include formulae used in arriving at the calculations.

Maintenance Holes

All sanitary maintenance holes (MH) must be as follows:

- o conform to OPSD or OPSS 700 standards;
- o spaced at a distance not greater than 90 metres unless increased spacing is determined appropriate by Utilities Kingston;
- o where pipes of different sizes are connected to a maintenance holes, the crown of the inlet pipe(s) must not be lower than the crown of the outlet. The difference in invert elevations between inlets and outlets must be as indicated in Ministry of the Environment, Conservation and Parks guidelines;
- o tested for leakage in accordance with OPSS section 407; and
- o sampling maintenance holes must be installed in accordance with the City of Kingston Sewer Use By-Law.

Sanitary Service Laterals

All public sanitary service laterals must be as follows:

- o separate services must be provided to each building and each unit of a semi detached or row house residential building;
- o service laterals from the building line to the main must be laid at a minimum slope of 2% from the building line to the main sewer;
- o the first 40 service laterals connected to a 200-millimeter main must be set above the spring line of the sewer main with proper "Y" fittings and with long radius bends;
- o service laterals connected to larger mains may be by tee connection with the side of the tee rotated at between 22 ½ degrees and 45 degrees above horizontal;
- o service laterals must not be connected directly to maintenance holes unless authorized by Utilities Kingston;
- o service laterals from adjacent properties must not be connected to each other;

Site Plan Control Guidelines

- service laterals must be sized to meet the Ontario Building Code and must be minimum of 125 millimeters;
- the colour must be green;
- the minimum cover for service laterals will normally be a minimum of 1.5 metres from the finished grade;
- services with less than 1.5 metres cover may be permitted, on a case-by-case basis, with frost protection to the equivalent of 1.5 metres of cover;
- services with less than 1.0 metre of cover are not permitted;
- service laterals must not be connected to a storm main;
- unconnected sanitary and other drain services must be brought to the property line, properly capped and clearly marked such that an installer will not cross connect services;
- caps must withstand air testing of sewers including services to the lot line; and,
- capped services must be appropriately marked with a “2x4” extending from the pipe invert to at least 1.0 metre above finished grade level.

Building Sewers

All building sewers must be as follows:

- building sewers from the building line to the main must be laid at a minimum of 2% from the building line to the sewer;
- building sewers connected to larger mains may be by tee connection with the side of the tee rotated at between 22 ½ degrees and 45 degrees above horizontal;
- building services from adjacent properties must not be connected to each other;
- building sewer services must be sized to meet the Ontario Building Code and must be a minimum of 125 millimeters;
- the colour must be green;
- the minimum cover for sanitary services will normally be a minimum of 1.5 metres from the finished grade;
- services of less than 1.5 metres cover may be permitted, on a case-by-case basis, with frost protection to the equivalent of 1.5 metres of cover;
- services with less than 1.0 metre of cover are not permitted; and,

- sanitary services must not be connected to a storm main.

7.4.5 Water Distribution System

Watermains

Water demands for industrial, commercial and institutional establishments vary greatly from the type of water using facilities and the population of facilities. Design must follow the recommended Ministry of the Environment, Conservation and Parks guidelines unless more accurate information is available.

The design of a watermain must be as follows:

- average day per capita – 350 litres per person / day;
- maximum day 2.75 times the average day;
- peak hour rate factor must be 4.25 unless approved otherwise by Utilities Kingston;
- sizing must be based on needed fire flow plus maximum day flow or peak hour flow alone, whichever is largest;
- the maximum and minimum pressure under normal operating conditions must be 700 kilopascal (kPa) and 280 kPa respectively;
- the minimum system pressure under fire flow conditions must not be less than 140 kPa;
- design fire flows must be in accordance with Water Supply for Public Fire Protection, A Guide to Recommended Practices 1977, by Insurance Bureau of Canada;
- a suitable means for flushing such as a hydrant or a blow off must be provided on services ≥ 100 mm diameter;
- must not be connected to any sewer;
- flushing devices other than hydrants must be approved on a case-by-case basis;
- large diameter water services (great than or equal to 100 millimeters) must be evenly graded and hydrants or air release valves must be placed at high points;
- the minimum depth of cover measured from the top of a main or a service connection gooseneck must not be less than 1.7 metres;
- pipe bedding and cover must conform to those requirements as set forth in OPSD 802 series for storm sewer mains;
- bedding and cover must be Granular “A”;

Site Plan Control Guidelines

- a Professional Engineer must certify that testing and the disinfecting of mains was undertaken as set forth herein and as per OPSS;
- all newly constructed watermains must be isolated from the existing distribution system by physical separation or through the use of an appropriate backflow prevention device approved by Utilities Kingston and must remain in place until approval of the Utilities Engineer is granted for permanent interconnection; and
- watermains and water services must not be used as an electrical ground in new buildings.

Water Servicing Requirements

Water services must conform to the following:

a) General Requirements

- watermain services (domestic and fire lines) to the building labelled with pipe material, diameters and obvert elevations at critical locations;
- fire hydrants, valves, Siamese connections and service shutoffs (curb stops) identified on the plan;
- hydrant flange elevations and adjacent finished ground elevations must be shown on all hydrants within or immediately adjacent to the site;
- valve boxes and valve chambers indicated on drawings;
- a water capacity assessment for the proposed development, including fire flows available, design estimated loading and capacity evaluation is required to be submitted with the Site Plan Control application;
- a valve must be provided at the property line for ALL service connections;
- “Y” services are not permitted where separate lots exist or are proposed; and
- the locations for sprinkler and standpipe systems are required to be adjacent to fire access routes or streets and no greater than 45 metres travel distance from a fire hydrant.

b) Ductile Iron Pipe and Fittings

- ductile Iron Pipe must be centrifugally cast, American Water Works Association (AWWA) C151-A21.51- 81 in 5.5 metre lengths, Pressure Class 350 for pipe up to 300 millimeters, Pressure Class 250 from 400 millimeters to 500 millimeters and Pressure Class 200 for larger pipes;
- all ductile iron pipes must be cement lined and must be polyethylene encased as per AWWA Standard C-105;

- all ductile iron fittings must be cement lined with mechanical joints;
- every ductile iron pipe and special casting must be coated outside with coal tar pitch varnish using a hot dip method; and,
- wedges must be installed at ductile iron pipe joints to ensure electrical continuity.

c) Plastic Pipe and Fittings

- plastic pipe must conform to AWWA C900-Poly (Vinyl Chloride) (PVC) Specification, SDR 18 for pipe up to 400 millimeters in diameter, for larger pipe sizes and subject to the Contract Administrator's approval, a larger SDR number may be used, however the minimum wall thickness allowed will be 26 millimeters;
- the pipe must be homogeneous throughout, free from voids, cracks, inclusions, discolouration, and other defects;
- all pipe and fittings must be certified to CSA B137.3;
- fitting must be ductile iron according to AWWA C153/A21.53 or injection moulded PVC plastic according to CSA B137.2 or prefabricated PVC plastic for pipe diameters 300 millimeters and larger according to CSA B137.3; and,
- the colour for all PVC pipe and PVC fittings must be blue.

d) Concrete Pressure Pipe and Fittings

- concrete Pressure Pipe must only be allowed if so stated in the tender form or on the contract drawings;
- concrete pressure pipe must be laid according to the specifications outlined in the AWWA M9 Concrete Pipe Installation Manual;
- the internal joint gap must be checked to ensure the proper seating of the gasket, then be pointed with cement mortar using a hand trowel; and,
- the joint exterior must be protected with a diaper filled with grout installed to the manufacturer's instructions.

Valves

Valves must be as follows:

- three valves must be placed on a tee intersection and four valves on a cross intersection;
- on straight runs isolation valve spacing must be not more than 150 metres;
- valve boxes must be adjusted to finished grade;

Site Plan Control Guidelines

- main valves are to be located in line with the intersecting street lines, at all intersections;
- all valves must be clockwise opening with 50mm operating nut with the exception of the area of the former City, which must have "Kingston Operating Nuts";
- the operation of all valves, curb stops and hydrants must be restricted to employees of Utilities Kingston;
- the placement of additional water valve(s) for the purpose of isolating the water service may be permitted on a case by case basis for such facilities as residential, commercial and industrial developments; and,
- any material and/or installation costs associated with the additional water valve(s) are to be paid by the owner.

Service Connections

Service connections must be as follows:

- services must be sized in accordance with the Ontario Building Code;
- service connections must have a corporation main stop and be "goose-necked" near the water main as per the appropriate OPSD;
- main stops may be set at the spring line and the gooseneck may be horizontal;
- a ball valve type curb stop without a drain and associated valve box to finished grade must be provided on the service connection to each premises and be located at the property line, in accordance with relevant OPSD and the use of a stainless steel extension rod;
- separate services must be provided to each building and each unit of a semi-detached or row house residential building;
- water services must be "Type K" copper, or approved polyethylene;
- non-conductive materials will require the use of tracer wire;
- there must be no joints between the main stop and the curb stop and no joints between the curb stop and the building interior; and,
- service connections to PVC mains must be by stainless steel saddle or approved equal, either of which must be approved by Utilities Kingston.

Fire Hydrants

Fire hydrants must be installed as per OPSD and must also conform to the following:

- hydrants must be located such that the maximum road travel distance from hydrant to the center frontage of a lot must not exceed 75 metres;
- any deviation beyond the maximum allowable spacing will require the approval of the City's Fire Chief;
- each hydrant must have an isolation valve with a valve box;
- each hydrant must have a 150-millimeter barrel with two 63-millimeter hose connections and one 100-millimeters Stortz Pumper (Steamer) Port connection and must be clockwise opening;
- hydrants must be Clow Brigadier D67M, or Canada Valve Century B50-B18;
- each hydrant must have a concrete shock collar of 1 metre x 1 metre x 150 millimeters thick, the top of which must be 150 millimeters below the flange;
- hydrant flanges must be higher than the crown of the adjacent road or the top of the adjacent curb, whichever is higher;
- hydrant flanges must be placed such that connecting bolts can be easily removed;
- hydrants set in ditches or swales must conform to OSPD 217.05;
- all hydrants must be self-draining;
- to ensure drainage, washed gravel of suitable size and quantity must be placed around the drain holes and topped with suitable geotextile to ensure fines do not migrate into the drainage rock;
- fire hydrants, which are not in service, must have a 300 millimeter x 300 millimeter sign affixed on the road-facing side with 35mm black lettering on a reflective yellow background stating "Notice: This Hydrant Is Not In Service";
- prior to the issuance of the Preliminary Certificate of Approval of the Underground Services, each hydrant must be flow rated by Utilities Kingston personnel in accordance with Installation, Field Testing, and Maintenance of Fire Hydrants AWWA M17;
- upon meeting the applicable standard, the flow ratings will be forwarded to the owner's engineer prior to issuance of the Preliminary Certificate of Approval of the Underground Services;
- the owner's application for the Certificate must have appended to it the hydrant ratings as provided by Utilities Kingston;
- all hydrants must be placed in an obstruction free zone such that neither their view nor their accessibility is obstructed;

Site Plan Control Guidelines

- no object will be permitted within a triangle bounded by a point commencing 1.0 metre behind the hydrant, and extending at a 45 degree angle to the curb or road edge;
- no object wider in any direction than 250 millimeters is permitted within an area bounded by a triangle within an apex 1 metre behind the hydrant and sides intersecting the road edge or curb at a 10 degree angle;
- the Fire Chief will have the final authority on the location of structures or other items which might interfere with the view or the accessibility of hydrants; and,
- Utilities Kingston must paint all hydrants Chrome Yellow, and the bonnet and nozzle caps painted as follows:

Colour of cap	Flows
Blue - Class AA	Flows greater than 95 litres per second (L/s) (1500 USGPM)
Green - Class A	Flows of 63 to 95 L/s (1000 to 1500 US Gallons per Minute (USGPM))
Orange - Class B	Flows of 31 to 63 L/s (500 to 1000 USGPM)
Red - Class C	Flows less than 31 L/s (500 USGPM)

Tracer Wire

All services must be traced with an appropriate tracer wire. Tracer wire must be “cad welded” to valve boxes and service boxes or connected in an equal fashion as approved by Utilities Kingston. Tracer wire splices must be by means approved by the City.

Non-metallic services must have the tracer wire extending into the building being serviced and terminated at the water meter remote. All non-metallic water mains and services must have a 12-gauge tracer wire and have the tracer wire thermo welded to the curb box.

Tracer wire must be looped up the outside of all main and hydrant valve boxes and extended into the valve box by 50mm through a saw cut 50mm below the bottom of the cover bell. Where applicable the tracer wire is to continue from the hydrant valve box to the hydrant where it must be cad welded to the boot of the hydrant.

Cathodic Protection

Tracer wire on mains must be protected with a 2.3 kilogram (kg) zinc anode, at each end a maximum spacing of which must be 500 metres.

Sacrificial anodes must be supplied and installed on all ductile iron or cast iron fittings and at other locations as directed by the Engineer. Anodes must be:

- zinc casting alloy conforming to ASTM M-418 10.9kg;
- magnesium extrusion conforming to ASTM B-843-93 14.5 kg; and,
- set and thermite welded to the satisfaction of the Engineer.

Valves, metallic fittings and hydrants must be protected with 7.7kg magnesium anodes. Metallic services of 25 millimetres or smaller and less than 20 metres in length must be protected with a 2.3kg zinc anode. Other metallic services of 50 millimetres or smaller must be protected with a 5.5kg zinc anode.

7.4.6 Natural Gas

The supplier of natural gas within the former boundaries of the City of Kingston is Utilities Kingston. In other areas the supplier is Enbridge Gas. In those areas where Utilities Kingston has distribution rights for natural gas, Utilities Kingston is responsible for maintenance of gas services to the meter outlet.

All design and installation in the area in which Utilities Kingston has distribution rights must be the responsibility of Utilities Kingston and all associated construction costs must be borne by the owner.

For those areas where the City does not have distribution rights, gas mains and servicing requirements must conform to the standards of the supplier. Regardless, in no case must a gas service or main be placed within 2 metres of other parallel-aligned water and sewer mains or services in accordance with the Public Utilities Act, unless prior approval is received from the owner of each utility.

Gas services must conform to the following:

- a) Gas mains and services to be labelled with pipe material and size;
- b) Valve boxes and valve chambers indicated on plans;
- c) Proposed design load submitted; and,
- d) Proposed location of the meter set and regulator to be indicated.

7.4.7 Abandoned Services

For all existing services or stubs to be abandoned, a note must be included on the drawings stipulating that the services are to be cut and capped at the main unless prior written approval has been provided by Utilities Kingston.

7.4.8 Street Lighting

Any street lighting on the municipal right-of-way must be designed to meet the City of Kingston and Utilities Kingston standards. For more details regarding street lighting

Site Plan Control Guidelines

requirements and standards, please refer to the City of Kingston's [Subdivision Development Guidelines and Technical Standards](#).

For Site Plan Control applications that alter the existing lighting in the right-of-way, these current design guidelines will be followed for their replacement. All costs for the installation of new or replacement lighting in the right-of-way will be at the developer's expense.

7.4.9 Electricity and Other Wire Servicing

The supplier of electricity within the former boundaries of the City of Kingston and parts of Barriefield Village is Kingston Hydro Corporation. In other areas the supplier is Hydro One or Granite Power.

In the areas where the Kingston Hydro Corporation has distribution rights for electricity, maintenance responsibilities vary. In most situations, Utilities Kingston will maintain the primary electrical cables along with the transformers. Exceptions to this situation may occur and are described in the Conditions of Service document for Kingston Hydro Corporation.

In these areas, the following apply:

- a) the design must be approved by Utilities Kingston;
- b) the owner will be responsible for all costs;
- c) the owner must install conduits, transformer pads and necessary grounding; and
- d) all electrical wiring must be in ducts including services to the meter base.

For those areas where Utilities Kingston does not have distribution rights, the electrical distribution and servicing requirements must conform to the standards of the supplier.

Regardless of ownership, all wire services under roads must be placed in conduit extending on either side of the road to the edge of the joint utility trench. If no joint utility trench exists, the duct must extend to a point 1.5 metres behind the back of curb in the case of urban roads and 0.5 metre behind the shoulder in the case of semi-urban roads.

Electrical Servicing Requirements

- Overhead and underground structures associated with electrical service entrances must be located on the site plan and include the proposed sizing and design connected load.
- All electric servicing manholes must be labelled.
- Light standards and fixtures locations must be shown.
- Utility structures, transformer boxes and Bell/cable poles, pedestals and guys must be indicated on the drawing.

- Traffic and pedestrian signals must be included where applicable.
- All electrical servicing must be done in accordance with the standards established by the electrical supply authority.

7.4.10 Fibre Optics

Utilities Kingston has wired areas in the City of Kingston with fibre optic glass so broadband services are available to select single and multi-tenant commercial and industrial sites throughout the city. Utilities Kingston may install a fibre optics conduit at no expense to the owner in the joint utility trench. For more information please contact Utilities Kingston at 613-546-1181.

7.4.11 Utility Easements

Utility infrastructure that is to be assumed by the City of Kingston and services more than one property must be situated in either a road allowance or on property deeded to the City of Kingston by easement or ownership. Easement documents must be in the standard format prescribed by the City of Kingston.

Easements must be 5 metres wide for a single utility main or line. Where more than one utility main or line is in a single easement, the easement must extend to 3 metres beyond the outside edge of the outside mains or lines. Easements of less width will be considered for situations such as shallow rear yard catch basin connections, in which case the easement width must not be less than 3 metres. All measurements are to be construed as being the perpendicular width.

Regardless, the separations as stated in the *Public Utilities Act* will not be compromised and sufficient width will be provided to allow for exposure of buried services using side slopes required by regulation and without the need for shoring.

7.4.12 Construction and Inspection

Utilities Kingston is responsible for inspection of services. Utilities Kingston's role during testing will be as follows:

- a) continuity testing on water services:
- b) the Developer must contact Utilities Kingston prior to the test being performed;
 - Utilities Kingston personnel must be on site to witness the testing performed;
- c) pressure testing of the sewer and water systems:
 - testing performed by the Developer;
 - results of testing to be supplied to Utilities Kingston;
- d) disinfection and bacteriological testing of the water service:
 - testing performed by the Developer;

Site Plan Control Guidelines

- results of testing to be supplied to Utilities Kingston.

Services smaller than 100mm in diameter serving a single structure, and connected to an existing watermain, must be installed according to OPSS 701. Connections to water mains will be performed by a tapping sleeve and valve. The work will be completed by Utilities Kingston personnel, with all material to be supplied by the owner. Before final connection to the meter, the service must be flushed with all valves in the fully open position for a minimum of 5 minutes. Connection to follow immediately upon completion of the flushing.

Services 100 millimeters and larger must be treated as a water main or main extension for the purposes of leakage testing, backflow protection, flushing and disinfection. Connections to existing water mains must be as stated above. No connection to the City of Kingston water distribution system will take place without proof of the installation of an appropriate backflow prevention device.

Leakage testing and disinfection of all mains and services greater than or equal to 100mm diameter must conform to OPSS 701 as described and amended below:

- all new pipes must be isolated from the existing distribution system by the temporary installation of a suitable backflow prevention device to be supplied, installed, and eventually removed by the developer;
- hydrostatic testing must be conducted under the supervision of the Developer's engineer, upon the completion of the water service including backfilling;
 - The test section must be filled slowly with water and all air must be removed from the pipeline
 - A 24 hour absorption period may be allowed before starting the test; and,
 - The test section must be subjected to the specified continuous test pressure for a minimum of 2 hours.
- test pressure must be 1035 kPa unless otherwise required by the Ontario Building Code or other legislation relating to the particular service;
- the leakage is the amount of water added to the test section to maintain the specified test pressure for the test duration;
- the measured leakage must be compared with the allowable leakage as calculated for the test section;
- the allowable leakage is 2.22 litres per millimetre of pipe diameter per kilometre of water main per day;
- if the measured leakage exceeds the allowable leakage, all leaks must be located and repaired and the test section must be retested until a satisfactory result is obtained;

- flushing and disinfection operations must be conducted under the supervision of the Developer's engineer;
 - while flushing or chlorinating, all valves, hydrants and curb stops located on the section to be disinfected must be operated to ensure disinfection;
 - flushed sections must be protected from contamination;
 - after flushing is completed, water from the existing distribution system must be allowed to flow at a controlled rate into the new pipeline;
 - liquid chlorine solution must be introduced so that the chlorine is distributed throughout the section being disinfected;
 - the chlorine must be applied so that the chlorine concentration is 50 mg/l minimum throughout the section;
 - the system must be left charged with the chlorine solution for 24 hours;
 - sampling and testing for chlorine residual must be carried out by the Developer's engineer;
 - the chlorine residual will be tested in the section after 24 hours;
 - if the tests indicate a chlorine residual of 25 milligrams per liter (mg/l) minimum, the section must be flushed completely and recharged with water normal to the operation of the system;
 - if the test does not meet the requirements, the flushing and chlorination procedure must be repeated until satisfactory results are obtained;
 - twenty-four hours after the system has been recharged, the Developers engineer must take samples for bacteriological testing; and,
 - if there is indication of contamination, the disinfection procedure must be repeated in its entirety.

Water service testing procedures and results are to be certified by a Professional Engineer. All test results are to be forwarded to Utilities Kingston for review and approval. The system must not be put into operation until clearance has been given by Utilities Kingston.

Owners are advised that except in the case of an emergency shutdown, it is illegal to operate any water valve in the City of Kingston. Only licensed personnel at Utilities Kingston are permitted to open, close or in any way operate a water valve that is part of the active/live water distribution system. Owners and contractors may not operate during the construction process any water valves and must contact Utilities Kingston where operation of the water system is required. Any evidence of unauthorized activity

Site Plan Control Guidelines

on the water valves near or adjacent to a construction site will be enforced to the fullest extent possible.

Additions or extensions to the water service will require the installation of a backflow preventor. Disinfection and bacteriological testing of the water service extension is required and the test results are to be forwarded to Utilities Kingston. The water line extension can only be charged by Utilities Kingston personnel.

Construction of the services (i.e. water service and sewer laterals) will be performed by the contractor and inspected by Utilities Kingston. If the services are backfilled at the time of inspection the laterals will not pass the inspection.

Connections to sanitary sewers will be witnessed and inspected by Utilities Kingston personnel.

By-Law Number 2006-122, Section 8.1 provides that no person, except for City personnel authorized under the Safe Drinking Water Act, is permitted to operate a fire hydrant. Fire hydrants must not be used to provide a source of water for construction purposes. Any evidence of the illegal use of hydrants will result in the active enforcement of the provisions of By-Law Number 2006-122 regarding the illegal use of hydrants.

All electrical installations must be inspected and approved by the Electrical Safety Authority. In some instances, the electrical supply authority may inspect electrical service entrance cables, equipment meters and/or embedded installations where there is concern that the installations may impact the local distribution system of the supply authority.

7.5 Fire & Rescue

Fire safety standards applicable to site plan design are provided, primarily, from provincial regulations such as the Ontario Fire Code, the Fire Protection and Prevention Act, and the Ontario Building Code. In addition to these regulations, fire safety requirements with respect to site access and water supply provisions are detailed elsewhere within this document.

The access and vehicular movement within the site must be designed to the City's requirements, applicable zoning regulations and the approval of the Fire Department. Fire access routes should include dimensions to indicate:

- a) minimum width of 6 metres;
- b) minimum 12 metres centre line turning radius;
- c) minimum 5 metres overhead clearance height;
- d) maximum 90 metres dead end length or suitable turn-around facilities; and
- e) maximum 15 metres distance from principal entrances and other required access openings.

For further information regarding fire protection issues, please contact Fire Prevention at (613) 548-4001 ext. 5123.

7.6 Accessibility

The *Planning Act* identifies the accessibility for persons with disabilities to all facilities, services and matters to which the Act applies as a matter of provincial interest. There are specific accessibility requirements in the Ontario Building Code which should be considered at the time of the site design. Barrier free design applies to all buildings except single, semi-detached, duplexes, triplexes, townhouses, or boarding houses with less than eight residents.

The Municipal Accessibility Advisory Committee (MAAC) conducts a review of plans submitted with a Site Plan Control application for accessibility/universal design. Plans will be reviewed and evaluated in terms of accessibility for persons with various types of disabilities.

7.6.1 General Design Considerations

Plans submitted for accessibility review and evaluation are encouraged to:

- a) clearly indicate all specific accessibility considerations including, but not limited to, lighting, signage, parking, ramps, doorways, and safety features;
- b) indicate the disability groups considered in the development of the plan (e.g., mobility, visual disabilities);
- c) consider accessibility (universal design) in the development of the plan as indicated by stating the source or guidelines used as reference; and,
- d) the International disability symbols should be used to mark designed accessibility features.

7.6.2 Accessible Parking Spaces

The requirements associated with accessible parking spaces, including size, location and required number of accessible parking spaces, are governed by the applicable Zoning By-Law for the property.

Accessible parking spaces should be the spaces located closest to the nearest accessible entrance(s) of the building on an accessible route. If located in a separate building, the accessible parking spaces must be on the shortest accessible route to an accessible entrance of the parking facility. Care should be taken so that persons in wheelchairs and scooters or using braces and crutches are not compelled to wheel or walk behind parked cars.

All accessible parking spaces must be painted blue and be marked by an identifying marker consisting of the International Symbol for the physically challenged.

Accessible parking spaces should be level, preferably a 2% grade in all directions. Where this is not possible, the gradient should not exceed 5%.

Site Plan Control Guidelines

7.6.3 Access to and within Buildings

Entrances should be easily distinguishable. Canopies are a good feature to have above entrances to help identify the entrance and to provide shelter while entering.

The main entrance, all fire exits and adjacent pedestrian pathways must be accessible (automated doors, wide enough to accommodate motorized scooters, etc.). Ideally, all entrances should be accessible. The type of entry control devices utilized should consider the difficulty for people with limited mobility or dexterity.

The main entrance to the buildings and all other entrances to outdoor open space or recreation areas, should be designed in accordance with the Ontario Building Code and ideally should have a minimum width of 0.81 metre. Automatic sliding doors which are easy to open or open automatically with a proximity or motion sensor and slow to close are also satisfactory.

Where a change in level is necessary, either inside the building in areas where members of the public have access from streets, open spaces or interior walkways in adjacent buildings, or outside the building, a ramp should be provided in accordance with the Ontario Building Code. The top and bottom of the ramp should be identified by a tactile or texture change in the flooring and by a visual alert having a contrast of 70%.

The sight lines from the entrances to the passenger loading area and parking lots should be uninterrupted. Lighting at the entrances, the passenger loading area and in the lobby should be sufficiently bright and non-glare.

Provision should be made for the thorough and immediate removal of snow and ice from exterior ramps and a curb or guardrail should be provided to keep wheelchair and scooters from slipping over the edge of the ramp.

7.6.4 Interior Design

Although not part of the Site Plan Control review process, consideration should be given to the following interior design principles as it could affect the layout or design of the building or the site:

- a) the lobby, main social and recreational facilities, mail boxes, laundry room, elevators, public washrooms, garbage deposit areas and indoor garage all should be accessible to physically challenged persons;
- b) at least one elevator should accommodate wheelchairs and scooters with the control buttons not more than 1.2 metres above the floor and doors which close relatively slowly;
- c) public washrooms or washrooms adjacent to lounges or recreational areas in apartment buildings should be designed in accordance with the Ontario Building Code;
- d) mailboxes should be no lower than 0.6 metres and no higher than 1.4 metres from the floor; and,

- e) laundry rooms require generous floor space to allow turning movements for wheelchair and scooters and at least one washer and dryer should have side hinged front loading doors for easy access by physically challenged persons.

7.6.5 Pathways

The surface should be firm, even and clear of obstacles such as trash cans or newspaper boxes. Paving blocks with large joints and gravel and soil should be avoided. Pathways should have a colour or texture that contrasts from its surroundings. The design of curb-cuts should include flared edges and colours or tactile alerts to demarcate them.

Grades should be gradual along a pathway. Long or steep ramps should have switchbacks with resting platforms.

A passenger drop-off area should be provided with a direct and level route to the main entrance of the building and, ideally, provided with a roof shelter. Curb ramps, where required, must be provided to permit access from parking area to sidewalk.

Openings to the pathway should be perpendicular to the direction of travel. As a safety measure, wheel-stops help prevent vehicles from encroaching the pathway.

7.6.6 Universal Design Principles

In addition to the requirements of the Ontario Building Code, the City of Kingston's MAAC also applies Universal Design principles in its assessment of accessibility.

Universal design is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design. The intent of the universal design concept is to simplify life for everyone by making products, communications, and the built environment more usable by more people at little or no extra cost. The universal design concept targets all people of all ages, sizes, and abilities.

Further information on the Universal Design principles, can be found in The Principles Of Universal Design, Copyright 1995, The Center for Universal Design, NC State University.

7.6.7 Additional Reference Material

Applicants are encouraged to review the following documents at the design stage and to incorporate in the building design as many features as possible:

- Canada Mortgage and Housing Corporation, Housing for Persons with Disabilities, 1996;
- Canadian Standards Association, CAN/CSA – B651-M90, Barrier Free Design – A National Standard of Canada, 1990;
- Standards for Barrier Free Design of Ontario Government Facilities, Management Board Secretariat, 2004;

Site Plan Control Guidelines

- National Capital Commission, Barrier Free Site Design Manual, 1994;
- Ontario Ministry of Community and Social Services, Designing for Disabled Guidelines, 1987; and,
- Ontario Ministry of Housing, Ontario Building Code, Section 3.8, Barrier Free Design, 2006.

7.7 Building Permit

Review and approval of a Building Permit is not part of the Site Plan Control process. Any questions or submission of an application for Building Permit should be directed to the Building Services Department which is responsible for the review and approval of Building Permit applications. Building Permit applications may be processed concurrently with an application for Site Plan Control approval.

The Ontario Building Code requires that certain types of buildings be designed by an Architect or Engineer. This matter must be discussed with the Building Services prior to filing a Site Plan Control application, in order to determine if the proposed building fits into that category. In cases where the proposed building is subject to this requirement, the plans submitted for Site Plan Control approval must be prepared by an Architect or Engineer and bear an Architect or Engineer stamp.

7.7.1 Spatial Separation

Spatial separation requirements of the Ontario Building Code should be taken into consideration when designing a site as they could impact the location of buildings and windows, as well as the type of exterior building material.

All ground and/or facia signs on the subject property must comply with the City of Kingston By-law Number 2009-140, “A By-Law to Regulate Signs in The City of Kingston”, and will be reviewed during the Building Permit application process. However, the location of all existing and proposed ground signs must be shown on the Site Plan drawing and all roof and/or facia signs must be shown on the Architectural Drawings that are included with the submission of the Site Plan Control application.

8. Contacts and Related Documents

The following departments may be contacted regarding requirements for development within the City of Kingston:

8.1 Contacts

Department	Phone Number	Email
Building Services	613-546-4291, ext. 3280	buildingpermits@cityofkingston.ca

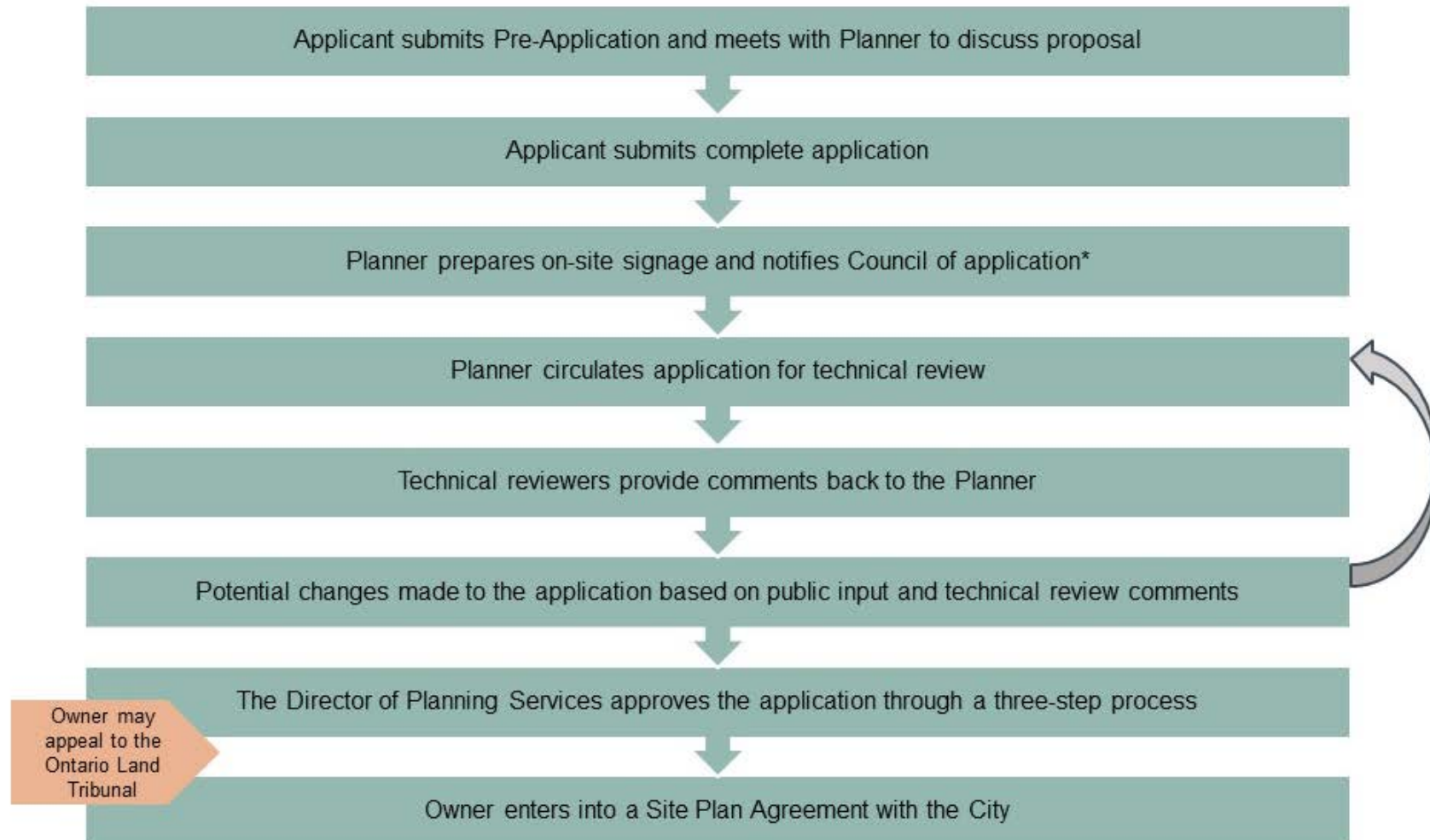
Department	Phone Number	Email
Engineering Services	613-546-4291, ext. 3130	
Heritage Services	613-546-4291, ext. 1389	heritageplanning@cityofkingston.ca
Planning Services	613-546-4291, ext. 3180	planning@cityofkingston.ca
Transportation & Transit Services	613-546-4291, ext. 3299	transportation@cityofkingston.ca
Utilities Kingston	613-546-1181	info@utilitieskingston.com

8.2 Related Documents

In addition to the documents referenced throughout these guidelines, the following documents should be consulted when designing a site and preparing a Site Plan Control application submission:

- Ontario *Planning Act*
- Provincial Policy Statement
- City of Kingston Official Plan
- City of Kingston Zoning By-Laws
- City of Kingston Site Plan Control By-Law Number 2024-XX
- City of Kingston Tree By-Law Number 2018-15
- City of Kingston Site Alteration By-Law Number 2008-128
- City of Kingston Archaeological Master Plan
- City of Kingston Subdivision Development Guidelines and Technical Standards
- Kingston Transportation Master Plan
- City of Kingston Active Transportation Master Plan
- City of Kingston Access Management Guidelines
- City of Kingston Downtown and Harbour Architectural Guidelines

Appendix A: Site Plan Control Process Flow Chart



*As per By-Law Number 2006-75, a member of Council may request that an application for Site Plan Control be referred to Planning Committee. If the application is referred to the Planning Committee, an Information Report is prepared by staff to obtain comments from the public and the Planning Committee.