

Planning Rationale Report for:
Site Plan Application – Apartment Dwellings
21 Huntmar Drive, Stittsville

Prepared for North American Development
Group



R.G. Richards & Associates

2-17-2021

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1.0 - Purpose of this report:

In support of a site plan application for approval of 344 Apartment units to be built within two six storey structures at 24 Huntmar Drive (the Site), a Planning Rationale Report is required. This report has been prepared to meet that requirement.

Figure 1 - Aerial view of 24 Huntmar Drive



2.0 - Site Description

The Site is vacant and located on the west side of Huntmar Drive just north of Hazeldean Road in the former Town of Stittsville. The Site has an area of 15,616.6 sm. and is generally flat, sloping gently to the west. The Site had been used for agricultural purposes many years ago.

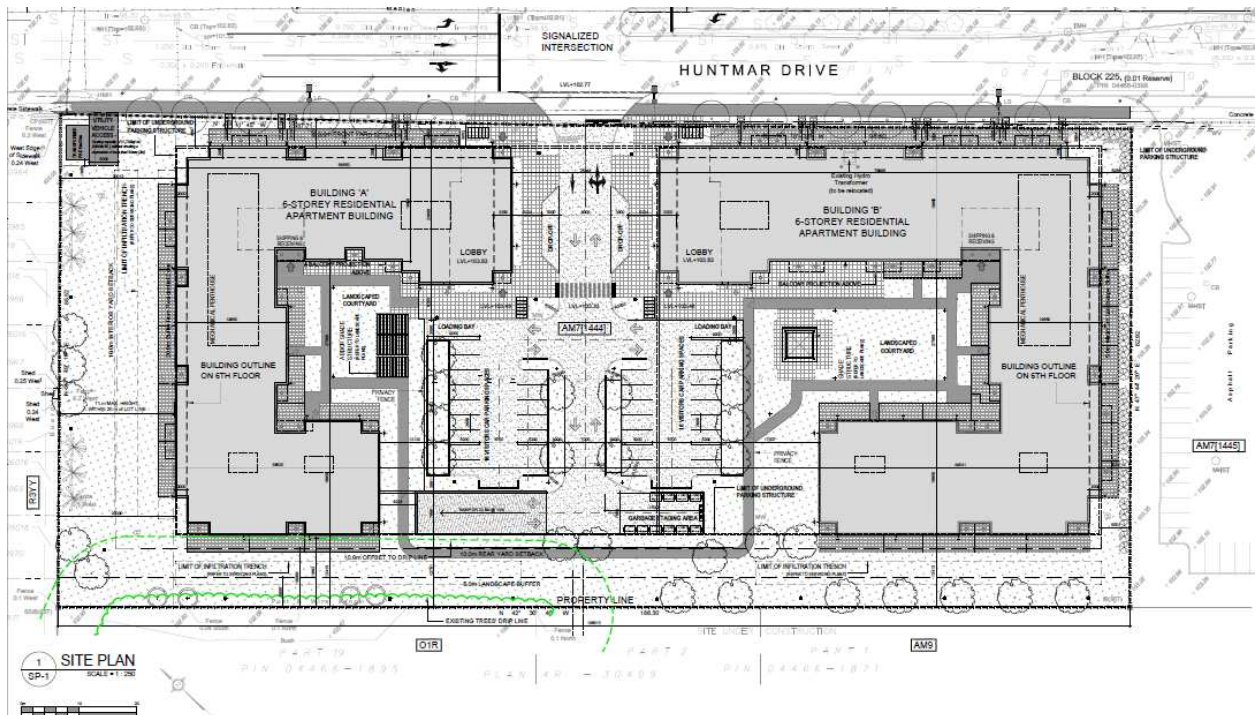
The Site forms part of the Fairwinds Community. To the north are single family homes, to the south is a restaurant (The Keg), to the east is the Shops at Fairwinds retail

commercial shopping centre and to the west, Public Open Space and the recently built Wellings Senior Citizen Complex.

3.0 - Application:

NA (Goulbourn) Limited Partnership is making application for Site Plan Approval of two, six storey, medium rise apartment buildings containing 344 units in total. Figure 2 below is the Proposed Site Plan that forms the basis of the application.

Figure 2 - Proposed Site Plan



Building A is located on the north half of the Site and has a Gross Floor Area of 13,769.10 sm and an estimated Gross Building Area of 11,726.68 sm (based on 85% efficiency). 140 units are proposed in Building A.

Building B is located on the south half of the Site and has a Gross Floor Area of 17,525.49 sm and an estimated Gross Building Area of 14,896.66 sm (based on 85% efficiency). 204 units are proposed in Building B.

Both buildings have substantial Huntmar Drive presence (within 5m) occupying a total of some 135,435 m of the total 166,161 m lot frontage. All site parking, garbage and loading is located either underground or on surface and is effectively screened from Huntmar Drive and the north and south adjacent properties by the proposed buildings. All required resident parking is located underground. Visitor parking is at grade.

Entrance to the parking areas is from a single central driveway off Huntmar Drive aligned with the existing shopping centre entrance to the east, Traffic signals will be installed in this location as part of this development.

In addition to providing excellent street presence, the U-shaped configuration of the buildings and underground parking allow for the establishment of substantial “eyes on” landscaped courtyards for tenant use. The Site is 53.5% landscaped with a generous building setback along the north property line of 20 m.

Roof-top amenity spaces, including BBQ’s, are proposed for both buildings along with internal ground floor amenity space and balconies totaling some 6,486 sm of which 3,592 sm is considered communal.

Lobby and lounges are located within the ground floor end caps of each building adjacent to the main driveway access and Huntmar Drive. Indoor amenity space is located at ground level adjacent to the lobbies and overlooking the internal courtyards. Two sets of elevators are provided within each building.

As part of the approval process, a pre-application consultation was held with city staff on July 31, 2019 Copies of the meeting minutes and required plans and reports are included as Appendices ‘A’ and ‘B’. Comments were minimal and have been addressed in the plans and reports submitted with the Site Plan Application. (see application cover letter)

A meeting to brief Councillor Gower on the project was held on March 25, 2019 and on July 10, 2020, the Councillor hosted a virtual PIC.

4.0 Applicable Policy:

4.1 Provincial Policy Statement:

The PPS policies encourage intensification of land uses and utilization of existing infrastructure, including transit.

4.2 City of Ottawa Official Plan:

The site is designated General Urban Area and Arterial Main Street in the Official Plan. Development expectations for these lands are set out in the following sections of the Official Plan:

- 1. General Urban Area areas are designated on Schedule B. The General Urban Area designation permits many types and densities of housing, as well as*

- employment, retail uses, service, industrial, cultural, leisure, greenspace, entertainment and institutional uses. [Amendment #150, October 19, 2018]*
2. *The evaluation of development applications, studies, other plans and public works undertaken by the City in the General Urban Area will be in accordance with Section 2.5.1 and Section 4.11.*

Arterial Mainstreet.

The Arterial Mainstreet designation applies to the depth of the lot fronting on the Mainstreet, in this case Hazeldean Road. The proposed development was part of a single lot separated, over time by the construction of Huntmar Road and more recently the severance of the lot now containing The Keg restaurant. Policies defining Arterial Mainstreet application are set out below:

3.6.3– Mainstreets

3. *The symbol delineating Traditional and Arterial Mainstreet designations on Schedule B of this Plan is a stand-alone land use designation and not an overlay. The Traditional and Arterial Mainstreet designations generally apply to the whole of those properties fronting on the road, however, for very deep lots, the designations will generally be limited to a depth of 200 metres from a Traditional Mainstreet and to a depth of 400 metres from and Arterial Mainstreet. The boundary may also be varied, depending on site circumstance and lot configuration. For instance, it may also include properties on abutting side streets that exist within the same corridor. A secondary plan may specify a greater or lesser depth. [Amendment #150, LPAT October 22, 2018]*
4. *On lots where development has the potential to develop both adjacent to the street and to the rear of the property, the Mainstreet designation will apply to the entire lot and development situated on the rear portions will not be considered to be non-conforming by virtue of not being located adjacent to the street. Where the depth of lots fronting the road is sufficient to enable development to occur both adjacent to the street and to the rear of the property, and where development is initially unlikely to occupy the entire frontage immediately adjacent to the street, the site should be planned in a coordinated fashion that will facilitate:*
 - a. *multi-modal (pedestrian, cycling, transit and vehicular) access between the site and the public street(s),*
 - b. *attractive, safe and usable pedestrian and cycle connections between the site and adjacent communities,*
 - c. *an enhanced interconnected pedestrian environment that links individual uses on the site, transit stops and continuous public*

- sidewalks on the adjoining streets, and which is generally distinct from internal vehicle routes,*
 - d. measures of sufficient size and quality to relieve the visual impact of surface parking areas,*
 - e. the provision of adequate landscaped areas, particularly trees, along the perimeter of the site and street frontages,*
 - f. the provision of coordinated signage, and*
 - g. over time, a development that is oriented to the Mainstreet.*
10. *Redevelopment and infill are encouraged on Traditional and Arterial Mainstreets in order to optimize the use of land through intensification, in a building format that encloses and defines the street edge with active frontages that provide direct pedestrian access to the sidewalk. [Amendment #150, October 19, 2018]*
 11. *This Plan supports mid-rise building heights on Traditional Mainstreets, but secondary plans may identify circumstances where different building heights may be permitted. In the absence of a secondary plan, the Zoning By-law may establish as-of-right building heights, lower than those permitted above, based upon site conditions, existing character and compatibility....*
 12. *On Arterial Mainstreets, unless a secondary plan states otherwise, building heights up to 9 storeys may be permitted as of right*

4.3 – Zoning Bylaw:

The site is zoned AM7[1444] in Bylaw 208-250.

AM Zone

Mid-rise apartments are permitted within this zone

AM7 Subzone- Hazeldean Road Subzone

In the AM7 Subzone:

1. *the minimum lot area is 600 square metres; the minimum lot width is 18 metres; the minimum rear yard setback is 10 metres and the maximum permitted lot coverage is 50%.*

2. *the maximum permitted building height is 11 metres within 20 metres of a residential zone, and 15 metres in all other cases.*
3. *a minimum of,*
 1. *50% of the lot width within 3 metres of the front lot line, must be occupied by building walls if the lot is less than 90 metres wide.*
 2. *30% of the lot width within 3 metres of the front lot line, must be occupied by building walls if the lot is 90 metres in width or wider.*
4. *in the case of a phased development where all phases are shown on a site plan approved pursuant to Section 41 of the Planning Act, each phase itself does not have to comply with subsection (d) above, provided that those requirements are satisfied upon the completion of all phases of development.*
5. *a landscaped buffer of 10 metres is required along a property line abutting a residential zone, and a landscaped buffer of 5 metres is required along a rear lot line abutting a non-residential zone.*
6. *outdoor storage accessory to the use on the lot,*
 1. *is prohibited in a front yard, and*
 2. *is permitted in all other yards provided it is concealed from view from abutting streets and non-commercial zones, and provided it does not cover more than 20% of the lot area.*
7. *the lot line abutting Hazeldean Road is considered to be the front lot line.*

Site Specific criteria for AM7[1444]

- *the lot line abutting Huntmar Road is considered to be the front lot line*
- *minimum interior side yard setback abutting a residential zone is 10 m.*

5.0 - Planning Rationale

5.1 - Provincial Policy Statement

The proposal is consistent with the PPS insofar as it helps:

- a. *promote efficient development of the land*
- b. *accommodate an affordable and market-based range and mix of residential types*

- c. promote the integration of land use planning, growth management, transit-supportive development, intensification and infrastructure planning to achieve cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs;

5.2 - Official Plan

The Site is designated **General Urban and Arterial Main Street** that permits apartment dwellings with heights compatible with adjacent development and in form and tenure that broadens the range of housing available in the community. The proposed development complies with the Official Plan designation.

5.3 – Urban Design

The proposed development represents full compliance with the Objectives and Principles, to the extent applicable, as set out in the Official Plan. The proposed use provides for variation in housing supply that is set on a transitional land use site between single family homes and retail commercial land uses. The six storey scale and building setbacks help ensure land use compatibility. The development is situated to have excellent street frontage with pedestrian access to the street and nearby amenities including food, restaurant, personal service, and banking facilities. Vehicular and pedestrian access and safety is aided through the installation of new traffic signals on Huntmar Drive at the site entrance. The Huntmar Drive building frontage offers direct access to a new municipal sidewalk for ground floor units along with private amenity space, decorative fencing to define the spaces and ample soft landscaping. The requisite street trees are also provided.

Overall, the site is extensively landscaped within the internal sheltered open spaces offering a quiet and safe refuge. Sculptural and active structures enhance the outdoor aesthetic and healthy lifestyle activities on site. A shaded quiet relaxation area is provided on the north side of the building. The development is also adjacent and has access to the Poole Creek Public Open Space to the west.

The architectural treatment of the buildings is of high quality and design and is compatible with the uses adjacent on all sides.

5.3 - Zoning

The Site is zoned AM7[1444]. The proposed use is permitted by Bylaw 2008-250 as amended and the site plan meets all setback, parking and other zone requirements.

The Site was recently the subject of a Minor Variance Application (D08-02-20/A-00195) to permit a maximum height of 20.8m. The application was approved on October 16, 2020 and became final and binding on November 5, 2020.

5.4 - Site Servicing

In a Site Servicing Report prepared by the IBI Group under date of February 4, 2021 all aspects of site servicing were analyzed and the conclusions reached are that there is sufficient capacity in the existing on-site and off-site systems to accommodate the development. The Report has been submitted as a stand-alone report forming part of the site plan amendment application.

The IBI Brief concludes with the following recommendation:

“Municipal water, wastewater and stormwater systems required to accommodate the proposed development are available to service the proposed development. Prior to construction, existing sewers are to be CCTV inspected to assess sewer condition.

This report has demonstrated sanitary and storm flows from and water supply to the subject site can be accommodated by the existing infrastructure. Also, the proposed servicing has been designed in accordance with MECP and City of Ottawa current level of service requirements.

The use of lot level controls, conveyance controls and end of pipe controls outlined in the report will result in effective treatment of surface stormwater runoff from the site. Adherence to the sediment and erosion control plan during construction will minimize harmful impacts on surface water.

Based on the information provided herein, the development can be serviced to meet City of Ottawa requirements.”

5.5 - Site Development Traffic

In accordance with city policy the site was screened and it was determined that a scoped TIA was required. After completion of the scoping exercise a TIA was produced by David J. Halpenny, M. Eng., P. Eng. dated February 16, 2021 and titled Residential Development, 21 Huntmar Drive, Ottawa, Transportation Impact Assessment.

This report has been submitted as a stand-alone document as part of the Site Plan Amendment Application addressed herein.

The TIA concludes at Page 46:

“The Transportation Impact Assessment report has established a study area which includes the site access onto Huntmar Drive, and the intersections of Hazeldean/Huntmar and Rosehill/Huntmar. The operational analysis was completed for the weekday peak AM and PM hours at the completion of the development in 2024, and at five years beyond completion at the year 2029. The TIA analysis has examined all

modes of transportation along the Huntmar Drive segment and the intersections within the study area. The transportation analysis has determined the following:

1. The proposed Residential Development would consist of two building which provide 344 rental apartments. The total development is expected to generate 30 vehicle trips arriving and 95 vehicle trips departing during the weekday peak AM hour, and 98 vehicle trips arriving and 61 vehicle trips departing during the weekday peak PM hour.
2. The development would provide 32 surface parking spaces and 485 spaces in an underground parking garage for a total of 517 parking spaces. The number of parking spaced provided meets City of Ottawa By-laws.
3. The Site Plan provides bicycle racks in a secured bike room in the underground parking garage. Bike racks will also be provided at the entrance to each building for use by visitors. The site will provide racks for the storage of 185 bicycles which meets City of Ottawa By-laws.
4. The site will have one access point onto Huntmar Drive. The access will form the eastbound approach to the existing intersection providing access to Food Basics. The intersection is currently a “T” intersection with Huntmar Drive forming the northbound and southbound approaches, and Food Basics access the westbound approach. The intersection is controlled by a stop sign at the Food Basics approach. With the increasing background traffic due to development in the area both residential and retail, the owners of the Shoppes at Fairwinds have proposed to install traffic signals at the intersection of Food Basics and Huntmar Drive to accommodate the Saturday traffic, plus a northbound Huntmar Drive left turn lane to provide access to future development on the west side of Huntmar Drive. A Road Modification Approval (RMA) report has been prepared in 2013 for the work, and has received City of Ottawa approval under delegated authority for the works (Exhibit 4.4). Figure 4.1 shows a plan of the roadway modifications which includes the installation of traffic signals and the construction of a northbound left turn lane which would require the center median along Huntmar Drive to be reconstructed as a 1.5 m concrete median between the Access intersection and the Hazeldean/Huntmar intersection.
5. The MMLOS analysis of the Huntmar Drive street segment between Hazeldean Road and Rosehill Avenue determined that the pedestrian PLOS and bicycle BLOS targets were not met. The low level of service of the PLOS and BLOS was attributed to the volume and speed of traffic along Huntmar Drive. The site would have a minor impact on the level of service of the road segment.
6. The analysis of the site Access (Food Basics) and Huntmar Drive intersection determined that the PLOS and BLOS targets were not met due to the number of roadway lanes, distance travelled by pedestrians crossing the road, the number of lanes crossed by cyclists making left turns, and speed of traffic. The Auto LOS

was determined to be acceptable for the peak AM and PM hour traffic at 2029. The PLOS and BLOS did not meet target at the Hazeldean/Huntmar intersection due to the number of roadway lanes, distance travelled by pedestrians crossing the road, and number of lanes crossed by cyclists making left turns, and speed of traffic. The TLOS did not meet the transit target due to the traffic signal cycle delay. The 2029 Auto LOS was acceptable during the peak AM hour, but was low during the peak PM hour at the southbound, eastbound and westbound approaches. Construction of the N-S Arterial Road would improve the peak hour operation of the intersection.

The 2029 Auto LOS at the Rosehill/Huntmar intersection determined that the intersection functioned at an acceptable level of service during the peak AM hour, but during the peak PM hour the southbound approach functioned at a low level of service due to increasing background traffic. The construction of the N-S Arterial Road would reduce traffic and increase the level of service.”

6.0 - Planning Rationale Report Conclusion

The proposed development complies with both the Official Plan and Zoning By-law.

Located on a collector road (Huntmar) and close to a major arterial road (Hazeldean) the Site is well served by transit and will be within walkable distance to the proposed BRT/LRT station to be located at Hazeldean and the future north-south arterial road (Robert Grant). Significant indoor bicycle storage is proposed.

The Site is ideally located for infill intensification with adequate setbacks to minimize any negative impact on adjacent single family development. No residents have expressed any concern. Other than the north property line the site abuts a restaurant to the south and open space, along with the Wellings Seniors Complex to the west.

The Site backs on to public open space and the Poole Creek trail system. A significant part of the site is reserved for outdoor resident use both passive and active. Roof top outdoor amenities as well as indoor recreational space and lounges offer further options for residents.

The proposed building locations create a strong street presence with direct ground floor access to municipal sidewalks. Lobbies are well located within the endcaps of each building offering definable and obvious entry for each building central to the Site.

Based upon the above review and reports referenced it is recommended that the site plan amendment application be approved.

Appendix A: Staff Pre-consult Comments 21 Huntmar Drive

Pre-Consultation Meeting Minutes

Location: Room 4106E, City Hall

Date: July 31, 2019, 3pm to 4pm

Attendee	Role	Organization
Mark Young	Planner	City of Ottawa
Julie Candow	Project Manager (Infrastructure)	
Mike Giampa	Project Manager (Transportation)	
Matthew Ippersiel	Planner (Urban Design)	
Sami Rehman	Planner (Environmental)	
Samantha Gatchene	Planning Assistant	
Ron Richards	Owner's Representative	North American
Paul Ferarro	Owner's Representative	
Abhinav Sukumar	Architect	Roderick Lahey Architects

Comments from Applicant

1. The applicant is proposing the development of two (2) five-storey mid-rise buildings at 21 Huntmar Drive. The buildings would be residential apartments with 210 units total.
 2. 334 underground parking spaces and 12 surface parking spaces would be provided.
 3. One new access point is proposed off of Huntmar Drive. This driveway would lead to the surface parking lot on the interior of site, providing access to both buildings and the underground parking. Planning Comments
-
1. This is a pre-consultation for a Site Plan Control application, Complex, subject to Public Consultation. Application form, timeline and fees can be found [here](#).
 2. With regards to maximum building height, the Zoning By-law permits a maximum of 11 metres in areas up to 20 metres from a property line abutting a residential zone.
 3. Cash-in-lieu of parkland and associated appraisal fee will be required as a condition of approval as per the [Parkland Dedication By-law](#).

Urban Design Comments

1. The general built form approach and the L-shaped building footprints framing the street are supported and it is recommended that the applicant pursue this approach.
2. The ground-oriented units and proposed individual walkways are supported.
3. As the site plan and landscape plan progress, be mindful of demonstrating how the pedestrian pathway network will be properly lit and CPTED design principles have been applied.

Engineering Comments

1. The Servicing Study Guidelines for Development Applications are available at the following address: <https://ottawa.ca/en/city-hall/planning-anddevelopment/information-developers/development-application-reviewprocess/development-application-submission/guide-preparing-studies-and-plans>
2. Servicing and site works shall be in accordance with the following documents:
 - ⇒ Ottawa Sewer Design Guidelines (October 2012)
 - ⇒ Ottawa Design Guidelines – Water Distribution (2010)
 - ⇒ Geotechnical Investigation and Reporting Guidelines for Development Applications in the City of Ottawa (2007)
 - ⇒ City of Ottawa Slope Stability Guidelines for Development Applications (revised 2012)
 - ⇒ City of Ottawa Environmental Noise Control Guidelines (January 2016)
 - ⇒ City of Ottawa Park and Pathway Development Manual (2012)
 - ⇒ City of Ottawa Accessibility Design Standards (2012)
 - ⇒ Ottawa Standard Tender Documents (latest version)
 - ⇒ Ontario Provincial Standards for Roads & Public Works (2013)
3. Record drawings and utility plans are also available for purchase from the City (Contact the City's Information Centre by email at InformationCentre@ottawa.ca or by phone at (613) 580-2424 x.44455).
4. The Stormwater Management Criteria for the subject site is to be based on the following:
 - i. The allowable storm release rate for the subject site is limited to 85 L/s/ha as per the Kanata West Master Servicing Study.
 - ii. Onsite storm runoff, in excess of the allowable release rate, and up to the 1:100 year storm event must be detained on site.
 - iii. Post development infiltration rates are to be increased by 25 percent above the pre-development infiltration rates as per the Kanata West Master Servicing Study.
 - iv. Quantity control to be provided by the downstream stormwater management facility and/or as determined by the Mississippi Valley Conservation Authority (MVCA). Please include correspondence from the MVCA in the stormwater management report.

- v. A letter of acknowledgment will be required to be obtained from Mattamy to allow storm flows from 21 Huntmar Drive to discharge to Mattamy's temporary SWM pond, within Mattamy's Phase 5 development.
5. No sanitary sewer capacity constraints were identified on Huntmar Drive during the initial review of the concept plan. A sanitary sewer connection to the existing 750mm diameter sanitary sewer within Huntmar Drive is acceptable.
6. As per Section 4.3.1 of the Water Design Guidelines, two watermain connections will be required to provide a looped connection if the basic day demand is greater than 50 m³/day (approx. 50 homes).
7. Water Boundary condition requests must include the location of the service and the expected loads required by the proposed development. Please provide the following information:
 - i. Location of service
 - ii. Type of development and the amount of fire flow required (as per FUS, 1999).
 - iii. Average daily demand: ___ l/s. iv. Maximum daily demand: ___ l/s.
 - v. Maximum hourly daily demand: ___ l/s.
8. An MECP Environmental Compliance Approval is not anticipated to be required for the subject site.
9. Phase 1 ESAs and Phase 2 ESAs must conform to clause 4.8.4 of the Official Plan that requires that development applications conform to Ontario Regulation 153/04.

Should you have any questions or require additional information, please contact me directly at (613) 580-2424, x13850 or by email at Julie.Candow@ottawa.ca.

Transportation Comments

1. A TIA is triggered for this site and they should proceed to Scoping (Step 2). This should be done prior to an application.
2. The signalization of the Huntmar access should be further explored.
3. The application will not be deemed complete until the submission of the draft Step 1-4, including the functional draft RMA package (if applicable).
4. A noise study is required.

Environmental Planning

1. The subject property is within the adjacency distance to the Natural Heritage Systems (See OP Section 2.4.2 and Schedule L3) and thus, triggers a requirement for an Environmental Impact Statement (EIS), as per OP Section 4.7.8. Given that butternut trees were identified in the adjacent woodlot, there is a potential for butternuts to be on the subject property. The field on the subject property may also host other endangered or threatened species.
2. The EIS should address and demonstrate no negative impacts on the NHS and to determine the presence of endangered or threatened species or their habitats on the subject property. Further details on the EIS requirements can be found in OP section 4.7.8 and the EIS guidelines. https://documents.ottawa.ca/sites/default/files/documents/eis_guidelines2015_en.pdf

Forestry

1. Any tree information can be combined into the EIS.
2. A tree permit is required if any trees need to be cut that are 10cm or larger in diameter.

Parks Planning

1. Recommend there is a pathway connection to the Poole Creek corridor (UNA 185);
2. Assumption that play area(s) are to remain as private ownership.
3. Although play area(s) are private, recommend the Owner adhere to City specifications and standards for play area(s) design, construction and maintenance.
4. The site is located within Kanata West CDP area, therefore 100% CIL direction to District Park

Mississippi Valley Conservation Authority

1. There does not appear to be any hazards or heritage features, however it appears to drain into Poole Creek so it is enhanced level of treatment and we generally recommend using LIDs.
2. The Master Serving Study for Kanata West (SWM) indicates infiltration targets 50 – 70 mm/yr., but it should be confirmed.

Requested Plans and Studies

1. A list of required plans and studies required for a complete Site Plan Control application have been attached.

Please refer to the links to “[Guide to preparing studies and plans](#)” and [fees](#) for general information. Additional information is available related to [building permits, development charges, and the](#)

[Accessibility Design Standards](#). Be aware that other fees and permits may be required, outside of the development review process. You may obtain background drawings by contacting informationcentre@ottawa.ca.

These pre-con comments are valid for one year. If you submit a development application(s) after this time, you may be required to meet for another pre-consultation meeting and/or the submission requirements may change. You are as well encouraged to contact us for a follow-up meeting if the plan/concept will be further refined.

Please contact me at Mark.Young@ottawa.ca or at 613-580-2424 extension 41396 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Young".

Mark Young, MCIP RPP

Planner III

Development Review - West

Appendix B: Study and Plan Identification List

APPLICANT'S STUDY AND PLAN IDENTIFICATION LIST

Legend: **S** indicates that the study or plan is required with application submission.

A indicates that the study or plan may be required to satisfy a condition of approval/draft approval.

For information and guidance on preparing required studies and plans refer [here](#):

S/A	Number of copies	ENGINEERING		S/A	Number of copies
S	15	1. Site Servicing Plan	2. Site Servicing Study	S	3
S	15	3. Grade Control and Drainage Plan	4. Geotechnical Study / Slope Stability Study	S	3
	2	5. Composite Utility Plan	6. Groundwater Impact Study		3
	3	7. Servicing Options Report	8. Wellhead Protection Study		3
S	9	9. Transportation Impact Assessment (TIA)	10. Erosion and Sediment Control Plan / Brief	S	3
S	3	11. Storm water Management Report / Brief	12. Hydro geological and Terrain Analysis		3
	3	13. Hydraulic Water main Analysis	14. Noise / Vibration Study	S	3
S	PDF only	15. Roadway Modification Functional Design	16. Confederation Line Proximity Study		3

S/A	Number of copies	PLANNING / DESIGN / SURVEY		S/A	Number of copies
	15	17. Draft Plan of Subdivision	18. Plan Showing Layout of Parking Garage	S	2
	5	19. Draft Plan of Condominium	20. Planning Rationale	S	3
S	15	21. Site Plan	22. Minimum Distance Separation (MDS)		3

<input type="checkbox"/>	15	23. Concept Plan Showing Proposed Land Uses and Landscaping	24. Agrology and Soil Capability Study	<input type="checkbox"/>	3
<input type="checkbox"/>	3	25. Concept Plan Showing Ultimate Use of Land	26. Cultural Heritage Impact Statement	<input type="checkbox"/>	3
S	15	27. Landscape Plan	28. Archaeological Resource Assessment Requirements: S (site plan) A (subdivision, condo)	S	3
S	2	29. Survey Plan	30. Shadow Analysis	<input type="checkbox"/>	3
S	3	31. Architectural Building Elevation Drawings (dimensioned)	32. Design Brief (combined with Planning Rationale)	S	3
<input type="checkbox"/>	3	33. Wind Analysis		<input type="checkbox"/>	

S/A	Number of copies	ENVIRONMENTAL		S/A	Number of copies
S	3	34. Phase 1 Environmental Site Assessment	35. Impact Assessment of Adjacent Waste Disposal/Former Landfill Site	<input type="checkbox"/>	3
<input type="checkbox"/>	3	36. Phase 2 Environmental Site Assessment (depends on the outcome of Phase 1)	37. Assessment of Landform Features	<input type="checkbox"/>	3
<input type="checkbox"/>	3	38. Record of Site Condition	39. Mineral Resource Impact Assessment	<input type="checkbox"/>	3
S	3	40. Tree Conservation Report (combined with EIS)	41. Environmental Impact Statement / Impact Assessment of Endangered Species	S	3
<input type="checkbox"/>	3	42. Mine Hazard Study / Abandoned Pit or Quarry Study	43. Integrated Environmental Review (Draft, as part of Planning Rationale)	<input type="checkbox"/>	3

S/A	Number of copies	ADDITIONAL REQUIREMENTS		S/A	Number of copies
S	1	44. Applicant's Public Consultation Strategy (may be provided as part of the Planning Rationale)	45.	<input type="checkbox"/>	

Meeting Date: July 31, 2019 Application Type: *Site Plan Control, Manager Approval, Public Consultation*

File Lead (Assigned Planner): Mark Young Infrastructure Approvals Project Manager: Julie Candow

Site Address (Municipal Address): 21 Huntmar Drive *Preliminary Assessment: 1 2 3 4 5

*One (1) indicates that considerable major revisions are required before a planning application is submitted, while five (5) suggests that proposal appears to meet the City's key land use policies and guidelines. **This assessment is purely advisory and does not consider technical aspects of the proposal or in any way guarantee application approval.**

It is important to note that the need for additional studies and plans may result during application review. If following the submission of your application, it is determined that material that is not identified in this checklist is required to achieve complete application status, in accordance with the Planning Act and Official Plan requirements, the Planning, Infrastructure and Economic Development Department will notify you of outstanding material required within the required 30 day period. Mandatory pre-application consultation will not shorten the City's standard processing timelines, or guarantee that an application will be approved. It is intended to help educate and inform the applicant about submission requirements as well as municipal processes, policies, and key issues in advance of submitting a formal development application. This list is valid for one year following the meeting date. If the application is not submitted within this timeframe the applicant must again preconsult with the Planning, Infrastructure and Economic Development Department.

Last updated March, 2018