

Toronto Development Guide

Appendix 2 Report/Study Terms of Reference

To ensure the interests of the City are met and to adequately assess the technical aspects of your proposal, the City requires submission of a number of information items with your application. This Appendix provides definitions and detailed descriptions of the reports and studies the City may require in order to assess development proposals and the completeness of development applications.

Please note that not all of these requirements will apply to your proposal and that the level of detail required for these reports and studies varies widely. Your pre-application consultation meeting will determine the requirement for, and scope of, any reports and studies that must be provided with your initial submission to consider your application complete.

Terms of Reference are provided for the following reports/studies and will be updated as necessary:

City Planning

- Planning Rationale
- Community Services and Facilities Studies
- Avenue Segment Review Study
- Housing Issues Report
- Architectural Control Guidelines
- Computer Generated Building Mass Model
- Pedestrian Level Wind Study
- Sun/Shadow Study
- Urban Design Guidelines
- Archaeological Assessment
- Heritage Impact Assessment
- Natural Heritage Impact Study
- Noise Impact Study
- Vibration Study
- Toronto Green Standards Checklist
- Energy Efficiency Report

Technical Services

- Loading Study
- Parking Study
- Traffic Operations Assessment
- Transportation Impact Study
- Servicing Report
- Stormwater Management Report
- Geotechnical Study/Hydrological Review
- Contaminated Site Assessment

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Urban Forestry

- Arborist/Tree Preservation Report

Public Health

- Electromagnetic Field (EMF) Management Plan

Terms of Reference are being prepared for the following reports/studies. In the interim, the requirements and details of these reports/studies should you need one can be addressed during your pre-application consultation meeting.

- Accessibility Design Standards Checklist
- Comprehensive Reserve Study
- Environmental Impact Study
- Risk and Safety Management Plan

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PLANNING RATIONALE TERMS OF REFERENCE

Study	<p style="text-align: center;"><i>Planning Rationale</i></p> <p style="text-align: right;">Updated: November 2010</p>
Description	<p>The Planning Rationale provides an overall planning framework for understanding the proposal from the applicant's point of view. This document is intended to help the applicant organize and substantiate the application and to assist staff in the review of the proposal to expedite the City's responses.</p> <p>Depending on the complexity of the application, the information requirements can be addressed in a letter of several pages or a longer report. The material can be prepared by the owner, the agent, the applicant or a member of the consultant team, depending on the nature of the application.</p>
When Required	<p>A full Planning Rationale is required for the following applications:</p> <ul style="list-style-type: none"> • Official Plan Amendment • Zoning By-law Amendment • Plans of Subdivision • Plans of Condominium (conversion of existing rental housing to condominium only) • Significant Site Plan Control applications <p>A Covering Letter is required for the following applications:</p> <ul style="list-style-type: none"> • Plans of Condominium (new condominiums) • Smaller Site Plan Control applications • Part Lot Control • Plan Revisions
Rationale	<p>The Planning Rationale is required to:</p> <ol style="list-style-type: none"> (a) Provide a clear understanding of the proposal; (b) Provide an opportunity at the outset to establish why the proposal should be considered and approved; (c) Highlight information specific or particular to the proposal (i.e., special history, different circumstances); and (d) Assist civic officials in undertaking their analysis and preparing reports on the application.
Required Contents	<p>The Planning Rationale shall contain:</p> <ol style="list-style-type: none"> (a) Description of the proposal, overview, major statistics (i.e., height, density, parking), relevant phasing issues, site and contextual considerations. (b) Process steps/approvals required (i.e., Zoning, Site Plan Control, Land Division, Condominium). (c) Context – built form and land use (d) Site description (e) Site's planning history such as previous approvals, legislative references, relevant authorities (i.e., Site Plan Control Agreements, site specific By-law) with copies of relevant documents. (f) Planning Rationale, if applicable, should address relevant Provincial Policy Statement and <i>Planning Act</i> considerations; relevant Official Plan policies (Metroplan, former municipal OP,

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Study	<p style="text-align: center;">Planning Rationale</p> <p style="text-align: right;">Updated: November 2010</p>
	<p>Toronto Official Plan) including information/rationale as to how and why Official Plan policy is being addressed by the proposal; with relevant Zoning By-law information, areas of compliance and non-compliance and why.</p> <p>(g) Discussion of how the proposal will address Official Plan Section 37 policies (Policies 5.1.1.1 to 5.1.1.9 and any Secondary Plan provisions), if applicable.</p> <p>(h) Analysis and opinion as to why the proposal is good planning, including issues of impact.</p> <p>(i) Summary and conclusions.</p> <p>(j) For Zoning By-law Amendments, the results of the Preliminary Project Review should be provided or a list prepared detailing the potential amendments to the Zoning By-law; a formatted draft Zoning By-law Amendment is not required for a complete application.</p> <p>The Covering Letter for Plans of Condominium involving new condominiums, smaller Site Plan Control and Part Lot Control applications shall contain:</p> <p>a) Description of the proposal, overview, major statistics (i.e., height, density, parking), relevant phasing issues, site and contextual considerations.</p> <p>b) Site description and surrounding land uses/context/built form.</p> <p>c) Site's planning history such as previous approvals, legislative references, relevant authorities (i.e., Site Plan Control Agreements, site specific By-law) with copies of relevant documents.</p> <p>In addition, the Covering Letter for Plan of Condominium applications should provide a description and background on the type of application (i.e., leasehold, common elements, phased, vacant land, standard) and on any related planning approval process or on any unusual circumstances (i.e., strata plan). The letter should identify whether the application is the same as the approved Site Plan and if there have been any changes, what those changes are and why. If there was no previous planning process including Site Plan Control approval, the letter should explain the circumstances (i.e., conversion of rental).</p>
<p>Comments</p>	<p><u>Avenues</u> Should an application be submitted in a Mixed Use Area on an Avenue (as illustrated on Map 2 of the Official Plan) prior to the City undertaking or completing an Avenue Study for the surrounding area, the Planning Rationale should address the issues outlined in Policy 2.2.3 (3b) of the Official Plan, as well as the Council approved Avenues and Mid-Rise Buildings Study, http://www.toronto.ca/planning/midrisestudy.htm</p> <p><u>Major Facilities</u> Should an application be submitted seeking to locate sensitive land uses such as residences and educational and health facilities adjacent to major facilities such as airports, highways, railway corridors and waste management facilities, the Planning Rationale should address the issues outlined in Policy 3.4.18 of the Official Plan.</p> <p><u>Employment Lands</u> Should an application be submitted seeking to implement the Official Plan permissions for large scale, stand alone retail stores or power centres on major streets bordering an Employment Area (as illustrated on Map 3 of the Official Plan), the Planning Rationale should address the issues outlined in Policy 4.6 (3a and 3b) of the Official Plan.</p>

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COMMUNITY SERVICES AND FACILITIES STUDIES TERMS OF REFERENCE

<p>Study</p>	<p style="text-align: center;"><i>Community Services and Facilities Studies</i></p> <p style="text-align: right;">Updated: March 2010</p>
<p>Description</p>	<p>A Community Services and Facilities (CS&F) Study may be required by an applicant to assist in the identification of current and required levels of social infrastructure required to support the health, safety and well being of local residents (matters pertinent to good planning). Accessible, high quality community services and facilities are essential to promote community interaction, engagement in community life and opportunities for education and recreation.</p> <p>CS&F Studies are essential tools in determining the general health of local community infrastructure. They are also important in identifying necessary improvements or refocusing brought about by changing or growing demand within a community.</p> <p>CS&F serve the needs of the local population and for the purposes of CS&F studies generally include (but are not limited to):</p> <ul style="list-style-type: none"> • elementary and secondary schools; • public libraries; • child care centres; • community and recreation centres; • arenas; • swimming pools; • social services; and • community space <p>A CS&F Study will review social, economic and demographic information in light of existing and projected supply and demand of community services and facilities. CS&F studies will provide a detailed inventory of all community services and facilities within a prescribed study area as well as a review of available capacities within those services and facilities in light of planned development in the area.</p> <p>CS&F Studies will be prepared by the applicant, their agent or consultant. During pre-application consultation, Community Policy and Community Planning staff will work with the applicant and/or their consultant to determine the specific requirements of the CS&F Study based on the nature of the proposed application and the context of the study area.</p>
<p>When Required</p>	<p>Community Services and Facilities Studies may be required in relation to:</p> <ul style="list-style-type: none"> • Official Plan amendment • Zoning By-law amendment • Plan of Subdivision; or • a combined application. <p>The determination of whether to require a Community Services and Facilities study in relation to one of the foregoing applications will be made by the City Planning Division having regard for the following:</p> <ul style="list-style-type: none"> • The application is of a significant scale thus providing the potential for impacts on the provision of appropriate levels of community services and facilities. • Few community services and facilities are known to exist in the area in which the

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<p>Study</p>	<p style="text-align: center;">Community Services and Facilities Studies</p> <p style="text-align: right;">Updated: March 2010</p>
	<p>development application is located.</p> <ul style="list-style-type: none"> • Little information is known about the capacity of existing community services and facilities in the area of the application. • The planning application results in the development of a new neighbourhood where little or no residential development currently exists. • The development application is located within a Regeneration Area in the Official Plan. In these instances City Planning staff may also undertake a secondary plan that will include a CS&F strategy (based on the findings of a CS&F Study) to implement necessary improvements to community infrastructure. • The development application is located on an “Avenue” in the Official Plan for which an Avenue Study has yet to be undertaken. The CS&F study will then form a part of the broader Avenue Segment Study that must be undertaken by the applicant. • The development application is or is part of a “large site” as defined by the Official Plan (greater than 5 hectares). In this situation, City staff would also conduct a CS&F Strategy (based on the findings of a CS&F Study) to implement necessary improvements to community infrastructure.
<p>Rationale</p>	<p>Creating a Livable City</p> <p>As part of its objective to accommodate new growth while improving the quality of city living, the City of Toronto Official Plan requires the provision of adequate community services and facilities. Community Services and Facilities are as important to city building as the planning of physical services such as water, sewer, roads and transit. The undertaking of CS&F Studies allows the identification of community infrastructure issues that exist within the study area and any improvements that may be necessary to enhance the quality of life for area residents.</p> <p>Policy Context</p> <p>Chapter 3 of the Official Plan (Building a Successful City) provides the policy framework that will guide the City’s growth and achieve one of the OP’s key objectives - creating liveable neighbourhoods. The policies in Chapter 3 must be considered with respect to all development applications and planning studies. Additional studies related to specific areas of the City (such as Avenues) are to be applied in addition to the policies in Chapter 3.</p> <p>The Policies in Section 3.2.2 (Community Services and Facilities) address the quality of life and well-being of Toronto’s communities by emphasizing the need to provide for the timely provision of community services and facilities. The intent is to try and secure CS&F in such a way as to allow them to be phased into an area in step with the approved future residential or in some cases commercial development. This will allow for communities to have access to CS&F as they emerge, hence contributing to the resident’s quality of life.</p> <p>The Policies in Section 3.3 (Building New Neighbourhoods) recognize that new neighbourhoods must have a comprehensive planning framework that reflects City-wide goals as well as the local context. This framework should include the provision of community services and facilities.</p>

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<p>Study</p>	<p style="text-align: center;">Community Services and Facilities Studies</p> <p style="text-align: right;">Updated: March 2010</p>
	<p>The policies set out in Section 2.2.3 (Avenues), encourage investment in community improvements, including CS&F by public agencies or public/private partnerships in the following areas: streetscape, transportation, parks and open space, community and rooftop gardens, and community and recreation services and facilities. These policies also require consideration of the adequacy of parks and CS&F as part of applications in Mixed-Use Areas where an Avenue study has yet to be completed.</p> <p>The policies in Section 4.7 (Regeneration Areas) encourage revitalization of unique areas of the City through a wide range of uses to attract investment, re-use buildings and encourage new construction. CS&F strategies (prepared by City staff) that build upon CS&F studies (prepared by applicants) will be required to inform the policies of the Secondary Plans for these areas.</p> <p>Lastly, the policies of Section 5.5 (The Planning Process) outline the requirements for a complete planning application which includes a CS&F study for large applications.</p>
<p>Required Contents</p>	<p>The provision of the required contents of a CS&F Study is the responsibility of the applicant. The applicant must meet with City Planning staff (both Community Planning and Community Policy staff) to finalize a terms of reference prior to the initiation of the study. The contents of a typical study include, but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Demographic profile of the study area including: <ul style="list-style-type: none"> • Population data, to be compared to City level data including current population by age and sex, population change from the last Census, population projections; • Family composition, to be compared to City level data including families by type, number of children; private households by type and size; marital status of residents in the study area; • Housing to be compared to City level data, including: occupied private dwellings by structural type, period of construction and tenure; • Level of development activity in the study area listing type of development, tenure, GFA, height, number of units, type of bedrooms, phase of development; • Immigrant population, to be compared to City level data including population by period of immigration, recent immigrants by selected countries of birth for the most recent census period (top five countries), number of immigrants in neighbourhoods in the study area and number and type of languages spoken, population mobility status; • Labour Force compared to City level data including labour force by occupation and labour force by industry; and • Socio-Economic characteristics (highest and lowest level of education attained by residents in the study area, labour force participants, average income and income range). 2. Inventory of services and facilities that exist in the study area for example: <ul style="list-style-type: none"> • Elementary and secondary schools; • Public libraries; • Child care centres; • Community and recreation centres; • Parks & Open Space; • Arenas; • Swimming pools; • Places of Worship; • Social services; and • Other publicly accessible community meeting or recreation space.

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Study	<p style="text-align: center;"><i>Community Services and Facilities Studies</i></p> <p style="text-align: right;">Updated: March 2010</p>
	<p>3. Maps of services and facilities serving the study area in which the development application is located.</p> <p>4. Profiles of services and facilities, for example, programs offered, size of facilities, demand and capacity of facilities and programs, and who is served by the service or facility (age groups, gender), as well as contact information for all services and facility staff contacted in the course of the study. The study should discuss the ability of the service or facility to accommodate growth, barriers if any, and any new services that may be required as a result of the proposed development.</p> <p>5. Additional information from City departments (PFR – Parks and Recreation, CNS, Public Health, Children’s Services, Library, Toronto Community Housing) and other large public agencies (School Boards) as may be required.</p> <p>6. Highlights of existing studies and reports that may be available for the area.</p> <p>Sources for the required information include Statistics Canada Census Information, The City of Toronto’s Web Site http://www.toronto.ca/index.htm and the Toronto 211 Community Connection Web Site (www.211toronto.ca). Contact with agency staff may also be required for the capacity review.</p> <p>City Planning staff will provide a letter of introduction to help consultants who are undertaking CS&F studies, to access staff, information and data sources of various City divisions, public agencies and social service providers.</p>

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AVENUE SEGMENT REVIEW TERMS OF REFERENCE

<p>Study</p>	<p style="text-align: center;"><i>Avenue Segment Review</i></p> <p style="text-align: right;">Updated: November 2010</p>
<p>Description</p>	<p>The <i>Avenues</i> as shown on Map 2 of the Official Plan, are important corridors along major streets where reurbanization is anticipated and encouraged. Contextual and appropriate reurbanization of the <i>Avenues</i> will be achieved through the preparation of <i>Avenue Studies</i>. These studies will be undertaken by the City and will set out the terms of reurbanization and include urban design guidelines and a comprehensive zoning by-law for the <i>Avenue</i>. Due to the significant number of <i>Avenues</i>, the program to complete all the studies will take several years. In the meantime, development in <i>Mixed Use Areas</i> on an <i>Avenues</i> prior to the completion of an <i>Avenue Study</i> may proceed provided the applicants of such proposed development undertake an <i>Avenue Segment Review</i>.</p> <p>As described in policy 2.2.3.3b) of the Official Plan, Segment Reviews are required to:</p> <ol style="list-style-type: none"> i. include an assessment of the impacts of the incremental development of the entire <i>Avenue</i> segment at a similar form, scale and intensity, appropriately allowing for distinguishing circumstances; ii. consider whether incremental development of the entire <i>Avenue</i> segment as identified in the above assessment would adversely impact any adjacent <i>Neighbourhoods</i> or <i>Apartment Neighbourhoods</i>; iii. consider whether the proposed development is supportable by available infrastructure; and iv. be considered together with any amendment to the Official Plan or Zoning By-law at the statutory public meeting for the proposed development. <p>For a more fulsome explanation of the <i>Avenues</i> and the relevant development policies, applicants should refer to Section 2.2.3 of the Official Plan.</p>
<p>When Required</p>	<p>The Official Plan requires that all applicants submit an <i>Avenue Segment Review</i> as part of their Official Plan Amendment and/or Zoning By law Amendment application package for any proposed development in the <i>Mixed Use Areas</i> on <i>Avenues</i> where an <i>Avenue Study</i> has not yet been completed, and where the <i>Avenues & Mid-Rise Study</i> does not apply.</p> <p>For applications within areas where a Segment Review has been previously submitted a full Segment Review may not be required. This depends however on when the previous Segment Review was completed, and the applicant's ability to demonstrate that their proposed development would not alter the findings of the previous Segment Review(s) and that the proposed development would continue to establish a positive precedent for the rest of the <i>Avenue Segment</i>. In these scenarios applicants are encouraged to consult with City Planning staff as early in the development approval process as possible to determine if a full Segment Review is required and the elements to be studied.</p> <p>It should also be noted that applications on sites designated <i>Apartment Neighbourhood Areas</i>, do not require a Segment Review but applicants are expected to discuss and address <i>Avenue</i> policies in the associated planning rationale. Further, applications on sites designated <i>Employment Areas</i> and/or on sites designated <i>Mixed Use Areas</i> proposing employment uses without a residential component may not be required to submit a full Segment Review. As with the above, applicants with these scenarios are encouraged to consult with City Planning staff as</p>

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<p>Study</p>	<p style="text-align: center;"><i>Avenue Segment Review</i></p> <p style="text-align: right;">Updated: November 2010</p>
	<p>early in the development approval process as possible.</p>
<p>Rationale</p>	<p>The overall goal of the <i>Avenue Segment Review</i> is to ensure that the proposed development will establish a positive precedent for the future reurbanization of the <i>Avenue</i>, with particular regard to building form, massing and intensity. Acceptance of the review is dependent upon the Segment Review reasonably demonstrating that the proposed development will have no adverse impacts and will establish a positive precedent for the Avenue Segment that is subject to the review. A clear indication as to how the policies of Section 2.2.3.3b) of the Official Plan have been addressed, along with the other <i>Avenue</i> policies and other relevant policies of the Plan is required.</p>
<p>Required Contents</p>	<p>The Official Plan identifies criteria <i>Avenue Segment Reviews</i> are to meet in policy 2.2.3.3b) and specific details regarding content can be found in the sidebar on page 2-16 (<i>Avenue Studies and Development Applications</i>). Although the sidebar refers to the contents of an actual <i>Avenue Study</i> it does state that an application for development on a site where an <i>Avenue Study</i> has not yet been completed will be evaluated through a process that mirrors that of an <i>Avenue Study</i>. In other words, a Segment Review may cover similar study topics but would not produce a specific set of development and design guidelines or an implementing zoning by-law beyond the development site.</p> <p>Final determination of the boundaries and content of a Segment Review will be determined by City Planning staff based on a review of the area’s context and from discussions with the applicant’s consultant. During pre-application consultation, City Planning staff will work with the applicant’s consultant to determine the specific requirements of the Segment Review based on the nature of the proposed application and the context of the study area.</p> <p>Determining Avenue Segment Review Boundaries Generally speaking, the <i>Avenue</i> segment to be reviewed is defined by the context of the area and/or how similar the subject site is to other properties and land uses along the segment. Boundary indicators <u>can include but are not limited to:</u></p> <ul style="list-style-type: none"> • lands designated as <i>Mixed Use Areas</i>; • land uses; • built form; • zoning; • land uses along the segment frontage; • natural and or man made features that act as a boundary (i.e. ravines, rail lines, roads, highways etc.); and • lot size and pattern. <p>At a minimum the Segment Review should address an area large enough that the impacts of the proposed development, including the precedent setting (i.e. cumulative) impacts, can be assessed.</p> <p>General Outline of Contents</p> <p><u>Purpose and Summary</u> Need to meet OP <i>Avenue</i> policy 2.2.3.3b).</p> <p><u>Discussion of the Proposal</u> What is being proposed - same as contained in the submitted planning rationale.</p>

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Study	<p style="text-align: center;"><i>Avenue Segment Review</i></p> <p style="text-align: right;">Updated: November 2010</p>
	<p><u>Policy Context</u> Identify relevant provincial, OP policies and zoning provisions.</p> <p><u>Avenue Segment Review Boundaries</u> As per 2.2.3.3b;</p> <ul style="list-style-type: none">• define the boundaries based on indicators above (pictures help).• unless there are unique circumstances to the contrary, the depth of the study area should generally be limited to the properties fronting the <i>Avenue</i> or to a reasonable depth. <p><u>Precedent Projects</u> Applicant to include a table of all projects constructed and/or approved in the segment area over the last 5 years comparing:</p> <ul style="list-style-type: none">• OP designation;• zoning category;• lot dimensions;• massing;• building height (metres and storeys); and• density. <p><u>Identification of Potential “Soft Sites”</u> “Soft sites” are generally under-utilized and/or vacant sites that front onto the <i>Avenue</i> where opportunities to redevelop to a more intense, urban and transit-oriented land use and built form have been identified. Examples may include single use and/or auto-oriented strip plazas, car dealerships, gas stations and/or one to two storey mixed-use commercial buildings.</p> <p>Criteria for identifying candidate or “soft sites” could include, but are not limited to: lot size, depth, current use, accessibility to the <i>Avenue</i> (i.e.: site must front or flank the <i>Avenue</i>), interface with neighbouring land uses, ownership and assembly requirements.</p> <p>NOTE: As per policy 2.2.3.4 of the Official Plan, <u>the underlying land use designations and relevant polices as contained in Chapter 4 of the Official Plan prevail for all sites within the <i>Avenue</i></u>. Sites with designations that do not permit significant growth (i.e.: <i>Neighbourhood Areas</i>) should not be identified as potential soft sites, and sites designated <i>Employment Areas</i> along the <i>Avenue</i> Segment are intended to support employment intensification.</p> <p><u>Development Scenario for Potential “Soft Sites”</u> Should be the same or similar to what's being proposed unless the site or development has unique features that preclude a similar approach. Also, if an identified soft site has an associated development proposal, the Segment Review should incorporate the proposed development's details (density, height, etc.).</p> <p><u>Implications for the Segment</u> The Segment Review should identify the following:</p> <ul style="list-style-type: none">• projected number of residential units and commercial GFA;• surrounding land use impacts:<ul style="list-style-type: none">- ie. shadow, transition to surrounding neighbourhoods, design and streetscape

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<p>Study</p>	<p style="text-align: center;"><i>Avenue Segment Review</i></p> <p style="text-align: right;">Updated: November 2010</p>
	<p>considerations, pedestrian flow, water, sanitary, stormwater and other related servicing issues;</p> <ul style="list-style-type: none"> • identification of the time horizon each soft site is expected to develop (i.e.: short, medium, long term); • transportation report on existing and future conditions, including transit service, walking and cycling environment, site access, opportunities for new links, parking, and bike parking: forecast conditions/impacts; and • recommended measures to mitigate transportation impacts, .Traffic analysis will be carried out in a manner consistent with the City's Guideline for Traffic Impact Studies, and other relevant transportation policies, guidelines and criteria. Where transportation planning issues are not be suited to this type of detailed assessment, a strategic review may be considered, in consultation with appropriate City staff; <ul style="list-style-type: none"> • estimate of new worker and residential populations arising from all development scenarios proposed for the site. <p><u>Community Services and Facilities</u> As part of a Segment Review a <i>Community Services and Facilities Study</i> must be undertaken. (See Terms of Reference for <i>Community Services and Facilities Study</i>).</p> <p>The Segment Review may also suggest recommended actions that the City should consider in order to address any of the identified issues associated with the projected development of the segment. Segment Reviews should also provide maps of services and facilities serving the Segment Review area.</p> <p>In certain cases, applicants may be required to submit stand alone Community Services and Facilities Studies in addition to an <i>Avenue</i> Segment Review. In these situations, the Segment Review may only provide a summary of and reference the larger Community Services and Facilities Study. For further information and assistance on these matters applicants are encouraged to consult with City Planning staff.</p> <p><u>Conclusions</u> Based on the above, the Segment Review should conclude by addressing the following questions:</p> <ul style="list-style-type: none"> - what does the Segment Review reveal? - are the impacts acceptable and /or can they be mitigated? - are there any recommended mitigation methods? - is the proposed form, scale and intensity of development appropriate for the site and area? - has it been reasonably demonstrated that the development will establish a desirable and positive precedent for the <i>Avenues</i> segment?
<p>Comments</p>	<p>In addition to a hard copy, applicants should also submit a PDF version of their Segment Review.</p> <ul style="list-style-type: none"> - Heritage Character Area - Transit City route - Sidewalk Widths - Setback requirements (4.8 or 6m)

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HOUSING ISSUES REPORT TERMS OF REFERENCE

Study	<p style="text-align: center;"><i>Housing Issues Report</i></p> <p style="text-align: right;">Updated: November 2010</p>
Description	<p>The Housing Issues Report provides an opportunity for staff to review proposals for development that could potentially impact the City's supply of affordable and mid-range rental housing and affordable ownership housing. Depending on the complexity of the application, the information requirements may be addressed in a letter of several pages or a longer report. The material can be prepared by the owner, the agent, the applicant or a member of the consultant team, depending on the nature of the application.</p>
When Required	<p>A Housing Issues Report is required in situations where development could potentially impact the City's supply of affordable and mid-range rental housing and affordable ownership housing, for the following types of applications:</p> <ul style="list-style-type: none"> • Official Plan Amendment • Zoning By-law Amendment • Plans of Condominium (involving the conversion of existing rental housing to condominium)
Rationale	<p>The Official Plan(s) speak to the need of preserving and enhancing the City's existing stock of affordable and mid-range rental housing, and making gains in the supply of new affordable housing (both rental and ownership). In particular, Policies 5 through 8 of Section 3.2.1 of the Toronto Official Plan address issues regarding the preservation of the existing stock of rental housing and Policy 9 addresses the issue of the supply of affordable housing.</p>
Required Contents	<p>Housing Issues Reports should contain:</p> <ol style="list-style-type: none"> (a) Description of Proposal – as it relates to the relevant housing policies, including statistics such as the number of existing residential (including rental) units, the number of residential units to be retained and/or added to the site, the types and sizes of such units, whether they are intended to be condominium registered, any relevant phasing issues and site and contextual considerations. (b) Relevant Planning Process/Other Applications (i.e., Official Plan Amendment, Zoning By-law Amendment, Condominium Registration). (c) Planning Rationale - as it relates to the relevant housing policies, this should address Provincial Policy Statement and <i>Planning Act</i> considerations; relevant Official Plan policies (Metroplan, former municipal OP, Toronto Official Plan) including information/rationale as to how and why Official Plan policy is being addressed by the proposal, implemented and complied with; relevant Zoning By-law information (areas of compliance and non-compliance and why). (d) Analysis and Opinion - as to the why the housing proposal is good planning, including issues of impact. (e) Summary and Conclusions. <p>The submission should reference the results of all pre-application discussions held with any civic officials, as well as all discussions held in the community regarding any housing issues.</p> <p>The following additional information must be provided:</p> <p><u>Intensification of Existing Rental Sites (Policy 3.2.1.5)*</u> (where all existing rental units will be maintained)</p> <ol style="list-style-type: none"> (a) Number of existing (non-condominium registered) rental units by type, including number of

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Study	<p style="text-align: center;">Housing Issues Report</p> <p style="text-align: right;">Updated: November 2010</p>
	<p>units used for other purposes (employee/superintendent, common rooms, etc.).</p> <p>(b) Rent roll(s) for existing building(s). As of the month of application, providing the rent for each unit by type (including utilities and excluding separate charges such as parking and cable) or a summary report indicating the number and type of existing units with rents below the affordable and mid-range rent thresholds (see the definitions in Section 3.2.1 of the Official Plan).</p> <p>(c) Any proposed improvements or renovations to the existing buildings(s), and information about consultation with existing tenants regarding the proposed improvements.</p> <p>(d) A construction mitigation strategy, providing details of tenant protection measures to be employed during construction, and a tenant communication plan.</p> <p>(e) Information on the expected tenure of the new building(s).</p> <p><u>Demolition of Existing Rental Housing (Policy 3.2.1.6)*</u></p> <p>(a) Number of units by type (number of bedrooms, floor area) proposed to be demolished.</p> <p>(b) Number of vacant units (and dates vacated) and number of units used for other purposes (employee/superintendent, common rooms, etc.).</p> <p>(c) Rent roll(s) for existing building(s) proposed to be demolished. As of the month of application, providing the rent for each unit by type (including utilities and excluding separate charges such as parking and cable).</p> <p>(d) A proposal for the replacement of the demolished rental units with units of the same types and sizes and at similar rents.</p> <p>(e) A proposal for a Tenant Assistance and Relocation Plan to assist the current tenants and information regarding consultation with tenants about the proposed demolition.</p> <p>(f) A list containing the names and mailing addresses of the tenants of the building(s) proposed to be demolished.</p> <p>(g) Information on the expected tenure of all of the new building(s) on the site. This policy requires that any replacement rental units are not to be condominium registered.</p> <p><u>Redevelopment of Social Housing Sites (Policy 3.2.1.7)*</u></p> <p>(a) Number of units by type (number of bedrooms, floor area) proposed to be demolished.</p> <p>(b) A summary report (or rent rolls) providing the rent for each unit type in the existing building(s) as of the month of application (including utilities and excluding separate charges such as parking and cable). The rental information required is for the market rents and not the actual rents charged to tenants receiving rent-geared-to-income subsidies. Information on the number of RGI units is also to be included.</p> <p>(c) A proposal for the replacement of the demolished rental units with social housing units at similar rents, including a proposal for replacement of any rent-geared-to-income units with a similar number of these units.</p> <p>(d) A construction mitigation strategy, providing details of tenant protection measures to be employed during construction, and a tenant communication plan.</p> <p>(e) A proposal for a Tenant Assistance and Relocation Plan to assist the current tenants and information regarding consultation with tenants about the proposed demolition.</p> <p>(f) Information on the expected tenure of the new building(s). This policy requires that any replacement social housing, rental units are not to be condominium registered.</p> <p><u>Conversion of Rental Residential Properties to Condominium (Policy 3.2.1.8)*</u></p> <p>(a) Number of units by type (number of bedrooms, sizes) proposed to be converted.</p> <p>(b) Number of vacant units (and dates vacated) and number of units used for other purposes</p>

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	<p>(employee/superintendent, common rooms, etc.).</p> <p>(c) Rent roll(s) for existing building(s). As of the month of application, providing the rent for each unit by type (including utilities and excluding separate charges such as parking and cable).</p> <p>(d) A list containing the names and mailing addresses of the tenants of the building(s).</p> <p>(e) Evidence that the tenants have been advised of the application and information regarding consultations with tenants about the proposed conversion.</p> <p>(f) Indication of the nature of any renovations, improvements, repairs or changes to the building(s) undertaken in conjunction with the condominium conversion.</p> <p><u>Residential Developments Greater Than 5 Hectares in Size (Policy 3.2.1.9)*</u></p> <p>(a) Number of proposed new residential units by type (number of bedrooms) and tenure (rental, condominium or freehold), and the number proposed to meet the affordability requirement.</p> <p>(b) Number and form of new housing units that will be in forms other than single-detached and semi-detached houses.</p> <p>(c) Estimated rents and/or initial sales prices of the affordable units by type.</p> <p>(d) Where construction of the units is expected to occur in phases, information regarding the number of affordable units to be provided per phase.</p> <p>(e) Refer to the requirements of Toronto Official Plan Policy 3.2.2.5 (see the Terms of Reference for Community Services and Facilities Studies).</p> <p>* It is anticipated the issues raised by these Policies will be secured through an agreement with the City using a variety of means (including Section 37 and/or Section 51 of the <i>Planning Act</i>).</p>

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ARCHITECTURAL CONTROL GUIDELINES TERMS OF REFERENCE

Study	<p style="text-align: center;"><i>Architectural Control Guidelines</i></p> <p style="text-align: right;">Updated: November 2010</p>
Description	<p>Architectural Control Guidelines are a written and graphic manual providing division direction regarding the achievement of the built form and public realm policies contained in the Built Environment section of the Official Plan (Section 3.1). The Guidelines are a combination of text, plans, illustrative sketches and photos, sections and comparative models or examples that inform the proponent, public and City about the built form, landscape and structures on private lands within new neighbourhoods.</p> <p>A land owner may choose to use a “Control Architect Process” to achieve the City’s built form objectives and control the quality of work in each phase. Discussions about Architectural Control Guidelines should be held with the Planner and Urban Designer in pre-application consultation meetings to determine the applicability of this form of guideline to the site. This is particularly important on large sites that will take many years to complete.</p> <p>The Guidelines are written for the Control Architect to use in evaluating the design of buildings and associated landscapes within the area. The Guidelines may be an alternative to individual site plans (for single lots, and building types not normally processed through Site Plan Approval) in parts of the City where it is important for new buildings to blend with existing communities/neighbourhoods, to advance the emerging character of a new or redeveloping community/neighbourhood. The Control Architect Process and the use of the Architectural Control Guidelines is a standard process for the development industry within the GTA.</p>
When Required	<p>Architectural Control Guidelines may be required for sites with multiple buildings.</p> <ul style="list-style-type: none"> • Zoning By-law Amendments, • Plan of Subdivision applications for the development of large sites, or • Site Plan Control Applications. <p>The requirement for, and scope of, the Architectural Control Guidelines should be discussed with the Planner and Urban Designer in pre-application consultation meetings. Architectural Control Guidelines will likely be required for applications incorporating large land areas with a number of parcels or phases within a development, new streets and parks and sites of civic prominence.</p>
Rationale	<p>Architectural Control Guidelines are non-statutory planning tools. Architectural Control Guidelines are approved by the City and the landowner and implemented through an Architectural Control Process that is managed and paid for by the landowner. They address built form matters and may exceed the provisions of the <i>Planning Act</i> by addressing architectural matters such as materials, colours and detailing in addition to siting and building massing issues. The Guidelines depend upon agreement between the City and the developer regarding the importance of a high quality of architectural design.</p> <p>When administered properly, the Architectural Control Process can streamline future planning approvals by clarifying design expectations for development and minimizing City staff involvement. In the appropriate agreement (i.e., subdivision agreement) requirements that building permits not be issued for lots under architectural control in advance of certification (in a form acceptable to the City) from a “Control Architect” will be included.</p> <p>A “Control Architect” administers the Council approved Architectural Control Guidelines on behalf</p>

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<p>Study</p>	<p style="text-align: center;"><i>Architectural Control Guidelines</i></p> <p style="text-align: right;">Updated: November 2010</p>
	<p>of the City and the developer. The Control Architect is an independent professional responsible for conducting a comprehensive review of each lot to ensure that siting, built form, materials, colours and landscaping, among other things, are in compliance with the approved Guidelines. To avoid potential conflict of interest, it is important that the Control Architect and the Design Architect not be the same individual or firm.</p> <p>The Guidelines will address the whole of the new neighbourhood or plan of subdivision. Specific types of development, development blocks and/or built form may be specifically omitted at the discretion of the City. Where a contiguous tract of land is divided into several subdivisions or development sites, use of a comprehensive set of Guidelines will be encouraged to achieve architectural consistency within a larger neighbourhood.</p> <p>The Guidelines will be flexible to accommodate change as it occurs while maintaining intact the essential urban design ideas.</p>
<p>Required Contents</p>	<p>Architectural Control Guidelines should be applied to development as a condition of subdivision or equivalent development approval process. The applicant should develop draft Architectural Control Guidelines as early as possible in the planning process with active participation by City staff. The Architectural Control Guidelines may be attached to or referenced by the applicable subdivision/development agreement. Approval for minor revisions to the Guidelines may be delegated to staff. Where major revisions are needed, Council approval may be required.</p> <p>Final Architectural Control Guidelines</p> <p>Architectural Control Guidelines will form part of a subdivision agreement and will consist of the following components (though modification may be required to address the requirements of individual neighbourhoods and districts):</p> <ul style="list-style-type: none"> ▪ Location Plan of the subject property. ▪ Structure Plan that identifies the approved lot and block plan lot and block numbers, the visual public realm, priority sites and other lots deserving special/enhanced treatment to support the overall design concept and proposed character, such as: corner lots, T-lots, lots requiring enhanced rear or flanking façade treatment, corner lot fencing and rear lot fencing. ▪ Built form principles. ▪ Building siting and massing. ▪ Built form and siting relationships between different building forms and types (i.e., bungalows, townhouse blocks) and site conditions (i.e., park, reverse lots, public walkway). ▪ Implementation and approval process clearly identifying the roles of the Control Architect, the City and the developer and the builder. <p>More detailed design direction for the following:</p> <ul style="list-style-type: none"> ▪ Elevations: consistency, architectural style, coordination of models, colours and repetition, special elevations (gateway, corner lots, reverse lots, park lots, etc.). ▪ Entry features (porches, porticos). ▪ Windows and doors. ▪ Garages and driveways. ▪ Roofs and chimneys. ▪ Materials, architectural detail and colours of roofs, walls and foundations. ▪ Utilities. ▪ Fences and garden walls (visible to the public realm).

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Study	<p style="text-align: center;"><i>Architectural Control Guidelines</i></p> <p style="text-align: right;">Updated: November 2010</p>
	<ul style="list-style-type: none">▪ Landscaping. <p>Additional built form matters may be included to address contextual and site specific conditions. These matters may include, but are not limited to, cultural or natural heritage, noise attenuation, height restrictions and topographic conditions.</p> <p>Final Guidelines will include:</p> <ul style="list-style-type: none">8 bound paper copies of the study for distribution and review by appropriate agencies.One digital copy.Requests may be made for poster size prints for public meetings.

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COMPUTER GENERATED BUILDING MASS MODEL TERMS OF REFERENCE

Study	<p style="text-align: center;"><i>Computer Generated Building Mass Model</i></p> <p style="text-align: right;">Updated: November 2010</p>
Description	<p>A digital model of the proposed development to allow staff to evaluate the physical impacts of the proposal. The model is integrated into the City's computer model and is used to evaluate the impacts of the scale of the proposed development and its sun/shadow impacts.</p>
When Required	<p>The Computer Generated Building Mass Model may be required for the following applications for developments over 20 metres (6 storeys) in height:</p> <ul style="list-style-type: none"> • Official Plan Amendments • Zoning By-law Amendments • Site Plan Control applications (Complex and Routine applications) <p>These models may also be requested for developments that are lower than 20 metres in height. The requirement for, and scope of this work, should be discussed with the Planner and Urban Designer in pre-application consultation meetings.</p>
Rationale	<p>To achieve the goals of Official Plan Policies:</p> <p>3.1.2.3 <i>“New development will be massed to fit harmoniously into its surroundings and will respect and improve the local scale and character. It will minimize the impact on neighbouring buildings and open space by:</i></p> <ol style="list-style-type: none"> a. <i>massing new building to frame adjacent streets and open spaces in a way that respects the existing and/or planned street proportions;</i> b. <i>creating a transition in scale to neighbouring buildings;</i> c. <i>providing adequate privacy, sunlight and sky view ensuring adequate separation between building walls; and</i> d. <i>minimizing shadows and uncomfortable wind conditions on neighbouring properties and open space.”</i> <p>3.1.2.4 <i>“New development should be massed to define the edges of streets, parks and open spaces at good proportion and locate taller buildings to ensure adequate access to sky view, sunlight and appropriate pedestrian level wind conditions for the proposed and future use of those spaces.”</i></p>
Required Contents	<p>Digital model drawings should include:</p> <ul style="list-style-type: none"> • File names must identify the project's address and drawing type. • Zip the files larger than 2.5MB. • Separate elements onto different layers and then create a “block” or “cell”. • Follow the AIA layering structure or clearly describing each layer. • Only submit relevant layers (seed files for standard layer information are available) <p>The City requires:</p> <ul style="list-style-type: none"> - <i>property lines with dimensions</i> <ul style="list-style-type: none"> - <i>3d models – building envelope only (you will be advised if individual floor plans are required)</i> - <i>landscaping details</i> - <i>street text</i> - <i>curbs, parking and ingress/egress</i> - <i>underground parking outline with entrance/exit</i>

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<p>Study</p>	<p style="text-align: center;">Computer Generated Building Mass Model</p> <p style="text-align: right;">Updated: November 2010</p>
	<p style="text-align: center;">- <i>building outlines and minimum setbacks with dimensions</i> - <i>loading areas/docks</i></p> <ul style="list-style-type: none"> • City's reference system must be complied to NAD 27 and Modified Transverse Mercator 38. • Drawings should be in metres (decimal scale). Inform us of the scale, master and sub units. • Provide minimum and maximum drawing limits for each file. • Delete all hatching but leave any polygons or polylines needed. • Please ensure that all polygons are closed. <p>Format of the Model</p> <p>Drawings can be submitted with the followings formats:</p> <p>Vector Line Drawings:</p> <p>DWG - AutoCAD 2010 or earlier</p> <p>DGN - Microstation V8i, V8 2004 and J</p> <p>DXF - only when the AutoCAD files are not available.</p> <p>SHP – ESRI shape files for ArcGIS 9.3.1 or earlier</p> <p>SKP – Google Sketchup 7 or earlier</p> <p>DAE – COLLADA interchange format</p> <p>3DS – 3D Studio Max Autodesk interchange format.</p> <p>WRL – Virtual Reality Modelling Language interchange format.</p> <p>Note: do not encrypt drawings with password protection.</p> <p>Notes for AutoCAD files:</p> <ul style="list-style-type: none"> • Do not xref any files (bind xref files with the insert option under the bind command). • Ensure that all the work is saved in model space. • Explode multi-lines and dimensions created with the dimensioning command. • Redefine the drawing limits at the extents of the elements you are submitting. • Your file may be converted into Microstation. This application can only support 63 layers. If your file utilizes more than 63, elements will not necessarily remain on their own layer or the newly created ones. <p>Questions Regarding the Digital Model</p> <p>If you have any questions regarding digital submissions please contact your Planner.</p> <p>The CAD or GIS operator in the District Office will assist you with technical concerns.</p> <ul style="list-style-type: none"> • North District TTY 416-395-7111 or zrazumic@toronto.ca • North District (GIS) 416-395-7122 or dratnay@toronto.ca • South District 416-392-1129 or lbano@toronto.ca

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Study	<p style="text-align: center;"><i>Computer Generated Building Mass Model</i></p> <p style="text-align: right;">Updated: November 2010</p>
	<ul style="list-style-type: none">• South District 416-392-0493 or FFortun@toronto.ca• East District 416-396-4270• West District 416-394-8221

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PEDESTRIAN LEVEL WIND STUDY TERMS OF REFERENCE

Study	<p style="text-align: center;"><i>Pedestrian Level Wind Study</i></p> <p style="text-align: right;">Updated: November 2010</p>
Description	<p>A technical document that provides a model and written description of the impact of winds associated with development on adjacent streets, parks and open spaces. These studies are done to evaluate the impact of the wind conditions at various times of the year.</p>
When Required	<p>Study may be required for:</p> <ul style="list-style-type: none"> • All developments over 20 metres (6 storeys) in height in the North York Center and Sheppard subway areas. • Zoning By-law Amendments seeking development over 20 metres (6 storeys) in height may be asked to provide a Wind Study. The requirement for this should be discussed with the Planner and Urban Designer in pre-application consultation meetings. • Site Plan Control applications over 20 metres (6 storeys) in height (Complex applications only).
Rationale	<p>To achieve the goals of Official Plan Policies:</p> <p>3.1.2.3 <i>“New development will be massed to fit harmoniously into its surroundings and will respect and improve the local scale and character. It will minimize the impact on neighbouring buildings and open space by:</i></p> <p style="padding-left: 20px;"><i>d. minimizing shadows and uncomfortable wind conditions on neighbouring properties and open space.”</i></p> <p>3.1.2.4 <i>“New development should be massed to define the edges of streets, parks and open spaces at good proportion and locate taller buildings to ensure adequate access to sky view, sunlight and appropriate pedestrian level wind conditions for the proposed and future use of those spaces.”</i></p>
Required Contents	<p>In the majority of instances, the content described under Final Wind Study will be sufficient to appropriately assess the impacts of proposed developments. However, a Preliminary Wind Study may be required for large sites, waterfront sites and/or sites where a substantial increase in height is requested. The requirement for, and scope of this work, should be discussed with the Planner and Urban Designer in pre-application consultation meetings.</p> <p>1. Preliminary Wind Study</p> <p>A preliminary wind study may be required for developments that meet the above criteria. The study will be conducted during the design development phase by a qualified microclimate specialist to identify building massing that needs to be altered in order to avoid adverse wind conditions.</p> <p>General issues to be addressed in the preliminary wind study include the following:</p> <ul style="list-style-type: none"> • Height of the proposed development in relation to the height of surrounding structures • The orientation and general massing of the development with respect to the primary wind directions • Location and shape of specific design features that induce wind activity • Orientation of the development with respect to sun angles • Potential impact of wind speed increases created by the development on the surroundings

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<p>Study</p>	<p style="text-align: center;"><i>Pedestrian Level Wind Study</i></p> <p style="text-align: right;">Updated: November 2010</p>
	<ul style="list-style-type: none"> • Outline of basic mitigative features to be included in development design including base and podium conditions, canopies and tower orientation <p>As part of the preliminary study, a quantitative pedestrian comfort evaluation including a wind tunnel test will be undertaken. This study will include a minimum of 15 sensor locations. The focus of this initial study is to recommend appropriate mitigation measures that involve changes to the building design, massing and form. Changes to landscaping are not to be included in the initial study.</p> <p>The assumption is that the wind flow characteristics and remedial solutions outlined at the end of Appendix 6 of the North York Secondary Plan for wind control will be incorporated into tested building designs and/or will be used to modify building design to achieve appropriate wind conditions.</p> <p>2. Final Wind Study</p> <p>Prior to finalizing the application, proposals that meet the study criteria may require quantitative wind testing by a certified wind tunnel specialist that meets the following criteria:</p> <p>Model Scale</p> <p>The model shall be no smaller than a 1:500 representation of the proposed development and will include all buildings within a minimum of 480 m of the site, in keeping with the industry standard.</p> <p>Test Configuration</p> <p>Unless otherwise agreed to by the City, the following conditions will be evaluated:</p> <ul style="list-style-type: none"> • Initial conditions defined as all existing City approved development, those developments under construction and the development being proposed • If design mitigation is necessary to increase pedestrian comfort, the mitigation measures are also to be evaluated <p>Development that is approved but not built for 5 years is not to be included in the test.</p> <p>Scope of Study</p> <p>Before the final testing is done, the test sensor locations will be approved by the City of Toronto Urban Designer. A draft proposal for sensor locations should be faxed or E-mailed to the Urban Designer for comment.</p> <p>Pedestrian comfort is to be evaluated based on wind force, thermal comfort and wind chill to evaluate the comfortable use of sidewalks and open spaces for appropriate uses including sitting, standing and walking.</p> <p>Areas found to be uncomfortable or severe must be accompanied with mitigation solutions. At this stage of the process, this may include landscape elements.</p> <p>The submission will include: Eight bound paper copies of the study for distribution and review by appropriate agencies. The submission will include a letter summarizing the study, the wind impacts of the development and appropriate mitigation measures.</p> <p>One digital copy of the development massing.</p>

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SUN/SHADOW STUDY TERMS OF REFERENCE

Study	<p><i>Sun/Shadow Study</i></p> <p style="text-align: right;">Updated: November 2010</p>
Description	<p>A technical document that provides a visual model and written description of the impact of shadows cast by a proposed development on adjacent streets, parks and properties. These studies are done to evaluate the impact of shadows at various times of day, through the year.</p>
When Required	<p>Sun/Shadow Studies may be required for the following applications for developments over 20 metres (6 storeys) in height:</p> <ul style="list-style-type: none"> • Zoning By-law Amendments • Site Plan Control applications (Complex applications only) <p>Sun/shadow tests may also be requested for developments that are lower than 20 metres, in particular on rezoning applications where additional height is applied for near shadow sensitive areas (such as parks, cemeteries, etc.). The requirement for, and scope of this work, should be discussed with the Planner and Urban Designer in pre-application consultation meetings.</p>
Rationale	<p>To achieve the goals of Official Plan Policies:</p> <p>3.1.2.3 <i>“New development will be massed to fit harmoniously into its surroundings and will respect and improve the local scale and character. It will minimize the impact on neighbouring buildings and open space by:</i></p> <p style="padding-left: 20px;"><i>d. minimizing shadows and uncomfortable wind conditions on neighbouring properties and open space.”</i></p> <p>3.1.2.4 <i>“New development should be massed to define the edges of streets, parks and open spaces at good proportion and locate taller buildings to ensure adequate access to sky view, sunlight and appropriate pedestrian level wind conditions for the proposed and future use of those spaces.”</i></p>
Required Contents	<p>The applicant may be requested to submit a proposed and final shadow study. Sun/shadow testing of alternative building massing may be required during the application review to assist in making decisions about how to achieve Council’s goals regarding sun/shadows. When the massing of the application has been agreed to, a final sun/shadow study will be prepared to the following standards:</p> <p>The Model</p> <p>A typical model will include all streets, blocks, parks and open spaces as well as buildings to a distance adequate to show the shadow impacts during requested times.</p> <p>Modeling will have two parts, the first showing the existing situation and the second showing the proposed development in its context. The proposed development context should include other approved but not built buildings within the model area. These should be indicated graphically as different from the proposal and the built context.</p> <p>Shadow diagrams should be plotted in colour to a standard metric scale and include a bar scale on each sheet labeled in 1,2,5,10,20, 100 and 200m increments. A reference base plan should also be plotted at a metric standard scale.</p>

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Study	<p style="text-align: center;"><i>Sun/Shadow Study</i></p> <p style="text-align: right;">Updated: November 2010</p>
	<p>“As of right” or other site specific applicable shadow conditions should be indicated clearly by a contrasting colour single-line overlay with explanatory notation provided in a printed legend (i.e., red for “as of right” on the subject property, yellow for approved but not yet built adjacent development).</p> <p>Test Times</p> <p>Sun/Shadow tests should be done for March 21 and September 21 at the following hours:</p> <p>9:18 a.m., 10:18 a.m., 11:18 a.m., 12:18 p.m., 1:18a.m., 2:18a.m., 3:18 p.m., 4:18 p.m., 5:18 p.m., 6:18 p.m.</p> <p>These times allow for the measuring of hours of sunlight windows as described in the Bosselman/Dunker study.</p> <p>Development that proposes additional shadow impacts on public parks or publicly accessible open space will require Sun/Shadow tests at hourly increments for both June 21 and December 21 to provide additional information on the impacts of shadows on these important public places.</p> <p>Additional times may be requested to respond to specific site contexts.</p> <p>Format of the Study</p> <p>The final study will include:</p> <ul style="list-style-type: none"> • A letter summarizing the study and the sun/shadow impacts of the development. • Images of sun/shadow tests using models, either real or digital, that clearly indicate the development site, its boundary, the foot print and mass of buildings within the test site, any streets, public parks and accessible open spaces. • Images of the sun and shadow situation for the existing context and with the proposal (a single page or pages side by side are preferred as this will assist in understanding the impacts). <p>8 bound paper copies of the study for distribution and review by appropriate agencies. One digital copy of the development massing model. Large mounted versions of critical times or power point images may be requested for public meetings.</p>

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URBAN DESIGN GUIDELINES TERMS OF REFERENCE

Study	<p style="text-align: center;"><i>Urban Design Guidelines</i></p> <p style="text-align: right;">Updated: November 2006</p>
Description	<p>Urban Design Guidelines are a written and graphic text that describes how the streets, parks, open space, buildings, built form and landscape elements of a new development will work together to create a new neighbourhood that supports the overall goals defined by the Official Plan and through the public planning process.</p> <p>The Guidelines outline and illustrate how the Official Plan urban design goals and objectives for the public realm and built form will be achieved within the specific site and its relationships to the surrounding area. They will also provide specific, actionable and measurable directions for development to achieve these goals.</p> <p>The Guidelines address the whole of the new neighbourhood, including abutting streets, parks and open space. The Guidelines are a combination of text, plans, illustrative sketch diagrams and photos, street and block sections, and massing models or examples that inform the proponent, public and City about the physical form, layout and design of the new neighbourhood. The Guidelines will be flexible to accommodate change as it occurs while maintaining intact the essential urban ideas.</p>
When Required	<p>Urban Design Guidelines may be required for:</p> <ul style="list-style-type: none"> • Zoning By-law Amendments; • Plan of Subdivision applications for the development of large sites; or • Site Plan Control Applications. <p>The requirement for, and scope of, the Urban Design Guidelines should be discussed with the Planner and Urban Designer in pre-application consultation meetings. Urban Design Guidelines will likely be required for applications incorporating large land areas with a number of parcels or phases within a development, new streets and parks and sites of civic prominence.</p>
Rationale	<p>To achieve the goals of Official Plan Policies:</p> <p>3.3.1 <i>“New neighbourhoods will have a comprehensive planning framework reflecting the Plan’s city-wide goals as well as the local context. The framework should include:</i></p> <ol style="list-style-type: none"> a) <i>the pattern of streets, development blocks, open spaces and other infrastructure</i> b) <i>the mix and location of land uses</i> c) <i>a strategy to provide parkland and to protect, enhance or restore natural heritage</i> d) <i>a strategy to provide community services</i> e) <i>a strategy to provide affordable housing’</i> <p>3.3.2 <i>“New neighbourhoods will be viable as communities. They should have:</i></p> <ol style="list-style-type: none"> a) <i>a community focal point within easy walking distance of the neighbourhood’s residents and workers</i> b) <i>a fine grain of interconnected streets and pedestrian routes that define development blocks</i> c) <i>a mix of uses and a range of building types</i> d) <i>high quality parks, community recreation centres, open space and public buildings</i> e) <i>services and facilities that meet the needs of residents, workers and visitors”</i> <p>3.3.3 <i>“New neighbourhoods will be carefully integrated into the surrounding fabric of the City. They will have:</i></p> <ol style="list-style-type: none"> a) <i>good access to transit and good connections to the surrounding streets and open spaces</i> b) <i>uses and building scales that are compatible with surrounding development</i> c) <i>community services and parks that fit within the wider system</i> d) <i>a housing mix that contributes to the full range of housing”</i>

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Study	<p style="text-align: center;"><i>Urban Design Guidelines</i></p> <p style="text-align: right;">Updated: November 2006</p>
	<p>Urban Design Guidelines are planning tools that:</p> <ol style="list-style-type: none"> 1) Provide a context for coordinated incremental development by showing the proposed development in relationship to areas surrounding the site. 2) Provide a framework for the development of streetscape and park design initiatives. 3) Assist in evaluating individual applications as to their conformity to the larger goals of the Official Plan or Secondary Plan if applicable.
Required Contents	<p>Urban Design Guidelines will consist of the following (with modifications as required):</p> <ol style="list-style-type: none"> 1. Introduction and Background <ul style="list-style-type: none"> • Site location, size, existing conditions, heritage considerations and other planning considerations that have significant influence on the site layout and development should be inventoried, illustrated and acknowledged. 2. Urban Design Ideas <ul style="list-style-type: none"> • An overall vision statement and images that describe the physical character of the new neighbourhood in terms that address the issues raised in Official Plan Policies 3.3.1 to 3.3.3 • The urban ideas critical to the shaping of the new neighbourhood's physical form. 3. Development Framework <p>The development framework is intended to be a guide to the form and layout of new streets and parks and to illustrate the relationship of buildings to this. This should include:</p> <ul style="list-style-type: none"> • Structure Plan: a plan that describes the public realm of the new neighbourhood including the street layout, special streetscapes, open space network (public and private), possible building edges, special built form (i.e., built form for noise attenuation), heritage, landmark and civic building sites including community services, important views and vistas and gateway sites. • Circulation Plan: a plan that describes pedestrian, transit and different types of vehicular linkages through the site and to adjacent areas (private and public). • Development Diagrams: identify appropriate locations for different building types and provide general direction for building siting, organization and heights on development blocks. The location of private open space on the block should be included in these diagrams as well as the relationships of buildings to each other on a block and to adjacent streets and parks, to parking and servicing and to the concepts of the Circulation Plans. A complete set of street sections describing the relationship of buildings to the streets should be included. <p>The Guideline text addresses each component part, and each consists of two parts; a narrative or description of the urban design concept followed by specific guidelines to achieve the defined objective. The diagrams, photographs, sections and sketches that accompany the guidelines contribute further to understanding what is to be accomplished through urban design.</p> <p>Final Guidelines will include:</p> <p>8 bound paper copies. One digital copy. Requests may be made for poster size prints for public meetings.</p>
Comments	<p>The concept described here as Urban Design Guidelines have various names in individual</p>

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Study	<p style="text-align: center;"><i>Urban Design Guidelines</i></p> <p style="text-align: right;">Updated: November 2006</p>
	<p>Secondary Plans including the Concept Plan for the Railway Lands East, Urban Design Guidelines in the Railway Lands Central and Railway Lands West, Precinct Plans in the Waterfront Secondary Plan, and Context Plans within the Sheppard Corridor Plan. The specific policies within those Plans would govern the creation of the Urban Design Guidelines and should be referred to and discussed with the Planner and Urban Designer in pre-application consultation meetings.</p> <p>In other areas of the city considered appropriate to use Urban Design Guidelines, but not specified within a Secondary Plan the following issues should be considered:</p> <ul style="list-style-type: none">• The applicant should develop draft Urban Design Guidelines as early as possible in the planning process with active participation by City staff. Urban Design Principles and a Community Structure Plan should be established in tandem with the subdivision plan and development layout.

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ARCHAEOLOGICAL ASSESSMENT TERMS OF REFERENCE

Study	<p style="text-align: center;"><i>Archaeological Assessment</i></p> <p style="text-align: right;">Updated: November 2006</p>
Description	<p>Identifies and evaluates the presence of archaeological resources. Archaeological resources (more commonly referred to as archaeological sites) include the physical remains and contextual setting of any structure, event, place, feature, or object which, because of the passage of time, is on or below the surface of the land or water, and is important to understanding the history of a people or place.</p>
When Required	<p>An Archaeological Assessment is required for the following application types if the property is on the City's database of lands containing archaeological potential:</p> <ul style="list-style-type: none"> • Official Plan Amendment • Zoning By-law Amendment • Plans of Subdivision • Site Plan Control • Consent and/or Minor Variance applications <p>Heritage Preservation Services staff can be contacted at 416-338-1096 to provide this information.</p> <p>The assessment will be reviewed and its evaluation will form part of the consideration of the planning application. Archaeological potential is defined as:</p> <p>(a) Properties located within the Level 1 and Level 2 Zones of the Archaeological Master Plan of the Central Waterfront, completed October, 2002</p> <p>(b) Properties that are deemed to hold archaeological potential based upon the criteria detailed in the Ministry of Culture's "An Educational Primer – A Comprehensive Guide to Conserving Ontario's Archaeological Heritage, 1998."</p> <p>(c) Properties located within the areas of archaeological potential as defined in the city-wide Archaeological Master Plan (work in progress – expected completion 2005-2007).</p>
Rationale	<p>An Archaeological Assessment is required on lands that hold archaeological potential in order to ascertain the presence or absence of archaeological resources. If these resources are present, the Archaeological Assessment will evaluate the significance of these resources and outline measures to mitigate the impact of development on these resources. The authority to request this assessment arises from the Canadian Environmental Assessment Act, Ontario Environmental Assessment Act, Ontario Heritage Act, Aggregate Resources Act, Provincial Policy Statement Section 2.5.2, Section 2(d) of the Planning Act, City of Toronto By-Law 380-2001 and Section 3.1.5, Policies 10 and 11 of the City's Official Plan.</p>
Required Contents	<p>An Archaeological Assessment is divided into stages 1-4, as per the Ministry of Culture "Archaeological Assessment Technical Guidelines, 1993". As the need to undertake the different stages of work is identified on a case by case basis, the applicant is strongly encouraged to discuss the specifics of any proposal with Heritage Preservation Services staff prior to preparation of the Archaeological Assessment.</p> <p>Stage 1: Consists of background research, and is the pre-survey phase of the assessment.</p> <p>Stage 2: Actual field examination and may require either a surface or pedestrian survey or test</p>

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Study	<p style="text-align: center;"><i>Archaeological Assessment</i></p> <p style="text-align: right;">Updated: November 2006</p>
	<p>pit surveys of the subject property.</p> <p>Stage 3: Field activities conducted when archaeological resources are encountered during a Stage 2 survey. The purpose of the Stage 3 work is to gather more detailed information which will be used to delineate and evaluate the significance of the site under examination, in order to determine appropriate mitigation measures.</p> <p>Stage 4: Mitigating the impacts of development on archaeological sites, through either site excavation or site avoidance. This occurs after the field assessment Stages 1 – 3 have been completed and the assessment report has been reviewed by the Archaeology and Heritage Planning Branch of the Ministry of Culture.</p>
Comments	<p>Archaeological Assessments are to be completed together with any associated mitigation well in advance of any soil disturbance. Archaeological Assessments cannot be completed during certain times of the year (i.e., during winter freeze up, or when there is snow cover on the subject property).</p>

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HERITAGE IMPACT ASSESSMENT TERMS OF REFERENCE

Study	<p style="text-align: center;"><i>Heritage Impact Assessment</i></p> <p style="text-align: right;">Updated: March 2010</p>
Description	<p>A Heritage Impact Assessment (HIA) is a study to evaluate the impact the proposed development or site alteration will have on the cultural heritage resource(s) and to recommend an overall approach to the conservation of the resource(s). This analysis, which must be prepared by a qualified heritage conservation professional, will address properties identified in the City of Toronto's <i>Inventory of Heritage Properties</i> (which includes both listed and designated properties) as well as any yet unidentified cultural heritage resource(s) found as part of the site assessment.</p> <p>This study will be based on a thorough understanding of the significance and heritage attributes of the cultural heritage resource(s), identify any impact the proposed development or site alteration will have on the resource(s), consider mitigation options, and recommend a conservation strategy that best conserves the resource(s) within the context of the proposed development or site alteration.</p> <p>The conservation strategy will apply conservation principles, describe the conservation work, and recommend methods to avoid or mitigate negative impacts to the cultural heritage resource(s). Minimal intervention should be the guiding principle for all work. Further, the conservation strategy recommendations will be in sufficient detail to inform decisions and direct the Conservation Plan.</p> <p>Where there is the potential of impacting archaeological resources an <i>Archaeological Assessment</i> will be undertaken as an additional study.</p>
When Required	<p>A HIA <u>is required</u> for the following application types if the property is on the City of Toronto's <i>Inventory of Heritage Properties</i>:</p> <ul style="list-style-type: none"> • Official Plan Amendment • Zoning By-law Amendment • Plans of Subdivision • Site Plan Control <p>A HIA <u>may be required by staff</u> for the following additional application types:</p> <ul style="list-style-type: none"> • Consent and/or Minor Variance and Building Permit applications for any property included on the City of Toronto's <i>Inventory of Heritage Properties</i> • Where properties adjacent to a cultural heritage resource are subject to Official Plan Amendment, Zoning By-law Amendment, Plans of Subdivision, Site Plan Control and/or Consent and/or Minor Variance applications • Heritage Permit applications for any property designated under Part IV (individual) or Part V (Heritage Conservation District) of the Ontario Heritage Act
Rationale	<p>The HIA will inform the review of an application involving a cultural heritage resource(s) included on the City of Toronto's <i>Inventory of Heritage Properties</i>. The rationale for the requirement to provide an HIA arises from: the Ontario Heritage Act; Section 2(d) of the Planning Act; Section 2.6.3 of the Provincial Policy Statement (2005); Chapter 103: Heritage, City of Toronto Municipal Code; and Section 3.1.5, Policies 1-13 of the City of Toronto's Official Plan.</p> <p>Format The HIA will be broad in scope but provide sufficient detail to communicate the site issues and</p>

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Study	<p style="text-align: center;"><i>Heritage Impact Assessment</i></p> <p style="text-align: right;">Updated: March 2010</p>
	<p>inform the evaluation of the recommended conservation approach for the cultural heritage resource(s). The study will be submitted in hard copy and PDF format.</p> <p>Principles The HIA will apply appropriate conservation principles such as:</p> <ul style="list-style-type: none"> • The Parks Canada <i>Standards and Guidelines for the Conservation of Historic Places in Canada</i> (2003); • Ontario Ministry of Culture's <i>Eight Guiding Principles in the Conservation of Historic Properties</i> (1997); • Ontario Ministry of Culture's <i>Heritage Conservation Principle's for Land Use Planning</i> (2007); and • <i>Well Preserved: the Ontario Heritage Foundation's Manual of Principles and Practice for Architectural Conservation</i> (1988).
Required Contents / Format	<p>The HIA will include, but is not limited to, the following information:</p> <p>(a) Introduction to Development Site</p> <ul style="list-style-type: none"> • A location plan indicating subject property (Property Data Map and aerial photo). • A concise written and visual description of the site identifying significant features, buildings, landscape and vistas. • A concise written and visual description of the cultural heritage resource(s) contained within the development site identifying significant features, buildings, landscape, vistas and including any heritage recognition of the property (City of Toronto's <i>Inventory of Heritage Properties</i>, <i>Ontario Heritage Properties Database</i>, Parks Canada <i>National Historic Sites of Canada</i>, and/or <i>Canadian Register of Historic Places</i>) with existing heritage descriptions as available. • A concise written and visual description of the context including adjacent heritage properties and their recognition (as above), and any yet unidentified potential cultural heritage resource(s). • Present owner contact information. <p>(b) Background Research and Analysis</p> <ul style="list-style-type: none"> • Comprehensive written and visual research and analysis related to the cultural heritage value or interest of the site (both identified and unidentified): physical or design, historical or associative, and contextual. • A development history of the site including original construction, additions and alterations with substantiated dates of construction. • Research material to include relevant historic maps and atlases, drawings, photographs, sketches/renderings, permit records, land records, assessment rolls, City of Toronto directories, etc. <p>(c) Statement of Significance</p> <ul style="list-style-type: none"> • A statement of significance identifying the cultural heritage value and heritage attributes of the cultural heritage resource(s). This statement will be informed by current research and analysis of the site as well as pre-existing heritage descriptions. This statement is to follow the provincial guidelines set out in the <i>Ontario Heritage Tool Kit</i>. • The statement of significance will be written in a way that does not respond to or anticipate any current or proposed interventions. The City may, at its discretion and upon review, reject or use the statement of significance, in whole or in part, in crafting its own statement of significance (Reasons for Listing or Designation) for the subject property.

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Study	<p style="text-align: center;">Heritage Impact Assessment</p> <p style="text-align: right;">Updated: March 2010</p>
	<ul style="list-style-type: none"> • Professional quality <i>record photographs</i> of the cultural heritage resource in its present state. <p>(d) Assessment of Existing Condition</p> <ul style="list-style-type: none"> • A comprehensive written description and high quality color photographic documentation of the cultural heritage resource(s) in its current condition. <p>(e) Description of the Proposed Development or Site Alteration</p> <ul style="list-style-type: none"> • A written and visual description of the proposed development or site alteration. <p>(f) Impact of Development or Site Alteration</p> <ul style="list-style-type: none"> • An assessment identifying any impact the proposed development or site alteration may have on the cultural heritage resource(s). Negative impacts on a cultural heritage resource(s) as stated in the <i>Ontario Heritage Tool Kit</i> include, but are not limited to: <ul style="list-style-type: none"> – Destruction of any, or part of any, significant heritage attributes or features – Alteration that is not sympathetic, or is incompatible, with the historic fabric and appearance – Shadows created that alter the appearance of a heritage attribute or change the viability of an associated natural feature or plantings, such as a garden – Isolation of a heritage attribute from its surrounding environment, context or a significant relationship – Direct or indirect obstruction of significant views or vistas within, from, or of built and natural features – A change in land use (such as rezoning a church to a multi-unit residence) where the change in use negates the property’s cultural heritage value – Land disturbances such as a change in grade that alters soils, and drainage patterns that adversely affect a cultural heritage resource, including archaeological resources <p>(g) Considered Alternatives and Mitigation Strategies</p> <ul style="list-style-type: none"> • An assessment of alternative options, mitigation measures, and conservation methods that may be considered in order to avoid or limit the negative impact on the cultural heritage resource(s). Methods of minimizing or avoiding a negative impact on a cultural heritage resource(s) as stated in the <i>Ontario Heritage Tool Kit</i> include, but are not limited to: <ul style="list-style-type: none"> – Alternative development approaches – Isolating development and site alteration from significant built and natural features and vistas – Design guidelines that harmonize mass, setback, setting, and materials – Limiting height and density – Allowing only compatible infill and additions – Reversible alterations <p>(h) Conservation Strategy</p> <ul style="list-style-type: none"> • The preferred strategy recommended to best protect and enhance the cultural heritage value and heritage attributes of the cultural heritage resource(s) including, but not limited to: <ul style="list-style-type: none"> – A mitigation strategy including the proposed methods; – A conservation scope of work including the proposed methods; and – An implementation and monitoring plan. • Recommendations for additional studies/plans related to, but not limited to: conservation;

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Study	<p style="text-align: center;"><i>Heritage Impact Assessment</i></p> <p style="text-align: right;">Updated: March 2010</p>
	<p>site specific design guidelines; interpretation/commemoration; lighting; signage; landscape; stabilization; additional record and documentation prior to demolition; and long-term maintenance.</p> <ul style="list-style-type: none"> • Referenced conservation principles and precedents. <p>(i) Appendices</p> <ul style="list-style-type: none"> • A bibliography listing source materials used and institutions consulted in preparing the HIA.
Hyperlinks	<ul style="list-style-type: none"> • City of Toronto's <i>Inventory of Heritage Properties</i> - http://www.toronto.ca/heritage-preservation/heritage_properties_inventory.htm • <i>Ontario Heritage Properties Database</i> - http://www.culture.gov.on.ca/english/heritage/hpd.htm • Parks Canada <i>National Historic Sites of Canada</i> - http://www.pc.gc.ca/progs/lhn-nhs/index_e.asp • <i>Canadian Register of Historic Places</i> - http://www.historicplaces.ca/visit-visite/rep-reg_e.aspx • Parks Canada <i>Standards and Guidelines for the Conservation of Historic Places in Canada</i> - http://www.pc.gc.ca/docs/pc/guide/nldclpc-sqchpc/index_E.asp • Ontario Ministry of Culture's <i>Eight Guiding Principles in the Conservation of Historic Properties</i> - http://www.culture.gov.on.ca/english/heritage/info_sheets/info_sheet_8principles.htm • Ontario Ministry of Culture's <i>Heritage Conservation Principle's for Land Use Planning</i> - http://www.culture.gov.on.ca/english/heritage/info_sheets/info_sheet_landuse_planning.htm • <i>Ontario Heritage Tool Kit</i> - http://www.culture.gov.on.ca/english/heritage/Toolkit/toolkit.htm

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NATURAL HERITAGE IMPACT STUDY TERMS OF REFERENCE

Study	<p style="text-align: center;"><i>Natural Heritage Impact Study</i></p> <p style="text-align: right;">Updated: November 2006</p>
Description	<p>An objective, science-based study, prepared by a qualified expert, of a proposed development's potential impact on the natural heritage system shown on Map 9 of the City of Toronto Official Plan (2006) and ways to mitigate negative impacts on and/or improve the natural heritage system.</p>
Rationale	<p>The authority to request this study is provided by the Planning Act, the 2005 Provincial Policy Statement and the 2006 Toronto Official Plan.</p> <p>The Provincial Policy Statement specifies that natural heritage features and areas shall be protected for the long term and that the diversity and connectivity of natural features and the long-term ecological function and biodiversity of natural heritage systems should be maintained, restored or where possible, improved.</p> <p>The Toronto Official Plan environmental policies recognize the importance of protecting, restoring and enhancing the natural ecosystem which includes the natural heritage system. Policy 3.4.10 states that development is generally not permitted in the natural heritage system illustrated on Map 9. Where the underlying land use designation provides for development in or near the natural heritage system, development will recognize natural heritage values and potential impacts on the natural ecosystem as much as possible; and minimize adverse impacts and, when possible, restore and enhance the natural heritage system.</p>
When Required	<p>All proposed development in or near the natural heritage system will be evaluated to determine the potential for the development to adversely impact the natural heritage system (policy 3.4.12). If it is likely that the development will have negative impacts on the natural heritage system then a Natural Heritage Impact Study may be required to assess these impacts and identify measures to mitigate impacts and/or improve the natural heritage system.</p> <p>A Natural Heritage Impact Study is required in the following circumstances:</p> <ul style="list-style-type: none"> • for any proposed undertaking on lands within the natural heritage system that are particularly sensitive as shown on Map 12 of the Official Plan (see OP policy 3.4.13); and • prior to permitting development in or on lands adjacent to certain provincially significant natural heritage features as defined by the Ministry of Natural Resources (e.g., wetlands, areas of natural and scientific interest) and the City of Toronto (e.g., significant woodlands and valleylands) (see OP policy 3.4.14). <p>Natural Heritage Impact Studies may be required for the following types of applications:</p> <ul style="list-style-type: none"> • Official Plan Amendment • Zoning By-law Amendment (or combined) • Plan of Subdivision • Consent to Sever • Site Plan Control <p>The Community Planner will inform the applicant if a Natural Heritage Impact Study is required. The applicant is responsible for the preparation and cost of the study.</p>

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<p>Study</p>	<p style="text-align: center;"><i>Natural Heritage Impact Study</i></p> <p style="text-align: right;">Updated: November 2006</p>
<p>Required Contents</p>	<p>1.0 Background/Context</p> <p>The following information will be included in the study:</p> <ul style="list-style-type: none"> a) Development site location/address/ownership; b) Description of the proposed development including location of existing and proposed buildings, structures, driveways, parking areas, landscaping, site grading and drainage, underground services and related easements, and other site alteration. c) Map(s) showing the locations of the proposed development elements, the Natural Heritage System, the Ravine By-law, the Valley and Steam Corridor and natural heritage information as indicated below. <p>2.0 Identification of Natural Heritage Features and Functions</p> <p>The natural heritage issues to be addressed will be scoped in consultation with City/agency staff, consultants and through review of site specific information.</p> <p>Where applicable, the following aspects of the natural heritage system will be addressed:</p> <ul style="list-style-type: none"> a) terrestrial natural habitat features and functions including wetlands and wildlife habitat; b) known water courses and hydrologic features and functions; c) significant physical features and landforms; d) riparian zones or buffer areas and functions; e) vegetation communities and species of concern; and f) significant aquatic features and functions <p>Key natural heritage information will be shown on a map in relation to the proposed development including: the limit of the natural heritage features and functions; the location of top-of-bank; the drip line of significant vegetation; the location of any provincially or locally significant features such as wetlands, areas of natural and scientific interest (ANSI's) and environmentally significant areas.</p> <p>The City of Toronto has a natural heritage inventory database which includes information on natural heritage features and functions. The information can be made available to the applicant for the site and surrounding area. Information from Natural Heritage Impact Studies will be used to update the natural heritage inventory database.</p> <p>Information on flora and fauna may need to be collected over a three season period (spring, summer and fall) in order to be complete.</p> <p>In some areas, the location of top-of-bank has already been determined by the TRCA; in other areas its location must be determined/confirmed through site specific field investigation in consultation with TRCA and City staff and may require the landowner/proponent to prepare surveys or geotechnical studies.</p> <p>Natural heritage features and functions of interest may be located on or near to the site. The term near may require interpretation and will depend on the nature of the development (e.g., scale, extent of site alteration) as well as the proximity and type of natural heritage.</p>

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<p>Study</p>	<p style="text-align: center;"><i>Natural Heritage Impact Study</i></p> <p style="text-align: right;">Updated: November 2006</p>
	<p>3.0 Impact Identification and Analysis</p> <p>The impacts of the proposed development, both during construction and after completion, on the natural heritage features and functions will be identified and assessed.</p> <p>Specific impacts may include the number and location of trees or amount of natural or naturalized vegetation to be removed, grade changes, area of stream bed to be disturbed, nature of changes to surface and subsurface runoff, amount of habitat removal/fragmentation/encroachment. Temporary impacts during construction may include habitat disruption, sediment transport and diversion of water flows. Impacts associated with ongoing occupation of the development may include increased noise and lighting, dumping of organic waste.</p> <p>4.0 Responses to Impacts</p> <p>The measures that will be taken to mitigate negative impacts, both during construction and after completion, on the natural heritage features and functions identified in section 2.0 and the effectiveness of these measures will be specified. Where possible, adverse impacts will be avoided rather than mitigated. Mitigation proposals will be specific enough to allow evaluation of the effectiveness of the measures.</p> <p>Development will be set back from the following locations by at least 10 meters, or more if warranted by the severity of existing or potential natural hazards:</p> <ul style="list-style-type: none"> a) the stable top-of-bank of valleys, ravines and bluffs; b) other locations where slope instability, erosion, flooding or other physical conditions present a significant risk to life or property; and c) other locations near the shoreline which may be hazardous if developed because of flooding, erosion or dynamic beach processes. <p>Minor additions or alterations to existing development, replacement structures and accessory structures are exempt from this requirement.</p> <p>Reducing or eliminating impact is preferred over mitigation. In some cases the development will need to be modified to avoid negative impacts. Monitoring and further mitigation may be required or may be part of impact management.</p> <p>The study will describe any measures that will be taken to improve natural heritage features and functions, including measures to compensate for lost features or functions and enhancements to the natural heritage system. As much as possible, improvements will be accommodated in or adjacent to existing natural heritage features on-site before off-site locations are considered. Plans for natural heritage improvement must be approved by the City.</p> <p>5.0 Conclusions/Recommendations</p> <p>Summarize the findings, identify residual impacts that cannot be avoided or fully mitigated. Recommend conditions for development approval including monitoring, if appropriate.</p>

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<p>Study</p>	<p style="text-align: center;"><i>Natural Heritage Impact Study</i></p> <p style="text-align: right;">Updated: November 2006</p>
<p>Comments</p>	<p>Applicants should discuss the purpose, scope and content of the Natural Heritage Impact Study with appropriate City and agency staff before commencing the study.</p> <p>The Natural Heritage Impact Study should be prepared early in the planning process to ensure that the constraints and opportunities associated with natural heritage on or near the site are known and can inform the development. City and agency staff will provide input to the terms of reference and review the report.</p> <p>The Natural Heritage Impact Study should be coordinated with other studies related to fulfilling the following requirements:</p> <ul style="list-style-type: none"> • City of Toronto Ravine By-law (Chapter 658 of the Toronto Municipal Code) • City of Toronto Tree By-law (Chapter 813, Article III of the Toronto Municipal Code) • City of Toronto Wet Weather Flow Management Master Plan • TRCA's Development, Interference with Wetland's and Alterations to Shorelines and Watercourses Regulation (Ontario Regulation 166/06) • The recommendations of local studies such as Watershed Studies, Rouge Management Plan, etc. <p>Where possible, one coherent assessment of impacts related to the natural heritage should be prepared rather than a series of separate studies.</p> <p>The principles and criteria which will be used to evaluate the Natural Heritage Impact Study and its recommendations are those set out in the Planning Act, Provincial Policy Statement, City's Official Plan, and other relevant documents such as the Wet Weather Flow Management Policy.</p>

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NOISE IMPACT STUDY TERMS OF REFERENCE

Study	<p style="text-align: center;"><i>Noise Impact Study</i></p> <p style="text-align: right;">New: March 2010</p>
Description	<p>A technical report that provides a written description of the impact of noise generated by a proposed development on the surrounding environment, the impact of noise from the surrounding environment on the proposed development and the impact of noise from the proposed development on itself as well as mitigation measures to reduce any negative impacts.</p> <p>The report:</p> <ol style="list-style-type: none"> 1. provides a written description of: <ul style="list-style-type: none"> • the impact of noise generated by a proposed development on the surrounding environment; • the impact of noise from the surrounding environment on the proposed development and; • the impact of noise from the proposed development on itself. 2. Details of all measures proposed to mitigate or reduce the anticipated negative noise impacts. <p>This Noise Impact Study is to be prepared, on behalf of the applicant, by a Consultant that is either an accredited Acoustic expert or a qualified Professional Engineer.</p>
When Required	<p>Noise Impact (Feasibility and/or Detailed Assessment) Studies may be required to support the following applications for developments:</p> <ul style="list-style-type: none"> • Zoning By-law Amendment • Site specific zoning by-law • Site Plan Control • Plans of Subdivision • Consent to Sever <p>Noise impact Studies may also be a requirement of a site specific zoning by-law.</p> <p>The requirement for a Noise Impact Study may be a condition of initial approval of the proposed development.</p>
Rationale	<p>Official Plan Section 2.2.4 (Policy 6) requires that development adjacent to or nearby <i>Employment Districts</i> should be appropriately designed, buffered and/or separated from industries as necessary to mitigate adverse affects including those from noise to promote safety and security.</p> <p>Official Plan Section 3.4 (Policy 21) refers to the possible requirement of a study in cases where uses such as airports, transportation/rail infrastructure, corridors and yards, waste management facilities and industries are adjacent to sensitive land uses such as residences, educational and health facilities to appropriately design, buffer, and/or separate the facilities and uses from each other to prevent adverse effects from noise :</p> <p>To assist in identifying impacts and mitigative measures, the proponent may be required to prepare studies in accordance with guidelines established for this purpose. The proponent will be responsible for implementing any required mitigative measures.</p>

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Study	<p style="text-align: center;">Noise Impact Study</p> <p style="text-align: right;">New: March 2010</p>
	<p>In addition to sensitive land uses, the Official Plan in Section 4.6 (Policy 6(f)) deals with mitigation of the effects of noise among other things in order to create competitive, attractive, highly functional <i>Employment Areas</i>. In addition, Section 3.2.3 (Policy 3) requires that the effects of nearby development including noise be minimized as necessary to preserve the quality of parks and open spaces.</p> <p>4.1 (policy 2 and 3 (b)), 4.6 (Policy 6(i) (iv) and 7 (b))</p>
Required Contents	<p>During pre-application consultation, City Planning staff will work with the applicant's consultant to determine if such a report is required and, if so, the specific requirements of the Study, based on the nature of the proposed application and the context of the study area.</p> <p>The Study should include, but is not necessarily limited to:</p> <ul style="list-style-type: none"> • Details of assessment criteria • Methods and assessment locations and the appropriate figures and charts showing the detailed results including how the development complies with the City of Toronto Noise By-Law (Chapter 591 of the Toronto Municipal Code) and any other published criteria, guidelines and acceptable noise levels at similar land uses in the City of Toronto including the Ministry of the Environment's (MOE) minimum standards for noise impacts for stationary uses, road and rail traffic, and air traffic, as applicable See also Noise Assessment Criteria in Land Use Planning Publication LU-131: http://www.ene.gov.on.ca/envision/gp/3372e.pdf • Identification and analysis of the impact of noise from the proposed development on adjacent streets, parks and properties • Identification and analysis of the impact of all noise generated from the immediately surrounding area, including without limiting the foregoing, the operations of the airports, transportation/rail infrastructure, corridors and yards, waste management facilities, industries and other noise generating uses on the proposed development • Identification and analysis of the impact of all noise generated within the proposed development on itself • Recommendations for noise mitigation and any adjustments to the site plan and architectural design, as are necessary to comply with relevant regulations and standards including the need for filing Certificates of Approval (Air & Noise) to the Ministry of the Environment <p>NOTE: A municipality or planning board may wish to hire an outside consultant to review selected technical reports submitted in support of a development application where there is no in-house expertise available).</p>

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VIBRATION STUDY TERMS OF REFERENCE

Study	<p style="text-align: center;"><i>Vibration Study</i></p> <p style="text-align: right;">New: March 2010</p>
Description	<p>A technical report that provides a written description of the impact of vibration generated by a proposed development on the surrounding environment, the impact of vibration of the surrounding environment on the proposed development and the impact of vibration of the proposed development on itself as well as mitigation measures to reduce any negative impacts.</p> <p>The report:</p> <ol style="list-style-type: none"> 1. Describes the impacts of: <ul style="list-style-type: none"> • the anticipated vibration generated by a proposed development on the existing environment; • the vibration generated by the existing environment on the proposed development; and; • the anticipated vibration generated by the proposed development on itself. 2. Details all measures proposed to mitigate or reduce the anticipated negative vibration impacts. <p>This Vibration Study is to be prepared, on behalf of the applicant, by a Consultant that is either an accredited Acoustic expert or a qualified Professional Engineer.</p>
When Required	<p>Vibration Studies may be required to support the following applications for developments:</p> <ul style="list-style-type: none"> • Zoning By-law Amendment • Site specific zoning by-laws • Site Plan Control • Plans of Subdivision • Consent to Sever <p>Vibration Studies may also be a requirement of a site specific zoning by-law.</p> <p>The requirement for a Vibration Study may be a condition of initial approval of the proposed development.</p>
Rationale	<p>Official Plan Section 2.2.4 (Policy 6) requires that development adjacent to or nearby <i>Employment Districts</i> should be appropriately designed, buffered and/or separated from industries as necessary to mitigate adverse affects including those from vibration to promote safety and security.</p> <p>Official Plan Section 3.4 (Policy 21) refers to the possible requirement of a study in cases where uses such as airports, transportation/rail infrastructure, corridors and yards, waste management facilities and industries are adjacent to sensitive land uses such as residences, educational and health facilities to appropriately design, buffer, and/or separate the facilities and uses from each other to prevent adverse effects from vibration:</p> <p style="padding-left: 40px;">To assist in identifying impacts and mitigative measures, the proponent may be required to prepare studies in accordance with guidelines established for this purpose. The proponent will be responsible for implementing any required mitigative measures.</p> <p>In addition to sensitive land uses, the Official Plan in Section 4.6 (Policy 6(f)) deals with</p>

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Study	<p style="text-align: center;"><i>Vibration Study</i></p> <p style="text-align: right;">New: March 2010</p>
	<p>mitigation of the effects of noise among other things in order to create competitive, attractive, highly functional <i>Employment Areas</i>.</p>
Required Contents	<p>During pre-application consultation, City Planning staff will work with the applicant's consultant to determine if such a report is required and, if so, the specific requirements of the Study based on the nature of the proposed application and the context of the study area.</p> <p>The Study should include, but is not necessarily limited to:</p> <ul style="list-style-type: none"> • Details of assessment criteria • Methods and assessment locations and the appropriate figures and charts showing the detailed results including how the development complies with the standard as reference in the policy document recommended by CNR and CPR in the case of new residential development adjacent to transportation/rail infrastructure induced vibration or other published criteria, guidelines and acceptable vibration levels at similar land uses in the City of Toronto; • Identification and analysis of the impact of all vibration from the proposed development on adjacent streets, parks and properties; • Identification and analysis of the impact of all vibration generated within the immediately surrounding area, including without limiting the foregoing, the operations of the airports, transportation/rail infrastructure, corridors and yards, waste management facilities, industries and other vibration generating uses on the proposed development; • An analysis of the impact of the proposed development on itself; and • Recommendations for vibration mitigation and any adjustments to the site plan and architectural design, as are necessary to comply with relevant regulations and standards. <p>NOTE: The City of Toronto may wish to hire an outside consultant, at the expense of the applicant, to review selected technical reports submitted in support of a development application where there is no in-house expertise available).</p>

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LOADING STUDY TERMS OF REFERENCE

Study	<p style="text-align: center;"><i>Loading Study</i></p> <p style="text-align: right;">Updated: November 2006</p>
Description	<ul style="list-style-type: none"> • To determine the appropriate loading requirements of a proposed development. • To justify any deviation between this loading requirement and the loading requirements (number and size of loading spaces) of the applicable Zoning By-law • To ensure that the loading requirements are adequate for each phase of development including the ultimate development scenario • To identify alternative strategies to satisfy the loading requirements of the development (i.e., shared loading opportunities, delivery time restrictions, off-site loading depots, etc.)
When Required	<p>A Loading Study may be required for the following application types:</p> <ul style="list-style-type: none"> • Zoning By-law Amendment seeking to amend the requirements for loading facilities or when the proposed loading facilities are not considered adequate for the proposed use. • Consent to Sever or Minor Variance applications • Site Plan Control Applications
Rationale	<p>Objective</p> <p>The objective of a Loading Study is to estimate the loading demand generated by a development and, on this basis, to establish the number and size of on-site loading spaces that should be provided, recognizing the site constraints and local conditions. Alternatively, a loading strategy could be developed to identify how the loading demands of the project can be satisfied. This work may be required to justify the requested amendment to the Zoning By-law.</p> <p>Format</p> <p>A Loading Study is prepared by a qualified transportation consultant and includes sufficient details to inform decisions regarding the provision of loading requirements for a development.</p> <p>Process</p> <p>A Loading Study, when required, is to be submitted in conjunction with the development application. The applicant is encouraged to discuss the need for a study and its contents with City staff prior to preparation of a study.</p> <p>Principles</p> <p>A Loading Study must be based on established loading activity rates supplemented by any available local survey data or experience. A Loading Study must recognize the general principle that the loading demand generated by a development or re-development should generally be satisfied on-site and that the development should not rely on on-street loading to satisfy the demands. This work may include provisions for shared facilities.</p>
Required Contents	<p>A Loading Study should include the following information:</p> <ol style="list-style-type: none"> 1. Location plan of the subject property

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Study	<p style="text-align: center;"><i>Loading Study</i></p> <p style="text-align: right;">Updated: November 2006</p>
	<ol style="list-style-type: none">2. Property description3. Owner/Consultant contact4. Inventory of any on-site loading facilities5. Utilization of existing facilities during peak periods of loading demand6. Estimate of the loading demand generated by each phase of the development including, where applicable:<ul style="list-style-type: none">• Types of loading/delivery/service vehicles• Frequency and duration of deliveries, by type of vehicle• Time of deliveries, by type of vehicle7. Plans illustrating the movement of vehicles entering and exiting the loading space(s), including turnaround maneuvers.8. Plans illustrating the service connections between the loading facilities and the various parts of the development that the loading spaces are intended to serve.9. An assessment of the feasibility and appropriateness of shared loading on the site.10. A loading strategy if the peak loading demand cannot be accommodated on-site.

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PARKING STUDY TERMS OF REFERENCE

Study	<p style="text-align: center;"><i>Parking Study</i></p> <p style="text-align: right;">Updated: November 2006</p>
Description	<ul style="list-style-type: none"> • To determine the appropriate parking requirements of a proposed development. • To justify any deviation between this parking supply and the parking requirements (number and size of parking spaces) of the applicable Zoning By-law. • To ensure that the parking requirements are adequate for each phase of development including the ultimate development scenario. • To identify alternative strategies to satisfy the parking requirements of the development (i.e., shared parking opportunities, payment-in-lieu, off-site parking, etc.)
When Required	<p>A Parking Study may be required for the following application types:</p> <ul style="list-style-type: none"> • Zoning By-law Amendment seeking to amend the requirements for parking facilities or when the proposed parking supply is not considered adequate for the proposed use. • Plans of Condominium (if the application is to convert an existing rental property to condominium tenure). • Consent to Sever or Minor Variance applications. • Site Plan Control Applications
Rationale	<p>Objective The objective of a Parking Study is to estimate the parking demand generated by a development and, on this basis, to establish the number and size of on-site parking spaces that should be provided, recognizing the site constraints and local conditions. Alternatively, a parking strategy could be developed to identify how the parking demands of the project can be satisfied. This work may be required to justify the requested amendment to the Zoning By-law.</p> <p>Format A Parking Study is prepared by a qualified Transportation Consultant and includes sufficient details to inform decisions regarding the provision of an appropriate supply of parking for a development.</p> <p>Process A Parking Study, when required, is to be submitted in conjunction with the development application. The applicant is encouraged to discuss the need for a study and its contents with City staff prior to the preparation of a study.</p> <p>Principles A Parking Study must be based on established parking rates for different land uses and supplemented by any available local survey data or experience. A Parking Study must recognize the general principle that the parking demand generated by a development or re-development should generally be satisfied on-site and that the development should not rely on on-street parking or off-street public parking to satisfy the demands. This work may include provisions for shared facilities.</p>
Required Contents	<p>A parking study should include the following information:</p> <ol style="list-style-type: none"> 1. Location plan of the subject property

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Study	<p style="text-align: center;"><i>Parking Study</i></p> <p style="text-align: right;">Updated: November 2006</p>
	<ol style="list-style-type: none">2. Property description3. Owner/Consultant contact4. Inventory of parking facilities in the area<ul style="list-style-type: none">• On-site parking• On-street parking• Off-street public parking in the area5. Utilization of existing facilities during peak periods of parking demand6. Estimate of the parking demand generated by each component of the development including, where applicable:<ul style="list-style-type: none">• Residents• Employees• Visitors/Customers/Patrons7. An assessment of the feasibility and appropriateness of shared parking on the site8. A parking strategy if the parking demand cannot be accommodated on-site9. Information and plans showing the location of any off-site parking and the lease arrangements for this parking

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TRAFFIC OPERATIONS ASSESSMENT TERMS OF REFERENCE

Study	<p style="text-align: center;"><i>Traffic Operations Assessment</i></p> <p style="text-align: right;">Updated: November 2006</p>
Description	<ul style="list-style-type: none"> • To analyze the potential traffic impact of a Site Plan Control application on existing/proposed access driveways and on-site vehicle circulation. • To determine any locations on the adjacent road network where potential operational concerns may occur and identify mitigating measures where required.
When Required	<p>May be required for Site Plan Control applications that are particularly high traffic generating uses and/or when the site driveway operations could negatively impact the operations of abutting public streets.</p> <p>May also be required for Zoning By-law Applications and Plans of Subdivision Applications.</p>
Rationale	<p>Objective</p> <p>The objective of a Traffic Operations Assessment is to identify the feasibility and safety of the existing and proposed access driveways and internal vehicle circulation. The authority to request this work is provided by Policy 2.4.2 of the City's Official Plan.</p> <p>Format</p> <p>A Traffic Operations Assessment is prepared by a qualified transportation consultant and includes sufficient details to inform decisions regarding the impact of a development on existing and proposed access driveways, and, if required, to identify mitigation measures.</p> <p>Process</p> <p>A Traffic Operations Assessment, when required, is to be submitted in conjunction with the development application. The applicant is encouraged to discuss the need for an assessment and its contents with City staff prior to its preparation.</p> <p>Principles</p> <p>A Traffic Operations Assessment must be based on established transportation principles and supplemented by any available local survey data or experience. The assessment is limited to analyzing existing and proposed access driveways to the public road system, pedestrian connections to sidewalks and bus stops, parking layout and internal vehicle circulation (i.e., drive-through facility, pick-up and drop-off, truck maneuvering, etc.).</p>
Required Contents	<p>A Traffic Operations Assessment should include the following information:</p> <ol style="list-style-type: none"> 1. Location plan of the subject property. 2. Property description. 3. Owner/Consultant contact. 4. Transportation context for horizon year and time periods for analysis. 5. Estimate of travel demand generated by different development scenarios. 6. Evaluation of site-generated traffic impacts on site access and parking issues. 7. Identification of mitigation measures. 8. Supporting data used in the analyses. 9. Pedestrian connections to sidewalks and bus stops. 10. Handicapped access issues. <p>Refer to Guidelines for the Preparation of Transportation Impact Studies for further details, including criteria governing the need for this study.</p>

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TRANSPORTATION IMPACT STUDY TERMS OF REFERENCE

Study	<p style="text-align: center;"><i>Transportation Impact Study</i></p> <p style="text-align: right;">Updated: November 2006</p>
Description	<ul style="list-style-type: none"> • To establish the merits of a development and to assist in determining the justification for its approval. • To assess the transportation impact of a development. • To determine improvements to infrastructure, service upgrades and mitigation measures to reduce any negative impacts of a development. • To identify an appropriate travel demand management strategy.
When Required	<p>A Transportation Impact Study may be required for the following application types:</p> <ul style="list-style-type: none"> • Official Plan Amendment • Zoning By-law Amendment • Plans of Subdivision • Site Plan Control Application
Rationale	<p>Objective The objective of a Transportation Impact Study is not only to evaluate the effects of a development or re-development on the transportation system, but also to suggest any transportation improvements that are necessary to accommodate the travel demands and impacts generated by the development.</p> <p>Format A Transportation Impact Study is prepared by a qualified transportation consultant and must follow the <i>Guidelines for the Preparation of Transportation Impact Studies</i> published and updated periodically by the City.</p> <p>Process A Transportation Impact Study, when required, is to be submitted in conjunction with the development application. The applicant is encouraged to discuss the need for a study and its contents with City staff prior to preparing any study.</p> <p>Principles A Transportation Impact Study must be based on established transportation planning and traffic engineering principles and supplemented by any available local survey data or experience. The study has to demonstrate good planning principles cognizant of the Official Plan and Secondary Plan policies and objectives. It must provide a balanced approach between facilitating development and protecting stable areas.</p> <p>It should also ensure equitable access to the transportation system by all users, including transit, pedestrians, cyclists, private automobiles and trucks. The overall goal is to integrate development with the existing and future transportation systems and to ensure the transportation supply and demand are optimized in a manner consistent with relevant policies, guidelines and criteria.</p> <p>The Transportation Impact Study may also incorporate the requirements of the City's Loading and Parking Studies.</p> <p>The authority to request this work is Provided by Policy 2.4.2 of the City's Official Plan.</p>
Required Contents	<p>A Transportation Impact Study should include the following information:</p>

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Study	<p style="text-align: center;"><i>Transportation Impact Study</i></p> <p style="text-align: right;">Updated: November 2006</p>
	<ol style="list-style-type: none">1. Location plan of the subject property.2. Property description.3. Owner/Consultant contact.4. Transportation context for horizon year and time periods for analysis.5. Estimate of travel demand generated by different development scenarios.6. Evaluation of transportation impacts of site-generated traffic/transit demands.7. Identification of transportation system improvements required to mitigate adverse impacts.8. Assessments of parking and access issues.9. Supporting data used in the analyses. <p>Refer to <i>Guidelines for the Preparation of Transportation Impact Studies</i> for further details, including criteria governing the need for this study.</p>

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SERVICING REPORT TERMS OF REFERENCE

Study	<p style="text-align: center;"><i>Servicing Report</i></p> <p style="text-align: right;">Updated: November 2006</p>
Description	<ul style="list-style-type: none"> • To determine the overall impact on the trunk and local municipal service capacities, such as: water treatment plant, water distribution systems and pressure zones, pump stations, wastewater treatment plants, trunk sewers and stormwater management facilities, etc. due to the proposed change in land use or development. • To determine the necessary improvements to municipal servicing infrastructure required to support the proposed level of development. • To determine mitigation measures to minimize any negative impacts.
When Required	<p>A Servicing Report is required for the following application types:</p> <ul style="list-style-type: none"> • Zoning By-law Amendment • Plans of Subdivision • Plans of Condominium • Consent to Sever • Site Plan Control Applications
Rationale	<p>Objective</p> <p>The objective of a Servicing Report is to evaluate the effects of a proposed change in land use or development on the City's municipal servicing infrastructure and watercourses. The report should also address the adverse impacts, if any, of providing this servicing on any environmentally sensitive features (e.g., Areas of Natural and Scientific Interest, Environmental Sensitive Areas and hydrologically sensitive areas). The report also identifies and provides the rationale for any new infrastructure and upgrades to existing infrastructure necessary to provide for adequate servicing to the proposed change in land use or development.</p> <p>Format</p> <p>A Servicing Report is prepared by a Registered Professional Engineer qualified in municipal engineering. The report must include sufficient details for City staff to determine the financial and infrastructure implications of servicing the proposed development. The submission must include reports, plans (e.g., engineering, drainage area, etc.), computer modelling results and design calculations relating to the designs and upgrades of municipal services.</p> <p>Process</p> <p>A Servicing Report is to be submitted in conjunction with the development application. The applicant is encouraged to discuss the need and scope for a study and design assumptions of the proposed servicing schemes with City staff prior to preparing the study.</p> <p>An Environmental Impact Study may also be required to address the impact of development on water resources features or functions on and off site.</p> <p>Principles</p> <p>A Servicing Report must be based on established municipal engineering design principles, applicable guidelines (e.g., Ministry of the Environment guidelines), regulations and by-laws, and infrastructure information available from the City. Particular attention should be paid to the City's Sewer Use By-law (By-law 457-2000) and the objectives under the Water Efficiency Plan and the Wet Weather Flow Management Policy.</p> <p>The authority to request this work is provided by the <i>Planning Act</i>, the Official Plan, the Provincial</p>

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Study	<p style="text-align: center;"><i>Servicing Report</i></p> <p style="text-align: right;">Updated: November 2006</p>
	<p>Policy Statement, the Council approved Wet Weather Flow Management Policy and Chapter 681 of the Municipal Code – Sewer.</p>
Required Contents	<p>A Servicing Report must address following components:</p> <ul style="list-style-type: none"> ▪ Water Consumption – estimated consumption, current capacities of trunk systems, phasing, net impact due to the proposed change in land use or development, need for expansion and upgrades. ▪ Sanitary Sewage – estimated discharge, current capacities of trunk systems, net impact due to the proposed change in land use or development, need for expansion and upgrades. ▪ Storm Drainage – For Official Plan Amendment & Zoning By-law Amendment: equivalent to a Preliminary Stormwater Management Report (see Stormwater Management Report Terms of Reference), estimated volume of run-off, opportunities and options for attenuation and infiltration, concepts for quality control of run-off, current capacities of trunk systems (i.e., storm sewers and watercourses), net impact due to the proposed change in land use or development, need for expansion and upgrades. For Plans of Subdivision, the storm drainage issues will be addressed in accordance with the Stormwater Management Report requirements set out in the Stormwater Management Terms of Reference. ▪ Phasing of development and construction staging. ▪ Financial implications of infrastructure expansion and upgrades. <p><u>The report includes the following information:</u></p> <ol style="list-style-type: none"> 1. Location map of the subject property 2. Property description 3. Present owner contact 4. Information on the magnitude of the proposed development, including preliminary site, lots and street layouts, etc. 5. Basic design assumptions and parameters 6. Information related to existing surface and underground storm, sanitary and water services (e.g., location, size, grade and invert elevations, etc.) 7. Supporting calculations such as sanitary sewer design calculations 8. Identify upgrades to existing infrastructure required to support the proposed development 9. Plans and profiles of sewers in an appropriate scale 10. The proposed basement and ground floor elevations of all buildings to be constructed
Comments	<p>The level of detail for the Servicing Report depends on the type of application and the size of the development. For example, a report for an Official Plan or Zoning By-law Amendment will be more conceptual compared with a report for Plans of Subdivision, which will include more details.</p>

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STORMWATER MANAGEMENT REPORT TERMS OF REFERENCE

	<p><i>Stormwater Management Report</i></p> <p style="text-align: right;">Updated: March 2010</p>
<p>Description</p>	<ul style="list-style-type: none"> • To identify the quality and quantity impacts of the change in stormwater runoff on existing infrastructure and watercourses due to a proposed development. • To determine improvements to municipal servicing infrastructure required to support the proposed level of development, where applicable • To determine mitigation measures to minimize any negative impacts on the drainage system. • To identify opportunities for enhancement of stormwater management facilities and features in redevelopment sites.
<p>When Required</p>	<p>A Stormwater Management Report is required for the following application types:</p> <ul style="list-style-type: none"> • Zoning By-law Applications • Plans of Subdivision • Plans of Condominium • Consent to Sever • Site Plan Control applications
<p>Rationale</p>	<p>Objective The objective of a Stormwater Management Report is to evaluate the effects of a proposed development on the stormwater and drainage system, and to recommend how to manage rainwater/snowmelt for the proposed development, consistent with the City's Wet Weather Flow Management Policy and while also meeting TRCA, provincial and federal regulations.</p> <p>Format A Stormwater Management Report is prepared by a Registered Professional Engineer qualified in municipal engineering/stormwater management, and must include all appropriate reports, plans, computer modeling results and design calculations relating to how storm run-off is to be managed.</p> <p>*Regardless of the size or nature of the proposed development, the consultant is responsible for providing a SWM report that strictly complies with the requirements of the WWFM Guidelines. If the consultant feels that a specific development should be exempt from any or all SWM requirements based on the type/size of development as provided for in the WWFM Guidelines, he/she must still submit a report (in some cases a letter report is acceptable) clearly referencing the relevant section(s) in the WWFM Guidelines and how they apply to the proposed development.</p> <p>Process A Stormwater Management Report is to be submitted in conjunction with the development application. The applicant is encouraged to discuss the need, scope and the proposed stormwater management concepts and design assumptions with City staff prior to preparing the report. The report is to be submitted in two stages. For complex Site Plan Control applications, the Stage 1 and Stage 2 reports are to be submitted in conjunction with the development application and must be accepted prior to Site Plan approval.</p> <p>Stage 1 - The Stage 1 Report outlines the design assumptions and conceptual engineering schemes to manage both quantity and quality of run-off. The Stage 1 Report is to be submitted when the application is initiated and must be accepted prior to draft plan approval of a Plan of Subdivision or a prior to the acceptance of a Rezoning application if it is being submitted in conjunction with a site plan application.</p>

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	<p style="text-align: center;">Stormwater Management Report</p> <p style="text-align: right;">Updated: March 2010</p>
	<p>Stage 2 - The Stage 2 Report provides the detailed calculations and the design of the stormwater management facilities and drainage systems based on the accepted principles in the Preliminary Report, and must be accepted prior to , or in conjunction with, the final acceptance of the engineering drawings.</p> <p>For Site Plan Control applications, the Stage 2 Report is to be submitted in conjunction with the development application and must be accepted prior to site plan approval.</p> <p>An Environmental Impact Study may be required to address the impact of development on water resources features or functions on and off site that may not be included in a Natural Heritage Impact Study (see EIS Terms of Reference).</p> <p>An Environmental Impact Study may also be required to address the impact of development on water resources features or functions on and off site.</p> <p>Principles A Stormwater Management Report must be based on:</p> <ul style="list-style-type: none"> • established stormwater management principles, • best management practices, • the Ministry of the Environment Policies and design guidelines • the Wet Weather Flow (WWF) Management Policy and • Wet Weather Flow (WWF) Management Guideline (Interim, Nov. 2006). <p>The use of the rational method shall be used as per the WWF Guideline. Further analysis may be required for areas basement flooding and high infiltration as per the WWF Policy: http://www.toronto.ca/water/protecting_quality/wwfmp_guidelines/index.htm</p> <p>The authority to require this work is provided by the <i>Planning Act</i>, the Provincial Policy Statement, the Official Plan, the Wet Weather Flow Management Policy and Chapter 681 of the Municipal Code – Sewer.</p>
<p>Required Contents</p>	<p>The level of detail for the Stormwater Management Report depends on the type and scope of application, the size of the development and the types of stormwater management schemes proposed. For example, a report for a Plan of Subdivision will typically be more complex than a report in support of a Site Plan Control application.</p> <p>A Stormwater Management Report must include the basic quantity and quality assumptions upon which the report is based, and all appropriate functional plans of infrastructure elements for major and minor flow, which could have an impact on the layout of the Plan of Subdivision or site and building design.</p> <p>These infrastructure elements may include stormwater management facilities, all water resources features and functions (i.e., watercourses, riparian areas, recharge/discharge areas), existing overland flow routes, surface features (i.e., top of bank of valleys) and existing infrastructure (i.e., water and wastewater infrastructure and underground utilities).</p> <p>Where a development proposal may impact a water resources features or function, the Stormwater Management Report must incorporate into the design the recommendations from the separate Environmental Impact Study referenced above.</p>

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	<p style="text-align: center;">Stormwater Management Report</p> <p style="text-align: right;">Updated: March 2010</p>
	<p>The Stage 1 Report must provide sufficient engineering information to allow for the necessary review and acceptance of the proposed stormwater management schemes in principle. This report should address the following:</p> <ul style="list-style-type: none"> ▪ Identify existing stormwater management requirements that apply specifically to the site. ▪ Identify constraints and potential opportunities – quantitative, qualitative, erosion sensitivity and environmental concerns related to water resources for both interim and ultimate development conditions, both on and off site. ▪ Identify the inlets (from upstream) and outlet (to downstream) for the minor and major systems, including overland flow routes. ▪ Identify all internal and external drainage areas under existing and future development conditions for minor and major flows. ▪ Demonstrate that the proposal has maximized source control measures to reduce runoff from the site and maximized conveyance control measures to infiltrate and/or treat run-off as appropriate consistent with water quantity and quality objectives and targets under the Wet Weather Flow Management Policy. ▪ Indicate if off-site land or works are required to implement the stormwater management proposals and comment to what extent (e.g. easements, dedication, land acquisition, etc.) ▪ Indicate the interim measures required for erosion, pond siltation and sedimentation, downstream works, riparian flow considerations, during the construction phase. ▪ Indicate if other agencies are required to grant approvals or issue permits (such as TRCA if the project is within their jurisdiction) and provide proof of approvals. ▪ Submit plans and calculations to support the proposals. <p>In addition, the Stage 1 report must include the following information:</p> <ol style="list-style-type: none"> 1. Location map of the subject property 2. Property description 3. Present owner contact 4. An external drainage plan including all upstream lands and any diversion of drainage routes 5. An internal drainage plan including flood and fill lines and overland flow routes 6. Schematic layout of existing and proposed sanitary and storm sewer networks 7. Schematic layout of the subwatershed showing the main watercourse, tributaries and trunk sewers 8. Provide descriptions of pre-development and post-development conditions, statistics and respective storm release rates. 9. Any supporting calculations, reports and drawings, such as: <ul style="list-style-type: none"> ▪ Calculation of surface run-off, the ponding elevation water elevations corresponding to the required level of controls ▪ Calculation of existing run-off coefficient and release rates ▪ Calculation of permissible release rate and required on site storage ▪ Methods of run-off attenuation and on site storage ▪ Measures to maintain or improve water quality ▪ Measures to minimize impact of run-off downstream including on erosion, flooding etc. 10. Ontario Ministry of the Environment Certificate of Approval and related documents if applicable 11. Geotechnical Reports and & Hydro-geological Studies where applicable (see terms of reference for these studies)

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	<p style="text-align: center;">Stormwater Management Report</p> <p style="text-align: right;">Updated: March 2010</p>
	<p>The Stage 2 Report must include detailed analyses (computer modeling results and calculations) and design of the major and minor systems and proposed stormwater management facilities based on the proposed design concepts and parameters accepted in the Preliminary Report.</p> <p><u>Contents</u></p> <p>The Stormwater Management Report (Stage 2) must also include the following contents where applicable:</p> <ul style="list-style-type: none">• Separate site servicing and grading drawings• Storm and surface water drainage directions, major overland and emergency overland flow routes, site ponding limits with corresponding storage volumes and control facilities• Proposed roof control devices location, type, control release rates and corresponding storage volumes for flat roof portions• Storage volume calculation provided for all non-residential developments, residential developments greater than 0.5 hectares• Run-off co-efficient calculation for pre-development conditions for all non-residential developments, residential developments greater than 0.5 hectares upon request• Waster Harvesting process and all supporting calculations <p><u>Swales, Ditches, Channels, Inlet and Outlet Structures</u></p> <ul style="list-style-type: none">• Calculation and/or summary information to support erosive protection provided• Hydraulic calculations on sketches for proposed sections• Calculation of storage volumes for the required level of controls for surface and roof ponding areas• In-situ percolation rate test results for proposed infiltration/exfiltration facilities done at the proposed facility location <p><u>Subdivision Applications</u></p> <p><i>Residential</i></p> <ul style="list-style-type: none">• Calculations for all high water level for all overland flow routes• Where traffic calming devices are proposed, calculations showing proposed high water levels for minor and major storms every 5m minimum up-stream of the device <p><i>Industrial / Commercial / Mixed Use</i></p> <ul style="list-style-type: none">• Allowable discharge rates per site <p><u>Site Plan Applications</u></p> <ul style="list-style-type: none">• Schematic layout of roof drain controls and ponding volumes and corresponding level of controls when roof top controls are proposed• Report from qualified engineer on the flood proofing of reverse driveways <p><u>Drawings</u></p> <p>Specific drawing requirements for stormwater management reports include:</p> <ul style="list-style-type: none">• Separate pre-development and post-development drainage area for all sites over 5 hectares• Separate pre-development and post-development drainage areas when a change to the drainage areas has been proposed• Major overland flow route (s)

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	<p style="text-align: center;">Stormwater Management Report</p> <p style="text-align: right;">Updated: March 2010</p>
	<ul style="list-style-type: none"> • Emergency overland flow routes for storm events beyond the specified major storm and in case of blockage or failure of the drainage system • Location of all flow controls, type of control, manufacturer, model number, sizing, number of weirs (where applicable), release rates and any other information specific to the control device (s) • High water elevations corresponding to the required level of controls <p><u>Swales, Ditches and Channels</u></p> <ul style="list-style-type: none"> • Typical cross sections • Top of slope, bottom of slope, top of bank, flood limits for major storms • Spot elevations every 20m (We are using a 6m spacing on grading plans?) or as required for top of slope, bottom of slope, top of bank, flood limits, inverts and intermediate grades where applicable • Material specifications <p><u>SWM Facilities</u></p> <ul style="list-style-type: none"> • Separate servicing and grading drawings • Maximum ponding elevations for major, minor and other relevant storms with respective storage volumes • Cross-sections of outlet channels where applicable • Cross-section (s) of facility • Details of erosion controls both temporary and permanent • Minimum 5m wide (excluding shoulders) access route for maintenance • Fencing, signage details • Landscaping plans and details • Schematic of water harvesting process <p><u>Site Plan Applications</u></p> <ul style="list-style-type: none"> • General grading information including clearly discernible existing and proposed elevations at 6m intervals along property lines, driveways, sidewalks, walkways and trees to be preserved • Separate servicing and grading drawings except for single family residential units • Proposed elevations at 6m intervals along all building and structure perimeters and building entrances • Quality and quantity control devices including manufacturer, model number, size and release rates • Building finished floor elevations and door sill elevations • Ground surface and roof top ponding area limits and elevations for major and minor storms with respective storage volume provided • Water harvesting collection and inlet capacity <p><u>Subdivision Applications</u></p> <ul style="list-style-type: none"> • External drainage area with inlet and outlet locations • Separate erosion control plans for construction and permanent conditions • Building finished floor elevations and door sill elevations • Separate drawings for pre-development and post-development drainage areas • Storm drainage area for minor and major flows • General grading directions including minor and major overland flow routes • Emergency overland flow routes for storm events beyond the specified major storm and

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	<p style="text-align: center;"><i>Stormwater Management Report</i></p> <p style="text-align: right;">Updated: March 2010</p>
	<p style="text-align: center;">in case of blockage or failure of the drainage system</p>
Comments	<p>The level of detail for the Stormwater Management Report depends on the type of application, the size of the development and the types of stormwater management schemes proposed.</p>

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GEOTECHNICAL STUDY/ HYDROGEOLOGICAL REVIEW TERMS OF REFERENCE

Study	<p style="text-align: center;"><i>Geotechnical Study / Hydrogeological Review</i></p> <p style="text-align: right;">New: March 2010</p>
Description	<p>A Geotechnical Study is an objective, science-based study, prepared by a qualified expert (Geotechnical Engineer/Consultant) that analyses soil composition to determine its structural stability and its ability to accommodate development by conducting a sub-surface investigation. The study will be used to guide land use planning, the design and construction of buildings, municipal roads and services as well as to determine feasibility for infiltration of groundwater, if part of the proposal. A hydrogeological review prepared by a qualified expert (Hydro-geotechnical Engineer/Consultant) is to be included where specifically warranted.</p>
When Required	<p>The Community Planner will inform the applicant if a Geotechnical Study and/or a hydrogeological review is required.</p> <p>These studies or reviews may be required for the following types of applications:</p> <ul style="list-style-type: none"> • Zoning By-law Amendment; • Plan of Subdivision; • Consent to Sever; and • Site Plan Control <p>Geotechnical Studies is required for the design and construction of municipal roads and all developments.</p> <p>Hydro-geological reviews are required for Plans of Subdivision, while information on permeability of the soils to determine the feasibility of infiltration is generally required for Site Plan Control applications.</p> <p>Also, hydro-geological assessment would be required if one or more of the following conditions exist as they may present significant challenges in the design and construction stages:</p> <ul style="list-style-type: none"> • Reliance on infiltration techniques is proposed; and/or • Relatively high (1 m below lowest basement or less than 3.5m of the proposed building finished floor elevation.) groundwater table and/or significant fluctuations in groundwater table that may affect proposed municipal infrastructure; and/or • Dewatering is required in excess of 50,000 l/day (in conjunction with an MOE Permit to Take Water, the City must sign off on the hydrogeological assessment and proposed dewatering plan). <p>The detail design of any infiltration facilities will be based on site specific percolation test. The number of tests will be dependent on the size of the facility and the different types of soils conditions found within the proposed facility foot print zone of influence.</p> <p>The applicant is responsible for the preparation and cost of the studies.</p>
Rationale	<p>To provide an assessment in the event that there may be significant challenges in the conceptual designs, land requirements, detail design, and construction stages of a development and to supplement Stormwater Management Reports.</p>

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<p>Study</p>	<p style="text-align: center;"><i>Geotechnical Study / Hydrogeological Review</i></p> <p style="text-align: right;">New: March 2010</p>
<p>Required Contents</p>	<p>Applicants should discuss the purpose, scope and content of the Geotechnical Study with Technical Services staff before commencing the study. The following is a general outline of information to be included in the Studies/Reviews:</p> <p style="padding-left: 40px;">Identification of subsurface conditions including:</p> <ol style="list-style-type: none"> 1. Soil, groundwater and geotechnical parameters 2. Locations of investigation location on site and servicing plans 3. Factors of safety, feasibility and risk assessment 4. Mitigation measures and monitoring programs where necessary 5. Recommendations <p>Ministry of Environment Certificate of Approval where applicable.</p>
<p>Comments</p>	<p>The Study must be prepared by a professional Geotechnical Engineer/Consultant, or where a Hydrogeological review is warranted by a professional Hydrogeologist. The Study must also be signed, sealed and dated by the qualified professional.</p>

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CONTAMINATED SITE ASSESSMENT/ ENVIRONMENTAL SITE ASSESSMENT TERMS OF REFERENCE

<p>Study</p>	<p style="text-align: center;"><i>Contaminated Site Assessment/Environmental Site Assessment</i></p> <p style="text-align: right;">New: March 2010</p>
<p>Description</p>	<p>In 2002, the city of Toronto adopted the Harmonized Peer Review Process to review Environmental Site Assessment reports as part of planning approval. On October 1, 2005, certain sections of the Ontario Environmental Protection Act and Ontario Regulation 153/04 (Records of Site Condition) came into effect.</p> <p>With this change in Provincial legislation, the City's Harmonized Peer Review Process no longer applies to private land development applications under the Planning Act except where land is being conveyed to the City as part of the approval of the planning application (see Council Report Sept 28, 29, 30, 2005).</p> <p>In April 2006, Council adopted the use of the MOE acknowledged Risk Management Approach as one of the accepted methods to manage soil and groundwater contamination prior to land conveyances to the City. There are specific policies and conditions for the acceptance of Risk Assessed conveyed lands (see Appendix 'A' in Council Report Apr 25, 26, 27. 2006).</p> <p>The current overall policies and conditions for accepting conveyance of lands are outlined in Appendix 'A' (Table 1) as approved by Council July 2007. This report summarizes the RSC and Peer Review requirements using either the MOE Generic Standards (Tables 1, 2, or 3) or the MOE Risk Assessment methodology.</p> <p>Council July 2007 Report available at: http://www.toronto.ca/legdocs/mmis/2007/pg/bgrd/backgroundfile-4977.pdf</p> <p>The supporting materials prepared in accordance with the new regulation, should be submitted in conjunction with the development application or as soon as the requirement for land conveyances to the City is known. The supporting materials will be Peer Reviewed for the land that is to be conveyed to the City only. The Peer Review Process is administered by the Technical Services Division.</p>
<p>When Required</p>	<p>The Harmonized Site Remediation Peer Review Process is required when there is a land conveyance to the City.</p> <p>These studies may be required for the following application types:</p> <ul style="list-style-type: none"> • Official Plan Amendment • Zoning By-law Amendment • Plans of Subdivision • Consent to Sever • Site Plan Control Approval <p>There are certain circumstances when land conveyances to the City are exempt and a Peer Review Process is not necessary. The following are cases when the Peer Review Process is NOT required:</p> <p><u>Exemptions to the Peer Review Process</u> Right of Way Conveyances:</p>

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<p>Study</p>	<p style="text-align: center;"><i>Contaminated Site Assessment/Environmental Site Assessment</i></p> <p style="text-align: right;">New: March 2010</p>
	<ul style="list-style-type: none"> • For lands being conveyed that are currently designated Industrial/Commercial/Community use (I/C/C) as per O. Reg. 153/04 and being used for a similar use AND are less than or equal to (≤)1.0 m in width. • For lands being conveyed that are currently designated Residential/Parks/Institutional (R/P/I) AND are less than or equal to 100m². <p>All other lands being conveyed for Right of Way uses require a Peer Reviewed Process for site assessments. All Parkland conveyances require a Peer Reviewed Process. All easements that are required by the City for future underground municipal infrastructure that are former or current industrial lands or known to be contaminated must also follow the Peer Review Process.</p> <p><u>Records of Site Condition</u> Records of Site Condition (RSC's) are a proof of performance requirement when there is a land conveyance to the City.</p> <p>As a condition of site plan approval, a submission of the Ministry of the Environment's Letter of Acknowledgement of Filing of the Record of Site Condition (RSC) confirming that the RSC has been prepared and filed in accordance with O. Reg 153/04 is required.</p> <p>There are certain circumstances where land conveyances to the City are exempt and a Record of Site Condition is not required. The following are cases where a Record of Site Condition is NOT required:</p> <p><u>Exemptions for Filing of Records of Site Condition</u></p> <p>Right of Way Conveyances:</p> <ul style="list-style-type: none"> • For lands being conveyed that are NOT going to a more sensitive use and therefore an RSC is not required by the Chief Building Official; this is for all cases regardless if they are exempt or not exempt from a Peer Review Process <p>Park Conveyances:</p> <ul style="list-style-type: none"> • For lands being conveyed for use as trails where the Rails-to-Trails exemption in O. Reg. 153/04 applies • For lands being conveyed that are currently designated Residential/Parks/Institutional (R/P/I) <p>The circumstances where Peer Review of site assessments and Records of Site Condition ARE required are further summarized in Table 1 attached in Appendix A as approved by Council July 2007.</p>
<p>Rationale</p>	<p>Section 3.4 of the Official Plan implicitly supports the clean-up of contaminated sites for reducing the risks to life, health, safety, property and ecosystem health. It is also Council's expectation that all land conveyances to the City are to be free and clear of all title and physical encumbrances, which includes the clean up of any contaminated soil.</p> <p>Reference: "Development Review Process: Harmonized Site Remediation Peer Review for Contaminated Sites" approved by Council in June 2002.</p>

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<p>Study</p>	<p style="text-align: center;"><i>Contaminated Site Assessment/Environmental Site Assessment</i></p> <p style="text-align: right;">New: March 2010</p>
	<p>“Development Review Process: Harmonized Site Remediation Peer Review for Contaminated or Potential Contaminated Sites-Report on Updated Procedures” – approved by Council in November 2004.</p> <p>“New Provincial Regulation for the Clean Up of Contaminated Sites” approved by Council in September 2005.</p> <p>“The Use of Risk Assessment Approach to Manage Contaminated Lands Prior to Land Conveyances to the City Under the Planning Act” approved by Council April 2006.</p> <p>“Delegation of Authority to Submit and Execute Documents Pursuant to the Environmental Protection Act for Council Approved Projects” approved by Council in May 2006.</p> <p>“Development Review Process: Review of Procedures and Updated Triggers for Environmental Site Assessment and Peer Review of Potentially Contaminated Lands being Conveyed to the City under the Planning Act” approved by Council July 2007.</p>
<p>Required Contents</p>	<p>For all land conveyances to the City that are not exempted from the Peer Review Process, the owner of the land must undertake the appropriate Environmental Site Assessments (ESA’s), site remediation and the filing of an RSC if required (see ‘When Required’ section for exemptions).</p> <p>All documentation of the work is completed by the applicant’s Qualified Person (QP), and will be Peer Reviewed by a consultant selected by the City and paid for by the applicant.</p> <p>Environmental Site Assessment and remediation documents which will be Peer Reviewed by the City’s consultant include some or all of the following depending if there is a requirement for an RSC:</p> <ol style="list-style-type: none"> 1) Phase I ESA completed by a Qualified Person (QP) – if property meets site condition standards an RSC can be filed at this point 2) Phase II ESA as determined by previous step – if property meets site condition standards an RSC can be filed at this point 3) If the property does not meet site condition standards either a Risk Assessed approach is used or the site is de-contaminated using a Full Depth Generic approach for which the required documents will be Peer Reviewed by the City’s consultant 4) If required, an RSC is issued if the remediation has been satisfactory to the MOE and a Letter of Acknowledgment is provided by them. <p><u>Approaches for Cleaning Up or Managing of Contaminated Sites</u> As of 2006, City staff was authorized to acquire lands through processes under the <i>Planning Act</i> that have been Risk Assessed under the new provisions of the Environmental Protection Act (EPA). This approach is used when it is difficult, cost prohibitive or unwarranted to use the Full Depth Generic approach. Therefore, contaminated land may be re-mediated using a Risk Assessment approach or a Full Depth Generic approach.</p> <p><u>Risk Assessment Requirements for Peer Review</u> If a Risk Assessed approach is used (as per the policies and conditions set out by the City), the City’s Peer Reviewer DOES NOT review or comment on the risk assessment methodology or risk</p>

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<p>Study</p>	<p style="text-align: center;"><i>Contaminated Site Assessment/Environmental Site Assessment</i></p> <p style="text-align: right;">New: March 2010</p>
	<p>exposure calculations.</p> <p>The Peer Reviewer DOES review and comment on the Proposed Risk Management Plan (and Risk Management Measures, if any) and draft CPU conditions (if any).</p> <p>The following documentation must be forwarded to the City for Peer Review by the City's consultant:</p> <ol style="list-style-type: none"> 1. Pre-Submission Form (PSF) – City staff and City Peer Reviewer need to ensure the scope, approach and assumptions are acceptable prior to the Applicant's QP conducts the RA – this form includes such things as: <ul style="list-style-type: none"> • Technical information regarding the site characterization, • Receptor characterization • Planned risk assessment approach • Site information including inventory of contaminants, exposure pathways for human health and ecology and; • Qualification of the Qualified Person (QP) <p>The following documents may be required and will be reviewed by the Peer Reviewer to ensure they do not restrict the use of the intended use of the land and any risk management measures do not have a significant cost impact:</p> <ol style="list-style-type: none"> 2. Risk Management Plan (if determined by QP) 3. Certificate of Property Use with restrictions on land use for the owner <p>At the end of the investigation and restoration process, the acknowledged Record of Site Condition issued by the Ministry of the Environment, must be submitted PRIOR to site plan approval.</p>
<p>Comments</p>	<p>Refer to Regulation 153/04, Records of Site Condition, and the above references.</p> <p>http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90e19_e.htm#BK197</p>

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ARBORIST/TREE PRESERVATION REPORT TERMS OF REFERENCE

Study	<p style="text-align: center;"><i>Arborist/Tree Preservation Report</i></p> <p style="text-align: right;">Updated: March 2010</p>
Description	<p>A technical document that provides detailed information about individual trees and associated significant vegetation (i.e., shrubs) on private and public lands (such as the boulevard) that are affected by an application. The report identifies tree care methodology and details specific treatments required to protect and to preserve trees before, during and after construction on a site (including, but not limited to, the provision of required space for tree roots and crowns to develop and grow to maturity).</p>
When Required	<p>An Arborist/Tree Preservation Report is required for the following application types:</p> <ul style="list-style-type: none"> • Zoning By-law Amendment • Plans of Subdivision • Plans of Condominium • Site Plan Control • Consent and/or Minor Variance applications <p>The Arborist/Tree Preservation Report is required on private and public lands as affected by the proposal. A certified tree expert should prepare the report. A certified tree expert generally includes:</p> <ul style="list-style-type: none"> • An Arborist qualified by the Ontario Training and Adjustment Board (OTAB) or the Ministry of Colleges and Universities • A Certified Arborist qualified by the International Society of Arboriculture (ISA) • A Consulting Arborist registered with the American Society of Consulting Arborists (ASCA) • A Registered Professional Forester (RPF) <p>The Commissioner of Economic Development, Culture and Tourism may approve other individuals with similar qualifications when requested.</p> <p>In instances where there are no trees involved with the application, the “Arborist Report for Development Applications” form must be submitted with the appropriate declaration section completed.</p>
Rationale	<p>The Arborist/Tree Preservation Report guides the development of a Tree Preservation Plan (which should be submitted concurrently). The authority for these works is in the City’s Street Tree, Ravine Protection and Private Tree By-laws, the City’s Environmental Plan and Section 3.4, Policy 1 (d) iii) of the City’s Official Plan.</p>
Required Contents	<p>An Arborist/Tree Preservation Report must include the following basic information:</p> <ol style="list-style-type: none"> 1. Details of the existing tree species, size and condition. 2. Details of any associated significant vegetation worthy of protection. 3. Recommendations for tree protection. 4. Details of preservation measures (during and after construction) and tree protection plan for all trees that are to be retained on site. 5. Details of all trees intended for removal. 6. Details of tree pruning (crown and roots). 7. Appraised value of City owned trees that are affected by the application. This valuation to be based on the current edition of the “Council of Tree and Landscape Appraisers Guide to Plant Appraisal” as endorsed by the International Society of Arboriculture. 8. Maintenance plan for newly planted trees, including information on the proposed volume of soil to be provided for these trees. 9. Schedule for site inspection and status reporting to the City by qualified tree experts

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Study	<p style="text-align: center;"><i>Arborist/Tree Preservation Report</i></p> <p style="text-align: right;">Updated: March 2010</p>
	<p>throughout construction.</p> <p>The Arborist Report For Development Applications form must be filled out and submitted with all development applications:</p> <p>http://www.toronto.ca/trees/pdfs/ArboristReportforDevelopmentApplications.pdf</p> <p>http://www.toronto.ca/trees/pdfs/arboristreportguidelines.pdf</p>

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ENERGY EFFICIENCY REPORT TERMS OF REFERENCE

Study	<p style="text-align: center;"><i>Energy Efficiency Report</i></p> <p style="text-align: right;">New November, 2010</p>
Description	<p>The Toronto Green Standard (TGS) sets out higher energy performance targets for new development.</p> <p>For buildings greater than 2000m², the Energy Report is in the form of a final design stage Energy Modelling Report generated by undertaking energy modeling of the designed building. The resulting energy modeling report details the projected energy use of the building and compares it to a baseline reference building designed to meet the minimum building code requirements (Ontario Building Code or MNECB).</p> <p>For buildings less than 2000m² modeling is not required. Rather, the applicant is required to provide an Energy Report in the form of a Small Buildings Checklist (attached) that provides a set of measures to be incorporated in the new building so as to achieve the requirements of the Toronto Green Standard. Note: buildings under 2000m² may undertake to do an energy model if they wish (for example energy modeling reports prepared for LEED registered projects, regardless of building size, will be accepted by the City).</p> <p>To help achieve greater energy efficiency, the Better Buildings New Construction Program (BBP-NC) offers resources including an incentive to assist with the cost of contracting an energy modeller. The BBP-NC program is administered by the Energy Efficiency Office (see http://www.toronto.ca/energy/bbp-nc.htm).</p>
When Required	<p>An Energy Report is requested as part of the Toronto Green Standard for new development for the following application types: (see Format section for submission details):</p> <ul style="list-style-type: none"> • Combined Zoning By-law and Site Plan Control Applications • Site Plan Control applications. • Combined Draft Plan of Subdivision and Site Plan Control Applications <p>See http://www.toronto.ca/planning/environment/</p>
Rationale	<p>The City of Toronto has the goal of achieving improved energy efficiency and reduced greenhouse gas emissions in new building construction. The Official Plan makes the link between building strong communities, a healthy natural environment and energy efficiency standards. In particular policies 3.1 and 3.4.1 support energy efficiency in new development. The Toronto Green Standard was adopted by City Council on Oct. 27, 2009 including a required set of environmental performance measures to be applied to new construction. Energy efficient new buildings are an important component of the standard and to achieving the City's greenhouse gas emission reduction targets.</p> <p>An Energy Report should be based on:</p> <ul style="list-style-type: none"> • The Energy Efficiency Office and BBP-NC guidelines • Toronto Green Standard requirements.
Required Contents	<p>The Energy Report summarizes the projected energy performance of a new building in comparison (as percentage improvement) to a reference building designed to meet Code. Prior to development approvals, the report submitted should reflect the final design stage of the</p>

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<p>Study</p>	<p style="text-align: center;">Energy Efficiency Report</p> <p style="text-align: right;">New November, 2010</p>
	<p>building based on: the approved Site Plan Control plans, and on the design of the building prior to construction taking place, as much as possible, so that the information is less likely to change after planning approvals have been provided. The report standards should comply with the Energy Efficiency Office's requirements and the Better Buildings Partnership – New Construction Program. The EEO provides a roster of known energy modeling consultants on the BBP website listed above. The applicant is encouraged to discuss the need, scope and the proposed energy efficiency concepts and design assumptions with the Energy Efficiency Office (EEO) prior to preparing the report.</p> <p>For Buildings of 2000m² GFA or Greater (or smaller buildings choosing to do an energy model) The Energy Modeling Report must provide sufficient information to allow for the necessary review and acceptance, in principle, of the proposed energy efficiency schemes. This report should include the following:</p> <ul style="list-style-type: none"> • Summary compliance report • Modeler's declaration of compliance. <p>Energy Modeling Reports should follow the current version of commercial building analysis software known as EE4-CBIP, EE4-Code, or CBIP EE Wizard, DoE 2, eQuest or equivalent and must be signed by a Professional Engineer. In order to access BBP-NC financial incentives, the modeling report preferably includes the electricity savings calculated based on the Ontario Building Code in effect. Energy models based on the Model National Energy Code for Buildings (MNECB) baseline are however permitted using an equivalency adjustment factor of 18.68 kWh per square meter and .007 kW per square meter.</p> <p>An Energy Modeling Report reflecting the final pre-construction design of the proposed building is to be submitted to City Planning in conjunction with the development application and prior to approvals.</p> <p>For Buildings Less than 2000m² GFA The attached Small Buildings Checklist must be completed along with Natural Resources Canada's Screening Tool for New Building Design found at http://screen.nrcan.gc.ca. The Checklist must be completed and signed by the Architect or Professional Engineer for the proposed new building and submitted to City Planning along with a copy of the completed NRCAN Screening Tool for New Building Design – Screening Tool Summary. Eligible building types include Multi-Unit Residential Buildings, Schools, Offices, Retail Stores, Hotels, Warehouses, Hospitals and Extended Care Buildings. Otherwise the most similar building type should be selected.</p> <p>Note: The required contents above relate to the required Energy Report for compliance with Tier 1 of the TGS. Tier 2 of the TGS is a higher, voluntary standard with incentives. For all building types and sizes, acceptance for Tier 2 minimum energy performance will be based on the Energy Efficiency Office's assessment of a final "As-constructed" Energy Modeling Report that reflects the building's final design including any changes made during the construction phase.</p> <p>Drawings Site Plan Control Application drawings submitted should reflect energy efficiency building measures in accordance with the Energy Report and the Toronto Green Standard as appropriate.</p>

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ELECTROMAGNETIC FIELD REPORT TERMS OF REFERENCE

Study	<p style="text-align: center;"><i>Electromagnetic Field Report</i></p> <p style="text-align: right;">New November, 2010</p>
Description	<p>The EMF Management Plan is a technical document (or plan) that provides an analysis of the electromagnetic fields (EMF) on the site of a proposed development that abuts a hydro corridor. The EMF management plan identifies no-to-low-cost EMF exposure reduction measures based on the analysis.</p> <p>Depending on the complexity of the project the EMF Management Plan must be prepared by a qualified individual as outlined in the Guidance Manual.</p>
When Required	<p>An EMF management plan is required for the following application types:</p> <ul style="list-style-type: none"> • All Official Plan Amendments, Zoning By-law Amendments and Plan of Subdivision applications for residential, school or day nursery uses where the subject site is within or abuts a hydro corridor.
Rationale	<p>The authority to request an EMF management plan is provided by Toronto City Council's decision to adopt a policy of prudent avoidance to reduce childhood exposure to electromagnetic fields (EMF) in and adjacent to hydro corridors with transmission lines.</p> <p><u>Toronto City Council Decision Document (HL 16.2 - Meeting 23 - July 15, 16 and 17, 2008)</u></p>
Required Contents	<p>An EMF Management Plan, in accordance with the EMF Management Guidance Document, should include the following elements:</p> <ul style="list-style-type: none"> • An assessment of the magnetic fields on the subject lands based on current conditions. The field strengths should be determined by conducting magnetic field surveys when electrical transmission lines, distribution lines and equipment are operating under normal conditions. • An assessment of sources of magnetic fields within a proposed development. • An assessment of the magnetic fields on the subject lands based on future conditions where the influences on the magnetic fields may be changed by the addition/removal or operational modification of electrical transmission lines, distribution lines and equipment. This may be done by modifying the survey data to account for the altered conditions or by modeling to determine the impact of new/repositioned electrical lines or equipment on magnetic field levels. • Listing and description of strategies to reduce magnetic field exposures to children. <p>The <u>Guidance Manual</u> contains information on the required contents of an EMF Management Plan as well as procedures to prepare an EMF Management Plan.</p>

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TORONTO GREEN STANDARD CHECKLIST TERMS OF REFERENCE

Study	<p style="text-align: center;"><i>Toronto Green Standards Checklist</i></p> <p style="text-align: right;">New November 2010</p>
Description	<p>The Toronto Green Standard (TGS) is a set of performance measures with supporting guidelines related to sustainable site and building design for new development. Tier 1 is required and Tier 2 is voluntary with incentives. There are 3 versions of the TGS Checklist, each relating to different building types.</p> <p>The TGS Checklist provides annotations pertaining to how each performance measure will be addressed by the development and the corresponding plan number or report to assist staff in their review of compliance with the TGS. It must be completed in conjunction with the full Toronto Green Standard and specifications http://www.toronto.ca/planning/environment/index.htm. The Checklist is prepared by the owner or the consultant depending on the nature of the application.</p>
When Required	<p>Submit the completed TGS Checklist with your Development Application.</p> <p>The following building types are subject to the TGS and require the submission of a checklist specific to each category of development type:</p> <p>Low-Rise Non-Residential: Non-residential buildings up to three storeys in height;</p> <p>Low-Rise Residential: Detached, semi-detached and townhouse dwelling development, in projects containing a minimum of 5 dwellings/units and up to three storeys in height; and</p> <p>Mid to High Rise Residential, Commercial, Industrial and Institutional: All residential apartment buildings and non-residential development 4 storeys and higher.</p>
Rationale	<p>The TGS is a two-tiered set of performance measures that address: air and water quality, greenhouse gas emissions, energy efficiency, solid waste and the natural environment. The TGS provides an integrated set of targets, principles and practices for sustainable development.</p> <p>As of January 31, 2010 new planning applications, including zoning by-law amendments, site plan approval and draft plan of subdivision, are required to meet the Tier 1 environmental performance measures. Developers may also choose to meet Tier 2, a voluntary higher level of environmental performance.</p> <p>Site Plan applications, received on or after May 1, 2009, that meet Tier 1 and 2 are eligible for a Development Charge Refund of 20%. Click here for more information about eligibility for Tier 2 and the development charge refund.</p> <p>The following Staff Report can also be referred to for background information</p>
Required Contents	<p>There are three versions of the TGS Checklist, each relating to different building types.</p> <p>Complete the following steps to demonstrate compliance of your application with the TGS:</p> <ol style="list-style-type: none"> 1. Complete the TGS Checklist that applies to your development type as part of your complete development application. The Checklist should be completed in full and include

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	<p>adequate detail to demonstrate achievement of the TGS performance measures. Refer to the sample checklist for details on how best to fill it out.</p> <ol style="list-style-type: none"><li data-bbox="418 254 1490 344">2. Complete the TGS Statistics Template that applies to your development type. For Site Plan Control Applications complete the full Statistics template. For stand alone Zoning By-law Amendment applications, only complete the statistics identified with an asterisk.<li data-bbox="418 348 1468 407">3. Copy the completed Statistics Template directly onto the Site Plan submitted with the development application.<li data-bbox="418 411 1395 470">4. Submit the completed TGS Checklist with your development application and all subsequent resubmissions.
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