



Development Permits for New Non-Residential Large Scale Residential (5+ Units), and Mixed Use



Development Approvals and Inspections Section

Site Plan Standards

All the information below must be included on the Site Plan submitted as part of a Development Permit application for Non-Residential, Large Scale Residential (5+ Units), and Mixed Use developments.

This checklist identifies the minimum information required for application review. The Development Planner may request additional information deemed necessary to review the application.

Submission of incomplete drawings will delay application processing or refusal to consider the application complete for review.

Plans must be to scale and dimensioned (metric*) with a minimum scale of 1:500.

*Imperial scale conversions may also be provided, eg: 6m (19.8'), 25m2 (269.1 ft2)

General Site Information
<input type="checkbox"/> North arrow <input type="checkbox"/> Municipal address (including suite number) <input type="checkbox"/> Legal description (Lot, Block, Plan Number) <input type="checkbox"/> Site area (m2 or ha) <input type="checkbox"/> Property lines and dimensions shown and labeled <input type="checkbox"/> Applicable zone(s) <input type="checkbox"/> Identification of all streets and alleys abutting the subject site <input type="checkbox"/> Outline and label all existing (including buildings to be demolished) and proposed buildings or structures on site <input type="checkbox"/> Geodetic grade elevation of all site corners
Site Dimensions
<input type="checkbox"/> Site dimensions of individual lots/condominium units <input type="checkbox"/> Site coverage (including site coverage for individual lots) or Floor Area Ratio (FAR), as applicable

- Distance between the foundation of buildings or structures (including garbage collection areas) and all property lines
- Distance between underground structures (e.g. parkade) and all property lines
- Distance between projections (e.g. balconies, cantilevers, etc.) and all property lines
- Distance between buildings on site

On Site Details

- Geodetic grade elevation of ground floor (for each building)
- Identify and label:
 - Easements, utility rights-of-way
 - On-site transformers, above ground utilities, mechanical systems
 - Surface treatment for all areas, including parking and pathways
 - Existing and proposed curb cuts/vehicle access (dimensioned from property line). Refer to [Vehicle Parking/Vehicle Access Details](#) below for complete list of information required for new or alterations to existing accesses
 - Fire-fighting access routes and hydrants
- Pathways
 - Illustrate the location and dimension the width of all pathways throughout the site, connecting the City sidewalk, entrances, and parking/ waste collection areas.
 - Identify curb ramps, pavement markings and pedestrian crossing signs where pathways cross drive aisles
- Fencing details including retaining walls or Privacy Screening
- Lighting fixtures
 - Illustrate the location per Subsection 5.120.3
- Waste collection facilities
 - Identify location, dimension and provide material details for both residential and non-residential
- Outdoor storage
 - Illustrate the location of existing and proposed outdoor unenclosed storage areas, and detail materials stored outdoors (if known)

Vehicle Access Information

- Existing vehicle access(es), with dimensions of the access width and location relative to a property line
- New or alterations to existing vehicle accesses require all information as specified in Section 2.2 of the [Access Management Guidelines](#)

- New or alterations to parkade ramp access to a street or alley with details of slope require all information as detailed in the [Complete Streets Standards Drawings Number 2730 \(pages 525 & 526 of 636\)](#), parkade ramp width at the property line and location relative to a property line)

Off-Site Details

- In the right-of-way adjacent to the site, identify and label:
 - Curblineline or pavement edge of adjacent street(s) or alley(s)
 - Public sidewalk(s) or shared-use path(s)
 - Surface utilities, including (but not limited to) streetlights, pedestals, transformers, catch basins, fire hydrants, etc.
 - Utility poles and guy wire locations, including the power lines**
 - Boulevard trees
 - Transit stations, bus stops or bus amenities pads
 - On street bike lane(s)
 - Existing or proposed encroachments into the right-of-way

** Contact EPCOR Power for written confirmation for removal/relocation if the power pole or guywire conflicts with access to the site

Vehicle Parking

- Illustrate and dimension parking facility layout, including
 - Drive aisles
 - Designated [barrier-free spaces](#) and drive aisle and adjacent loading and curb ramps
 - Parking spaces (depth, width, angle)
 - Curbing and wheel stops details
- Vehicle parking requirements as specified in Section 5.80
- Loading space requirements per Section 5.80
- Queuing spaces, where provided, per Section 6.110

Bike Parking

- Bike parking spaces quantity analysis per Section 5.80
- Illustrate and dimension bike parking space access and design details including
 - Hard surfaced unobstructed path of travel, separate from vehicle access and circulation, from off site to each bike parking space
 - Number, location, and percentage of total bike space parking details for short term, long term, and inclusive spaces and their orientation (vertical or horizontal)
 - If long term spaces are provided outdoors, provided enclosure details
 - Bike parking space dimensions; ie width, depth, and vertical clearance

- Distance from bike parking spaces to main entrance
- Wayfinding details (i.e. location of signs) where wayfinding is required per Section 5.80
- Illustrate and dimension bike rack and mounting point details including:
 - Details of all bike rack and mounting point typologies (confirm if different designs are provided for interior and exterior bike racks)
 - Location/placement of each bike rack or mounting point in each bike parking space
 - If provided in a bike locker, provide material details and interior dimensions

Additional requirements for Child Care Services

- Identify and label
 - Outdoor play space, where provided
 - Fence location, height, material
 - Safety features (self-latching gate, bollards)
 - Location and number of pick-up/drop-off parking spaces and signage details

Additional requirements for Residential Uses

- Dwelling density analysis:
 - Number of dwellings or sleeping units
 - Floor area ratio calculation
 - Total floor area per storey
- Amenity area/private outdoor amenity area per Section 5.20
 - Detailed breakdown of the individual and total Amenity Area
 - Dimension the size and label the area of all Amenity Areas
 - Furniture, fixtures, and lighting for the Amenity Areas

Please note: any alterations that occur to the site layout during construction would require revised drawings to be approved via a permit revision application.