



Appendix “1”

To Application for Approval of a Plan of Subdivision/Condominium

Excerpt from the Official Plan for the City of Brockville

Subsection 6.4.13 – supporting Studies, Information and Materials for Development Applications

It shall be the policy of the City that:

1. The City shall pass a by-law requiring that pre-consultation occur prior to the submission of any Official Plan amendment, Zoning By-law amendment, plan of subdivision, condominium or consent application and any subsequent studies referenced in this section.
2. Certain supporting studies, information and materials shall be required as part of a development approval process or as part of a detailed planning study as identified throughout this Plan. The need and timing of such supporting studies, information and materials shall be determined by the City on a site-specific basis in consideration of the site's land use context and regard to the policies of this Plan.
3. Applicants seeking development approval shall be advised of the required supporting studies, information and materials as part of the pre-application consultation process or, if subsequently deemed necessary, prior to scheduling a prescribed public meeting.
4. At the time of the submission of an application for an Official Plan Amendment, Zoning By-law Amendment, plan of subdivision/condominium, minor variance, or consent, the City may require an applicant to submit any of the following information, as applicable:
 - i. Deed and/or Offer of Purchase;
 - ii. Topographic Plan of Survey;
 - iii. Site Plan (Conceptual);
 - iv. Floor Plan and/or Elevations;
 - v. Record of Site Condition (RSC);
 - vi. Functional Servicing Report;
 - vii. Approved Class Environmental Assessment;
 - viii. Geotechnical Study;
 - ix. Tree Survey;
 - x. Draft Plan of Subdivision;
 - xi. Condominium Description; and/or
 - xii. Other materials relevant to the development and lands impacted by the proposed development approval application.

5. During the pre-application consultation process for an Official Plan amendment, Zoning By-law amendment, draft plan of subdivision/condominium, or consent application, the City may identify that the applicant is required to submit any of the following supporting studies at the time of the submission of an application, in accordance with the policies outlined in this Plan and/or accepted professional standards and/or guidelines as applicable:
 - i. Retail Market Impact Study;
 - ii. Municipal Financial Impact Assessment;
 - iii. Urban Design Strategy;
 - iv. Land and/or Marine Archaeological Impact Assessment;
 - v. Hydrogeological Study;
 - vi. Groundwater Impact Assessment;
 - vii. Environmental Impact Study (EIS);
 - viii. Record of Site Condition (RSC);
 - ix. Phase I Environmental Site Assessment (ESA);
 - x. Site Screening Questionnaire, where a Phase 1 Environmental Site Assessment is not required;
 - xi. Noise and/or Vibration Study;
 - xii. Transportation Impact Study;
 - xiii. Parking Study;
 - xiv. Servicing Options Report;
 - xv. Stormwater Management Plan;
 - xvi. Planning Rationale Report;
 - xvii. Built Heritage Impact Study;
 - xviii. Lighting Study;
 - xix. Architectural Design and Massing Drawings that address Signature Architecture and Tall Building Guidelines;
 - xx. Shadow Study; and/or
 - xxi. Other studies relevant to the development and lands impacted by the proposed development approval application.
6. Support Studies may vary in scope, depending upon the size, nature and intent of the development approval application and the site's land use planning context. Applicants of development approval applications shall be advised by the City of the required supporting study contents during the pre-application consultation process.
7. When the pre-application consultation process for a proposed development approval application identifies the need for one or more support studies, the application shall not be considered complete for processing purposes until the required supporting studies, information and materials are prepared and submitted to the satisfaction of the City and/or the Cataraqui Region Conservation Authority. Notification of a complete application shall be given to the applicant and all other parties by the City in accordance with the Planning Act.
8. The City shall ensure that supporting studies, information and materials provided by an applicant of a development approval application that has submitted a complete application for development approval shall be made available to the public for review.