

1.0 Development Processes and Approvals

The objective of Development Processes and Approvals Policies is to provide:

- A clear and concise guide for prospective developers and Professional Engineers of the technical standards and procedures required to design, process and obtain approvals for the installation of public works associated with urban and rural subdivision development.

2.0 General

This document will be subject to revisions from time to time. The City of Quinte West reserves the right to make revisions having due regard for applications already in the review process. Individuals or groups affected accordingly will be notified by the City of Quinte West, and revisions will become effective on the date of notification.

Each development proposal is looked at on its own merit and may require additional items over and above established policies, procedures, standards, Official Plan and Zoning Bylaw requirements.

(Contents of this document are subject to change without further notice)

3.0 References

In addition to the standards specified in this manual, the Development Process and Approval shall give consideration to the following industry standards, specifications or publications:

Publications

- Ontario Provincial Standard Specifications
- Ministry of the Environment Stormwater Management and Design Manual 2003
- Bay of Quinte Remedial Action Plan Guidelines
- Municipal Engineers Association – Municipal Works Design Manual
- City of Quinte West Official Plan
- Ontario Highway Bridge Design Code
- Master Drainage Plan and/or Stormwater Management Plan for the applicable watershed/catchment area if available.
- Guideline for Use at Contaminated Sites in Ontario
- Transportation Association of Canada - Geometric Design Standards for Canadian Roads
- Transportation Association of Canada - Guide for the Design of Roadway Lighting
- Ontario Ministry of Transportation – Geometric Design Standards for Ontario Highways
- Ontario Ministry of Transportation - Manual of Uniform Traffic Control Devices
- Guidelines for the Design of Sanitary Sewer Works, Storm Sewers, Water Distribution Systems, Water Storage Facilities, Servicing in Areas Subject to Adverse Conditions, Water Supply for Small Residential Developments, Seasonally Operated Water Supplies

Standards

City of Quinte West Standard Drawings

- All Series

Permits/Approvals

- Ministry of Natural Resources
- Ministry of Transportation
- Ministry of the Environment
- Lower Trent Conservation Authority
- Quinte Conservation Authority
- City of Quinte West Planning Department Site Plan Approval
- City of Quinte West Bylaw 08-30 "Site Alteration Bylaw"
- Development Charges By-law(s)
- Standard Site plan / Subdivision Agreement

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5.0 Subdivision Plan Approval Process

The subdivision approval process is coordinated by the Planning and Development Department. The initial design review submission shall be delivered to the Planning and Development Department who will in turn deliver the design review submission to the City's Public Works Department.

There are four stages to the approval process including:

- Pre-consultation
- Draft Plan Approval
- Final Approval and Subdivision Agreement
- Implementation

Not every subdivision plan will be subject to the requirements within this basic guideline.

5.1 Pre-Consultation

This stage provides applicants the opportunity to discuss with city staff any proposals prior to entering into a formal process. Through this pre-consultation process, staff provide the applicant with timelines for the required applications, details of the process, highlights of likely technical issues that could arise, and an idea as to whether the application can be supported by staff.

Applicants are required to obtain their own independent professional advice. Staff will not provide a guaranteed list of issues, or a determination of final support before an application is made and circulated for review by the appropriate departments and agencies.

5.2 Draft Plan Approval

This stage begins once the applicant has submitted a complete application with a draft plan of subdivision to the Planning Services Department. Staff will review the application, draft plan and required studies and/or reports as well as circulate to municipal departments and local agencies for comment.

Municipal departments and local agencies will provide comments and may ask for necessary studies and requirements that will become conditions for final Draft Plan Approval. Once all comments are received, staff will create a report with recommendations to the Planning Advisory Committee. A Notice of Public Meeting will be mailed to property owners within the circulation area (120 meters) advising of the date and time of the Planning Advisory Committee meeting.

The Planning Advisory Committee will provide recommendation to approve or deny the application which is then forwarded to Council. Council will consider the recommendation and make a decision. The Notice of Decision will be then issued and circulated. If the decision is to approve and no appeals are received, the process proceeds to the Registration of Plan and Subdivider's Agreement or; If the decision is to

deny, the developer has the option of appealing to the Ontario Municipal Board, which may or may not support Council's decision.

5.3 Final Approval and Subdivision Agreement

Upon obtaining Draft Plan Approval, this stage involves the applicant satisfying all of the conditions of Draft Plan Approval such as reports, studies, and/or engineered drawings as well as conditions required for the execution of a Subdivision Agreement.

The engineering design and other agency requirements shall be coordinated through the office of the Planning and Development Department. Following receipt of the initial design submission, the Planner assigned to the application is to be copied on all correspondences.

Final approval will only be granted once all requirements of Draft Plan Approval are satisfied including the execution of a Subdivision Agreement.

5.4 Implementation

Following the initial design review revised engineering plans and/or design calculations shall be submitted Planning and Development Department. Six (6) sets of revised design drawings shall be resubmitted together with a written response as to how the previous review comments were satisfied. The Public Works and Environmental Services Department may require additional sets of drawings. Meetings are encouraged to promote the early resolution of issues.

Upon satisfactorily addressing all conditions the plans shall be stamped by the owner's engineer and the Public Works and Environmental Services Department as "Approved for Construction". Following final approval, 9 sets of approved plans are to be delivered to the Planning and Development Department together with 4 extra copies of the Utility Plan. The Developer's Engineer shall be responsible for distributing approved plans to the Contractors. 4 sets of 8 1/2x11" reduced sets shall be provided.

6.0 Responsibilities

6.1 City of Quinte West

The public utilities systems within the City of Quinte West are the responsibility of the Public Works and Environmental Services Department. Connections to any main installed to services outside the development shall only be permitted if directed or approved by the City.

All mains and services for which Public Works has distribution rights or maintenance responsibilities become the sole property of the City upon the issuance of the "Certificate of Final Approval".

Once the "Certificate of Substantial Completion of the Underground Infrastructure" is issued, Public Works will assume operation of the underground works. In advance of the issuance of this certificate, all underground infrastructure must be installed to a standard where it can be safely used for its intended purposes. It is not necessary for all associated

surface appurtenances to be set and completed to the final requirements for substantial completion to be considered. Examples of this being the installation of hydrant shock collars, final grade of valve box tops, etc. The owner's engineer, as contract administrator, shall structure each construction contract to ensure that the requirements for substantial completion on the part of the contractor are consistent with the owner's requirements as contained in the Subdivision Agreement.

6.2 Owner

The owner's responsibilities for the interim maintenance of the underground utilities are as outlined in the Subdivision Agreement.

The property owner is responsible for maintenance of water and sewer servicing within the property line. For example, property owners are responsible for ensuring that water valves and sewer access points are accessible and clear from any obstructions.

It is the development owner's responsibility to co-ordinate with privately owned utilities and to ensure that their servicing is in compliance with the alignment and property guidelines and standards set forth in these documents. Maintenance of services connected to private utilities shall be in accordance with the private utility agreements.

6.3 Design Consultant (Owner's Engineer)

The owner shall utilize the services of a licensed Professional Engineer throughout the design, inspection, and certification phases. The Professional Engineer shall act in the role of designer, contract administrator and "payment certifier" with respect to the works. Professional Engineers shall at all times carry professional liability insurance coverage which is acceptable to the City and shall upon request provide sufficient proof that the said policy is in force.

Where third-party information is utilized in the design of works, it is Owners Engineer's responsibility to confirm that such information is accurate and is completed by a Qualified Professional.

The Owner's engineer shall provide inspection services and oversee all testing to the level prescribed by the City of Quinte West in accordance with its adopted standards. Should it be discovered that the developer's chosen consultant is not upholding the City's inspection standards, alternate inspection services will be provided by the City of Quinte West. All costs incurred by the City of Quinte West in connection with inspection of the work will be recovered from the owner in accordance provisions of the Subdivider's Agreement.

The City of Quinte West reserves the right to reject any engineer or inspector who, in the sole opinion of the City, does not possess the expertise and experience necessary to oversee the quality control of the works on the City's behalf.

7.0 Design Criteria

These standards are written to provide guidelines for the design and construction of utility systems as part of typical "green field" urban development. They provide a basis for preparing the related aspects of development agreements. Deviations from these standards will be considered on a case-by-case basis for justifiable engineering reasons.

Planning Application		Engineering Design Criteria to be Considered										
		Servicing	Access	Storm Drainage	Lot Grading	Parkland	Street Lighting	Sanitary Sewers	Watermains	Geotechnical Report	Traffic Impact Report	Noise Report
Engineering Design Standards Section:		6	4	7	5		12	9	10	3	3	3
Minor Variance	Urban	X	X	X	X			X	X			
	Rural	X	X	X	X							
Consent (Severance)	Urban	X	X	X	X			X	X			
	Rural	X	X	X	X							
Zoning By-law / Official Plan Amendment	Urban	X	X	X	X			X	X			
	Rural	X	X	X	X							
Plan of Subdivision and/or Condominium	Urban	X	X	X	X	X	X	X	X	X	X	X
	Rural	X	X	X	X	X	X	X	X	X	X	X
Site Plan	Urban	X	X	X	X			X	X	X	X	X
	Rural	X	X	X	X					X	X	X

8.0 Design of Works

A Professional Engineer licensed in the Province of Ontario shall design the works. The owner's engineer shall be responsible for securing all necessary approvals on behalf of the developer.

8.1 Services

The following are the typical types of public services to be provided in the development of new urban subdivisions.

Roads and Curb & Gutter
Signs and Traffic Control Devices
Stormwater Management
Watermains
Streetlights
Bridges / Culverts

Sidewalks and Walkways
Drainage and Grading
Sanitary Sewers
Wire Utilities
Fencing

Some of the above services may not be required depending on the type of development in which case the City at the pre-consultation meeting will establish the extent of servicing.

Services are to be provided to the boundaries of the Plan of Subdivision and as required for the development of neighboring lands.

8.2 Pre-Design Meeting

The owner's engineer maybe required to schedule a pre-design meeting to establish design parameters or to clarify design requirements. Any such meeting shall be arranged through the Planner assigned for this development.

8.3 Phasing of Development

Construction of a registered plan by phases shall be coordinated through the Planner assigned for this development. The Public Works and Environmental Services Department will review any such proposals giving due consideration to traffic routing including public transit, school buses, pedestrian movement, emergency access and the logical extension of hard services including municipal underground works and utilities (Electric, Telephone, Cable TV, Gas). When phasing of a development is proposed, the phase limits and the works within each phase shall be clearly identified on the plans.

8.4 Bridges & Culverts

Bridge and culvert designs for structures with spans greater than 3.0 meters shall be prepared by a qualified Professional Structural Engineer approved by the Director of Public Works and Environmental Services of the City of Quinte West. The owner's engineer shall provide "General Arrangement Drawings" (3 copies) showing the general layout of the proposed structure together with a Design Criteria Sheet, a Hydrology Report, and a Foundation and Structural Design Report as part of the design package. The design package shall also include related correspondence from other approval agencies (MNR, MOE, LTRCA, etc.) as applicable.

Upon approval in principle of the General Arrangement Drawings the consultant may then proceed to complete the overall design of the structure. It is anticipated the full design will accompany the second submission of engineering plans. Bridges shall be designed in conformance with the latest editions of Ontario Highway Bridge Design Code (OHBDC) & Ontario Provincial Standard Specifications (OPSS).

All bridge plans and supporting material shall undergo a peer review at the developer's expense by a consulting firm commissioned by the City. The City subject to the peer consultant's final recommendations will make approval of the final drawings.

8.5 Parkland Development

If a municipal park site is identified in the Draft Plan of Subdivision, a Park Conceptual Development Plan shall be prepared unless waived in writing by the Director of Public Works and Environmental Services. Requirements for Parkland Development and recreation facilities should be established initially by discussion with the Planner assigned for the development and a representative from the Public Works and Environmental Services

Department, who will determine the requirements for park development, including the provision of recreation facilities.

9.0 Oversizing

9.1 Oversized Sewers, Watermains and Stormwater Management Facilities

The City may, for justifiable reasons, direct that watermains and sewer mains are sized and/or located to accommodate other development lands. The City may reimburse the owner for oversizing beyond the individual development needs. In the case of watermains, the extra costs to be borne by the City shall not exceed the incremental costs of pipe and appurtenance sizing. In the case of sanitary sewers the costs to be borne by the City shall not exceed the incremental costs of pipe and extra rock excavation. Costs associated with storm water management facilities serving multiple interests shall be evaluated on a site-specific basis and on the basis of an area Stormwater Management Plan.

Cost commitments pertaining to the contribution of the respective benefiting parties including the reimbursement of any previous front-end contributions will be addressed in each Subdivider's Agreement.

9.2 Growth Related Charges

Certain "growth related" services may be subsidized by the municipality. The degree of the municipal contribution may vary by area within the city and by type of service therefore the owner and the owner's engineer are encouraged to address this subject at the pre-design stage.

9.3 Commitment of Public Funds

Any item to be cost shared must be tendered publicly or the owner must establish the price based on local industry prices as available through recent City tenders whichever is the lesser. Where cost sharing is approved the City of Quinte West reserves the right to review and accept the contract documents prior to tendering and/or approve of any prices used in establishing public funding.

10.0 Design Submission Requirements

A complete submission consists of the following:

- A covering letter, or report identifying the developer, the project, the owner's engineer and any special features of the submitted design.
- All applicable subdivision review fees.
- 2 copies of the sanitary sewer design calculations.
- 2 copies of the storm sewer design calculations.
- 2 copies of the watermain design calculations.
- 2 copies of streetlight design calculations (if varying from standard).
- 2 copies of the Civic Numbering Plan.
- 9 complete sets of engineering drawings

- 2 copies of all preliminary plans of survey (subdivision plan, first application under Land Titles, reference plans, etc).
- Specifications for non-standard items.
- 2 copies of the traffic impact report (required for subdivisions impacting on arterial roads or as required by the Director of Public Works and Environmental Services)
- 3 copies of the stormwater management report (if applicable).
- 2 copies of the environmental impact statement (if applicable).
- 2 copies of the noise studies (if applicable).
- 2 copies of the Geotechnical report.
- 2 copies of any additional study or report which is required to support the design of the works in accordance with the Conditions of Draft Plan Approval.

11.0 Subdivision Agreement

11.1 General

The developer will be required to enter into a Subdivision Agreement with the Municipality. A standardised form of agreement is used; a copy of which is available from the assigned Planner. The owner's engineer is expected to obtain a copy of the agreement and be fully conversant with its terms as well as the standards contained herein. The owner's engineer shall also be expected to provide and/or co-ordinate the following schedules for inclusion in the Subdivision Agreement.

Schedule " " - Description and Cost of Works to be constructed

Schedule " " - Approved Plans for Works to be constructed

Schedule " " - Lot Grading and Drainage Plans

Schedule " " - Parkland, Fencing, Landscaping and Tree Preservation Requirements (if required)

11.2 Schedule – Engineer's Estimate

The Estimated Cost of the Works as prepared by the owner's engineers and approved by the City's Public Works and Environmental Services Department is required to be incorporated into the agreement. The estimate must be supported by a suitable breakdown by estimated quantity and unit price under the following general headings whereby it is assumed that individual unit prices will include provincial sales taxes as they are applicable:

- Roads (to top of base course, surface course and curbing)
- Storm Sewer System (Complete)
- Water Distribution System (Complete)
- Sanitary Sewer System (Complete)
- Streetlights
- Signs / Barricades
- Sidewalks (Concrete / Asphalt)
- Fencing (All types including Noise Attenuation)
- Boulevard Landscaping (Topsoil and Sod)
- Grading (Excavation and Fill Placement for road construction and those additional areas which may be designated for pre-grading)

- Other Underground Utilities (Electric, Telephone, Cable TV, Gas) justified net costs
- Parkland Improvements
- Tree Planting (If required)
- Engineering & Inspection (7%)
- Contingencies Allowance (five (5%) percent of the total engineers cost of the works)
- H.S.T. 13%

Should construction of any one phase be unduly deferred the City reserves the right to re-examine the engineer's estimate and request an update based on current construction costs.

11.3 Schedules – (Approved Plans)

All approved plans for the works to be constructed to be reduced to legal size (8.5"x14") for inclusion in the agreement. The reduced versions are to be photographic reductions of the originals having black lines on a white background. Photocopy reductions are not permitted.

11.4 Financial Securities

Financial Security in a form satisfactory to the City's Treasurer and Director of Planning and Development Services shall be provided upon execution of the agreement to guarantee satisfactory performance of the work. The amount of financial security shall equal 50% of the cost of the Works plus any other deposit amount as required in the agreement. Securities to the Municipality may be provided on a phase by phase basis as approved by the Municipality. The specific requirements related to release of securities are identified in the Subdivision Agreement.

11.5 Substantial Completion and Interim Maintenance of the Works

The owner is required to maintain the public works until such time as the City of Quinte West formally accepts the works. Not limiting the generality of the foregoing, the agreement provides for the acceptance of the "works" with the issuance of "certificates" at various stages of construction.

12.0 Requirements for Authorization to Commence Work

The Owner shall not commence the construction or installation of any of the Works or Utilities in the subdivision without the written permission of the Municipality. In addition to any other requirements contained in all Agreements with the City, no Authorization to Commence Works shall be issued for any of the Works until:

- a) the Plan has received final approval from the Municipality; and
- b) the Plan has been registered; and
- c) the Owner has paid to the Municipality all outstanding municipal charges against the Subdivision Lands or any part thereof; and

- d) the Owner has conveyed and registered to the Municipality all grants of easements as required by the provisions of this Agreement, or upon the Registration of an Inhibiting order on the Subdivision Lands, until such time as completion of same; and
- e) the Owner has conveyed and registered to the Municipality all lands, or upon the Registration of an Inhibiting order on the subdivision lands, until such time as completion of same; and
- f) the Owner has received the approval of the Director of Public Works and Environmental Services for the Approved Engineering Design Drawings; and
- g) the Owner has received the approval of the Director of Public Works and Environmental Services for the Grading and Drainage Plan; and
- h) the Owner has received the approval of the Director of Public Works and Environmental Services for the Schedule of Work; and
- i) the Owner has deposited with the Municipality the Performance Guarantee(s) in approved form for the subdivision in accordance with the requirements of this Agreement; and
- j) the Owner has deposited with the Municipality the letter(s) of certification regarding all policies of insurance in accordance with the provisions of this Agreement; and
- k) In addition to the foregoing, the Owner shall notify the Director of Public Works and Environmental Services in writing at least ninety-six (96) hours prior to the commencement of work. If for any reason there is a cessation or interruption of construction, the Owner shall provide similar notice to the Director of Public Works and Environmental Services before work is resumed; and
- l) the Owner has received the approval of Hydro One for the Approved Utility Design Drawings.