



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Affordable Housing Report/Rental Conversion Assessment

PURPOSE:

This document provides a guideline for the preparation of an Affordable Housing Report or Rental Conversion Assessment, which may be required for the submission of an application under the Ontario *Planning Act*. All Affordable Housing Report or Rental Conversion Assessments shall follow the guidelines contained and referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

An Affordable Housing Report or Rental Conversion Assessment is required for a *Planning Act* application where primary rental housing consisting of 3 or more units (located within the Downtown Hamilton Secondary Plan area), or 6 units or more (located outside of the Downtown Hamilton Secondary Plan area) is proposed to be converted to condominium tenure or is proposed to be demolished.

The primary purpose of the report is to provide sufficient information to confirm that the proposal complies with Rental Housing Protection Policies in Chapter B, Section 3.2.5 of the Urban Hamilton Official Plan, the policies of the Downtown Secondary Plan (where a proposed is located within the Secondary Plan), and any related Rental Housing Protection By-law applicable to the proposal.

The report is also intended to ensure that all tenants have been informed of their rights and that matters of tenant assistance have been appropriately addressed.

PREPARED BY:

Reports must be prepared by a Registered Professional Planner (RPP) or Certified Planning Technician (CPT).

CONTENTS INCLUDE:

Prior to initiating an Affordable Housing Report or Rental Conversion Assessment the applicant should confirm the terms of reference through a pre-study consultation with Development Planning and Investment in Affordable Housing staff.

Affordable Housing Report/Rental Conversion Assessment – Development Application Guidelines

Rental Information

The assessment shall include the following rental information:

- A description of the proposed demolition or conversion;
- A description of any related planning applications;
- The number of existing dwelling units;
- The number of existing and proposed rental units by unit type, including the number of bedrooms and floor area;
- The rent roll(s) for each of the existing rental units within the residential rental property, categorized by unit type;
- For vacant units, the last rents charged for each unit, categorized by unit type;
- Confirmation of what is included in rent that may be altered by a conversion (i.e. cable bill, storage lockers, parking); and,
- A list containing the names and mailing addresses of the tenants of the residential rental property proposed for demolition or conversion.
- Note - In cases where the information available is limited, the applicant must follow-up with City Staff after the Formal Consultation Meeting to confirm the appropriate scope.

Consultation Record

The Applicant shall hold an information meeting for all tenants of the residential rental property in advance of submitting a *Planning Act* application. Records of the meeting shall be included in the Affordable Housing Report/Rental Conversion Report as an appendix. A summary of the consultation and key feedback should be noted in the body of the report.

Notification to tenants for the information meeting shall occur a minimum of 14 days prior to the meeting. In addition to notifying tenants of the meeting, notification shall also be provided to the City of Hamilton's Manager of Development Planning, Planning and Economic Development Department and the Manager of Investment in Affordable Housing, Healthy and Safe Communities Department, a minimum of 14 days prior to the meeting.

The Consultation Record shall include the following information:

- A copy of the notice of the meeting which was provided to tenants, which must include notification of the rights of tenants under Provincial Residential Tenancy Legislation;
- A list of all occupied units which received notice including the date and time when the notices were issued to tenants;
- The total number of notices that were sent;
- A copy of the public meeting sign-in-sheet;
- A copy of all information distributed or presented at the meeting;
- A copy of the meeting minutes; and,
- A copy of all comments received in relation to the meeting.

Affordable Housing Report/Rental Conversion Assessment Guidelines

Analysis/Assessment

The analysis must assess whether the application is meeting applicable Urban Hamilton Official Plan policies in Chapter B, Section 3.2.5, and any applicable policies in the Downtown Secondary Plan. If there are specific criteria outlined in a related Rental Housing Protection By-law which must be met prior to a permit being granted for a conversion or demolition, the analysis must also confirm how these criteria are being met.

The analysis must also include details on tenant relocation and assistance plans where this is needed.

Rental vacancy data and average market rent data required for the analysis may be requested from the City of Hamilton's Investment in Affordable Housing Section.

OTHER INFORMATION:

City of Hamilton Draft Plan of Subdivision or Condominium Approval Information
<https://www.hamilton.ca/build-invest-grow/planning-development/planning-applications/draft-plan-subdivision-or-condominium#plan-of-condominium>

REVIEWED AND APPROVED BY:

Development Planning staff, Planning and Economic Development Department, and Investment in Affordable Housing staff, Healthy and Safe Communities Department.

CONTACT:

pdgeninq@hamilton.ca



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DEVELOPMENT APPLICATION GUIDELINES

Aggregate Resource Assessment/Aggregate Mineral Resource Analysis

PURPOSE:

This document provides a guideline for the preparation of an Aggregate Resource Assessment and/or Aggregate Mineral Resource Analysis, which may be required for the submission of an application under the *Planning Act*. All Aggregate Resource Assessments/Aggregate Mineral Resource Analyses shall follow the guidelines contained in this document. Failure to adhere to the guidelines may result in a report being considered unsatisfactory and a submitted application being deemed incomplete.

The purpose of an Aggregate Resource Assessment/Aggregate Mineral Resource Analysis is to assess the aggregate resources within a specified area, and to evaluate whether a proposal complies with Provincial and Municipal policies for aggregate resources. The key intent of policy directions for aggregate resources is to ensure that long-term resource supply is protected.

An assessment may be required for a development proposal located within greenfield areas or rural areas within the City of Hamilton, where a potential impact on aggregate resources has been identified.

PREPARED BY:

The assessment should be prepared by a Registered Professional Planner (RPP) or a similar professional with experience in aggregate resources.

CONTENTS INCLUDE:

The terms of reference for an Aggregate Resource Assessment and/or Aggregate Mineral Resource Analysis are to be confirmed through a pre-study consultation with Development Planning staff. The content of an Aggregate Resources Assessment may vary, but must include the following key components:

- Introduction/Background

The introduction should include a description of the proposal and other relevant studies or applications related to the proposal.

- Identification and Description of Aggregate Resources within Study Area

Aggregate Resource Assessment/Aggregate Mineral Resource Analysis – Development Application Guidelines

This should include mapping of where resources are located and information about the type of resource(s), the quality of the resource(s), and the size of the resource(s). The description should also note how much of the resource is located on the subject lands compared to the overall inventory in the City of Hamilton.

Reports should utilize the *Aggregate Resources Inventory of the City of Hamilton, Southern Ontario, Paper 181*, prepared by the Ontario Geological Survey (2010).²

If a Soils Geotechnical Study has been completed, the Geotechnical Study findings should also be explained.

- Policy and Planning Analysis

The analysis should include a review of all relevant Provincial policies and Municipal Official Plan policies (Rural Hamilton Official Plan and/or Urban Hamilton Official Plan) which provide direction for aggregate resources, and how the proposal aligns with these policies.

Key provincial policies include Section 2.5.2 of the Provincial Policy Statement (2020) (PPS) which states that:

“Mineral aggregate operations shall be protected from development and activities that would preclude or hinder their expansion or continued use or which would be incompatible for reasons of public health, public safety or environmental impact.” (PPS, Policy 2.5.2.4)

and,

“In known *deposits of mineral aggregate resources* and on *adjacent lands, development* and activities which would preclude or hinder the establishment of new operations or access to the resources shall only be permitted if:

- a) resource use would not be feasible; or
- b) the proposed land use or development serves a greater long-term public interest; and
- c) issues of public health, public safety and environmental impact are addressed.” (PPS, Policy 2.5.2.4)¹

- Summary/Recommendations

The summary should include an overview of the main findings of the report and recommendations relating to the proposal.

Aggregate Resource Assessment/Aggregate Mineral Resource Analysis – Development
Application Guidelines

OTHER INFORMATION:

Ontario Aggregate Resources website:
<https://www.ontario.ca/page/aggregate-resources>

Ministry of Mines Geology Ontario Database:
<http://www.geologyontario.mndm.gov.on.ca/index.html>

REVIEWED AND APPROVED BY:

Development Planning, Planning and Economic Development Department.
A peer review of an Aggregate Resources Assessment may also be required.

CONTACT:

pdgeninq@hamilton.ca

References:

¹Ministry of Municipal Affairs and Housing. (2020). *Provincial Policy Statement*. Toronto: Author.

²Marich, A.S. 2010. *Aggregate resources inventory of the City of Hamilton, southern Ontario; Ontario Geological Survey, Aggregate Resources Inventory Paper 181*, 40p.



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DEVELOPMENT APPLICATION GUIDELINES

Agricultural Impact Assessment

PURPOSE:

This document explains the guidelines for the preparation of an Agricultural Impact Assessment which may be required for the submission of an application under the *Planning Act*. All Agricultural Impact Assessments shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

The purpose of an Agricultural Impact Assessment is to evaluate the potential impacts of non-agricultural development on existing agricultural operations and the agricultural system and recommend ways to avoid or, if avoidance is not possible, minimize and mitigate adverse impacts. (Greenbelt Plan and Growth Plan for the Greater Golden Horseshoe)

An Agricultural Impact Assessment may be requested where a development is located within the City's rural area or where a development is in close proximity to the rural area. Assessments are normally required for larger greenfield developments adjacent to the rural area.

PREPARED BY:

Reports should be prepared by a qualified professional or consulting group with experience in evaluating and assessing agricultural impacts and university or college degree(s) in one or more of the following:

- agriculture, soil science, geoscience, landscape architecture, resource management-related disciplines, environmental related disciplines, agricultural engineering, or land use planning.

Qualified professionals should be knowledgeable about:

- Agri-businesses, agricultural supply chain linkages, rural/agricultural economic development in Ontario, and within the GGH, the agri-food network, where relevant;
- Rural and agricultural land use planning;
- Canada Land Inventory (CLI) classifications of capability for agriculture assessment and a practical understanding of soil science; and,

- Assessment and evaluation of the potential effectiveness of agricultural impact mitigation measures to reduce impacts.

CONTENTS:

The content of an Agricultural Impact Assessment may vary depending on the type of non-agricultural use being proposed as well as other factors including scale, location, and relevant land use designations. Clarification on the exact scope of work for a required Agricultural Impact Assessment will be provided as part of the Formal Consultation Application process. A pre-study consultation with staff may be required to confirm a terms of reference prior to initiating the assessment.

All Agricultural Impact Assessments must be prepared in accordance with the standards outlined in the **Draft Agricultural Impact Assessment (AIA) Guidance Document** from the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), as amended from time to time.

Please refer to the resource below for more details on required components of the study.

OTHER INFORMATION:

Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA)
Draft Agricultural Impact Assessment (AIA) Guidance Document, March 2018
<http://omafra.gov.on.ca/english/landuse/aiagd.pdf>

REVIEWED AND APPROVED BY:

Development Planning staff, Planning and Economic Development Department
A peer review of an Agricultural Impact Assessment may also be required.

CONTACT:

pdgeninq@hamilton.ca



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DEVELOPMENT APPLICATION GUIDELINES

Archaeological Assessment

PURPOSE:

This document explains the process for the completion of Archaeological Assessments, which may be required for the submission of an application under the *Planning Act* or the *Ontario Heritage Act*. All Archaeological Assessments shall follow the Provincial requirements referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

An Archaeological Assessment provides a detailed background study of the land use and geological history of a property. It is used to identify and evaluate the potential presence of archaeological resources also known as archaeological sites and makes recommendations on the most appropriate strategies for conserving the archaeological sites prior to land development activities (disturbance) or mitigating the impacts of development and disturbance where warranted.

An Archaeological Assessment may be a requirement for a development application to ensure that the land developer meets their legal obligations under the *Ontario Heritage Act* and that the intent of the *Provincial Policy Statement* is met.

PREPARED BY:

Archaeological Assessments must be prepared by a licensed Archaeologist.

CONTENTS:

An Archaeological Assessment is divided into Stages 1-4, as per the Provincial Ministry's Standards and Guidelines for Consultant Archaeologists. More information regarding the specific contents that must be included for each type of report (Stage 1-4) are on the Ministry's webpage.

Reports may be submitted to the City for review and the Ministry for approval at the same time.

OTHER INFORMATION:

Provincial Archaeological Assessment information page
<https://www.ontario.ca/page/archaeological-assessments>

Archaeological Assessment – Development Application Guidelines

Ontario Heritage Tool Kit

http://www.mtc.gov.on.ca/en/heritage/heritage_toolkit.shtml

City of Hamilton Archaeology Management Plan

<https://www.hamilton.ca/city-council/plans-strategies/strategies/archaeology-management-plan>

REVIEWED AND APPROVED BY:

Ministry of Tourism, Culture and Sport (approval)

Cultural Heritage, Planning and Economic Development Department (review)

CONTACT:

archaeology@ontario.ca

CulturalHeritagePlanning@hamilton.ca

DRAFT



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Concept Plan

PURPOSE:

This document explains the guidelines for the preparation of a Concept Plan which may be required for the submission of an application under the *Planning Act*. All Concept Plans shall follow the guidelines contained in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A Concept Plan is typically requested as supplementary information for an Official Plan Amendment, Zoning By-law Amendment or Plan of Subdivision application, but may also be requested for a Site Plan application for large or phased developments. Concept plans illustrate the specific location of land uses, buildings, streets, open spaces and other elements of a site layout at a conceptual level.

The purpose of a Concept Plan is to provide a visual aid to illustrate the vision and development intent for a proposal, and to assist with the zoning review for an application.

PREPARED BY:

A Concept Plan should be prepared by an urban designer, licensed architect (OAA), landscape architect (OALA), Planner (RPP MCIP), or Certified Planning Technician (CPT) with a demonstrated specialization in urban design.

CONTENTS:

Concept Plans should be drawn to scale based on a plan of survey and should be detailed enough to do a zoning review of the proposal. Concept plans should utilize a variety of colours to assist with visualizing the development proposal. The following features must be illustrated on concept plans, where applicable:

- A north arrow;
- The boundaries and dimensions of the lands;
- The location of any easements affecting the lands;
- The lot area;

- The proposed land uses;
- The location of all existing buildings to be retained and all proposed buildings and structures on the lands and their setbacks from property lines;
- The ground floor area of all proposed buildings and structures;
- Parking spaces, aisles and parking space dimensions;
- Garbage enclosure and collection areas;
- The location of natural features and associated buffers (E.g. watercourses, wooded areas);
- Amenity areas and dimensions;
- Landscaped areas and planting strips and dimensions;
- Any proposed site features (I.e. retaining walls, storm water management facilities, etc.)
- Internal circulation systems (road and walkway routes);
- Access driveways and walkway connections to external sidewalks and adjacent lands and dimensions; and,
- A Site Statistics table showing the as-of-right requirements and the proposed standards (including lot area, total units, total gross floor area, setbacks, height, vehicular parking space, vehicular parking dimensions, long-term bicycle parking, short-term bicycle parking, accessible parking spaces, accessible parking dimensions, amenity area, landscaped area, and any other applicable standards based on the as-of-right zoning provisions etc.).

REVIEWED AND APPROVED BY:

Development Planning, Planning and Economic Development Department

CONTACT:

pdgeninq@hamilton.ca



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DEVELOPMENT APPLICATION GUIDELINES

Construction Management Plan

PURPOSE:

A Construction Management Plan (CMP) is a technical plan/report that shows how construction and demolition works for a proposed development and how it will be managed. The report should include all pertinent details on how various aspects of the construction project will be handled.

Construction Management Plans are not normally required for the submission of a complete *Planning Act* application. The City of Hamilton requires applicants to submit a CMP as well as an accompanying report which summarizes and explains the methods and details of the CMP, as a condition of Site Plan Approval. The report must also outline the development proposal, the anticipated start date and the estimated construction process duration.

The purpose of the CMP and accompanying report is to ensure that construction, demolition and excavation on development sites does not adversely affect public health, safety, amenity, traffic or the environment in the surrounding area.

PREPARED BY:

The applicant's consultant team. Some items in the plan (E.g. shoring system, Noise and Vibration Study) must be prepared by a qualified Professional Engineer.

CONTENTS INCLUDE:

The list below includes a checklist of items that are required as part of a Construction Management Plan. Please refer to the approved Construction Management Plan Guidelines document (2022) for details regarding each requirement.

- CCTV for existing municipal sewers.
- Utility sign off.
- Copies of adjacent property owners' approval/agreement.
- Vibration Analysis and Noise Studies.
- Geotechnical/Hydrogeological Report (including temporary dewatering methods).
- Sewer Discharge Permit (Sewer Use By-law Requirements).
- Pre-construction condition surveys of City and private lands/adjacent existing buildings/basements.
- Public Communication Plan.

Construction Management Plan – Development Application Guidelines

- ❑ Traffic Management Site Plan.
- ❑ Encroachment Management Plan.
- ❑ Shoring Plans.
- ❑ City Planner to confirm that Tree Protection Plan has been approved prior to approval of the CMP.

OTHER INFORMATION:

Construction Management Plan Guidelines (2022)

LINK TO BE PROVIDED

Relevant utility contact information will be provided in the Formal Consultation document.

REVIEWED and APPROVED BY:

Development Engineering Approvals Section, Growth Management Division, Planning and Economic Development Department.

CONTACT:

DevEngApprovals@hamilton.ca



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Cost Recovery Agreement

PURPOSE:

This document provides a guideline of the Cost Recovery Agreement, which may be required for the submission of an application under the *Planning Act*. A Cost Recovery Agreement shall be completed as referenced in this document. Failure to complete a Cost Recovery Agreement may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A Cost Recovery Agreement enables the City of Hamilton to recuperate from the applicant/owner certain staffing costs, fees and disbursements for any outside legal counsel and external consultants that may be required for preparation for and attendance at an Ontario Land Tribunal (OLT) hearing, where the City supports a developer on third-party appeals to the developer's proposed land development application. Accordingly, as part of a complete *Planning Act* application for an Official Plan Amendment, Zoning By-law Amendment, or Committee of Adjustment application the applicant/owner will be required to sign and submit a Cost Recovery Agreement. It should be noted that this is often also referred to as Cost Acknowledgement Agreement.

PREPARED BY:

The owner, applicant, lawyer, or agent.

CONTENTS INCLUDE:

The owner/applicant or agent must sign the Cost Recovery/Acknowledgement Form and with a witness and have it sealed by a notary public to verify that signatures, marks and copies of documents are true or genuine.

OTHER INFORMATION:

Official Plan Amendment Application
<https://www.hamilton.ca/sites/default/files/2022-06/pedapplications-official-plan-amendment-zoning-bylaw-amendment-form-2022.pdf> (page 23)

Zoning By-law Amendment Application
<https://www.hamilton.ca/sites/default/files/2022-06/pedapplications-official-plan-amendment-zoning-bylaw-amendment-form-2022.pdf> (page 23)

Cost Recovery Agreement – Development Application Guidelines

Committee of Adjustment Minor Variance or Consent to Sever Land Application

<https://www.hamilton.ca/build-invest-grow/planning-development/committee-adjustment>

REVIEWED BY:

Development Planning and Committee of Adjustment, Planning and Economic
Development Department

CONTACT:

Development Planning: pdgeninq@hamilton.ca

Committee of Adjustment: cofa@hamilton.ca

DRAFT



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Cultural Heritage Impact Assessment - Documentation and Salvage Plan

PURPOSE:

This document explains the guidelines for the completion of a Documentation and Salvage Plan (also referred to as a Documentation and Salvage Report), a type of scoped Cultural Heritage Impact Assessment which may be required for the submission of an application under the *Planning Act*. The requirement for a Documentation and Salvage Report may also be triggered by a process under the *Ontario Heritage Act*, including a Heritage Permit Application or a requirement of giving Notice of Intention to Designate a property listed on the Municipal Heritage Register. All Documentation and Salvage Reports shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

The purpose of a Documentation and Salvage Report is to document a cultural heritage resource that is intended to be demolished or removed from a property and to identify historic materials that may be salvaged, reused and/or interpreted.

PREPARED BY:

All CHIAs and related plans or studies must be prepared by a qualified professional with demonstrated experience in the heritage field, typically demonstrated by membership and good standing in the Canadian Association of Heritage Professionals (CAHP) and/or the Ontario Professional Planners Institute (OPPI).

CONTENTS:

The Documentation and Salvage Report should contain the following sections as described in more detail within the City's approved Documentation and Salvage Report Guidelines:

1. Context.
2. Physiography.
3. History (Euro-Canadian settlement to present).
4. Property Description.
5. Description of Buildings and Structures.
6. Artifact Curation and Reuse Recommendations.

Cultural Heritage Assessment Documentation and Salvage Plan – Development
Application Guidelines

OTHER INFORMATION:

Cultural Heritage Documentation and Salvage Plan Guidelines:

LINK TO BE PROVIDED

The Canadian Association of Heritage Professionals member listing:

<http://www.caphc.ca>

REVIEWED BY:

The Hamilton Municipal Heritage Committee (Development Applications under the
Planning Act)

Heritage Permit Review Subcommittee (Heritage Permit Applications under the *Ontario
Heritage Act*)

REVIEWED AND APPROVED BY:

Cultural Heritage, Planning and Economic Development Department

CONTACT:

CulturalHeritagePlanning@hamilton.ca



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Cultural Heritage Impact Assessment

PURPOSE:

This document explains the guidelines for the completion of a Cultural Heritage Impact Assessment (CHIA), which may be required for the submission of an application under the *Planning Act*. The requirement of a CHIA may also be triggered by a process under the *Ontario Heritage Act*, including a Heritage Permit Application or a requirement of giving Notice of Intention to Designate a property listed on the Municipal Heritage Register. All Cultural Heritage Impact Assessments shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A CHIA is a report that documents a clear and traceable evaluation of the effects of a proposed new development or redevelopment on cultural heritage resources and/or their setting (built heritage resources and cultural heritage landscapes). A CHIA assists staff in the evaluation of development and heritage permit applications, including the determination of compliance with cultural heritage policies. If there are demonstrated adverse effects, the CHIA must describe how the adverse effects can be minimized, mitigated or avoided. The primary goal of a CHIA is to ensure that the cultural heritage value of on-site or adjacent heritage resources are conserved.

Cultural Heritage Impact Assessments (CHIAs) are required for the following scenarios:

- Properties designated under or adjacent to those designated under the *Ontario Heritage Act*;
- Properties included on or adjacent to those listed on the Municipal Heritage Register;
- If a proposal affects a known archaeological site or area of high archaeological potential;
- Areas for which a cultural heritage conservation plan statement exists; or,
- Properties included in cultural heritage landscapes listed on the Municipal Heritage Register.

PREPARED BY:

All CHIAs and related plans or studies must be prepared by a qualified professional with demonstrated experience in the heritage field, typically demonstrated by membership and good standing in the Canadian Association of Heritage Professionals (CAHP) and/or the Ontario Professional Planners Institute (OPPI). The qualified professional

Cultural Heritage Impact Assessment – Development Application Guidelines

should not be the project architect or any other professional with a stake in the proposed development.

CONTENTS:

The content of a CHIA may be scoped at the discretion of Cultural Heritage Planning staff. Applicants should speak with staff first before engaging a consultant or beginning the CHIA process. The CHIA should contain the following sections as described in more detail within the City's approved Cultural Heritage Impact Assessment Guidelines:

1. Introduction to the Development/Project.

PART A: Cultural Heritage Evaluation

2. Background Research and Analysis.
3. Cultural Heritage Evaluation.
4. Statement of Significance.

PART B: Assessment of Impacts

5. Description of Proposed Development or Site Alteration.
6. Impact of Proposed Development or Site Alteration.
7. Alternatives or Mitigation Measures.
8. Conservation Strategy.
9. Conclusions and Recommendations.
10. Qualifications of the Author.
11. Cited Materials.

OTHER INFORMATION:

Cultural Heritage Impact Assessment Guidelines:

<https://www.hamilton.ca/build-invest-grow/planning-development/planning-policies-guidelines/cultural-heritage-impact>

Cultural Heritage Impact Assessment Checklist:

LINK TO BE PROVIDED

The Canadian Association of Heritage Professionals member listing:

<http://www.caphc.ca>

REVIEWED BY:

The Hamilton Municipal Heritage Committee (Development Applications under the *Planning Act*)

Heritage Permit Review Subcommittee (Heritage Permit Applications under the *Ontario Heritage Act*)

Cultural Heritage Impact Assessment – Development Application Guidelines

REVIEWED AND APPROVED BY:

Cultural Heritage Planning, Planning and Economic Development Department

CONTACT:

CulturalHeritagePlanning@hamilton.ca

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Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Cycling Route Analysis

PURPOSE:

This document explains the guidelines for the preparation of a Cycling Route Analysis which may be required for the submission of an application under the *Planning Act*. All Cycling Route Analyses shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A Cycling Route Analysis assesses the ability of the existing or planned cycling facilities to accommodate additional development related cycling trips and identifies when new facilities or infrastructure may be required on- or off-site to encourage cycling trips.

A Cycling Route Analysis ensures the development will promote and facilitate cycling as an alternative mode of transportation, resulting in a reduction in auto trips and a shift to more sustainable modes of transportation.

A Cycling Route Analysis may be required when a development has the potential to create or increase cycling trips, resulting in the need for improvements to existing facilities or provision of additional capacity/new infrastructure. The need for a Cycling Route Analysis will be identified during the Formal Consultation stage.

PREPARED BY:

The Cycling Route Analysis is to be prepared by a qualified transportation consultant experienced in transportation planning or traffic engineering. The consultant must be registered as a Professional Engineer in the province of Ontario.

CONTENTS INCLUDE:

The need for a Cycling Route Analysis and the terms of reference are to be confirmed through a pre-study consultation with Transportation Planning staff. The Cycling Route Analysis should reflect the information and recommendations contained within the most recent Cycling Master Plan documents. The Cycling Route Analysis may be provided as a standalone document or as a separate section within a broader document containing required transportation studies.

The Cycling Route Analysis may be required to:

- Provide a description of the study area and the proposed development site.
- Provide a site plan illustrating the proposed supply and location of onsite short-term and long-term bicycle parking.

Cycling Route Analysis – Development Application Guidelines

- Outline the existing study area cycling and bikeshare facilities and infrastructure, including direct connections to other sustainable travel modes (e.g.: transit stops or stations).
- Identify gaps in the cycling network and/or bikeshare facilities around a proposed development.
- Estimate site generated cycling trips.
- Determine the need for connections between the proposed development and existing cycling network.
- Provide recommendations on the preferred facility to connect the proposed development to existing network, where appropriate.

OTHER INFORMATION:

Cycling Master Plan

<https://www.hamilton.ca/city-council/plans-strategies/master-plans-studies/hamiltons-cycling-master-plan>

Complete Streets Design Manual

<https://www.hamilton.ca/build-invest-grow/planning-development/planning-policies-guidelines/complete-streets-design-manual>

Ontario Traffic Manual Book 18 Cycling Facilities

<https://www.library.mto.gov.on.ca/SydneyPLUS/Sydney/Portal/default.aspx?component=AAAAIY&record=9c49ce44-e3b2-4389-91cd-5e9b67aad03d>

REVIEWED AND APPROVED BY:

Transportation Planning and Sustainable Mobility Sections, Transportation Planning and Parking Division, Planning and Economic Development Department

CONTACT:

Transportation.Planning@hamilton.ca



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Environmental Impact Statement and Summary of Environmentally Significant Areas Impact Evaluation Group Comments

PURPOSE:

This document explains the guidelines for the preparation of an Environmental Impact Statement and Summary of Environmentally Significant Areas Impact Evaluation Group (ESAIEG) comments, which may be required for the submission of an application under the *Planning Act*. All EIS's and comment summaries shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a report being considered unsatisfactory and a submitted application being deemed incomplete.

An Environmental Impact Statement (EIS) is required as part of a complete application when development or site alteration within or adjacent to a Core Area may negatively impact its natural features and ecological functions. Adjacent lands includes lands within 120 metres of a proposed development. An EIS studies the habitat within and adjacent to a Core Area and assesses potential impacts that a proposed development may have on the feature and its functions. As part of this study, recommendations are made to avoid or minimize these impacts.

An Environmental Impact Statement will:

- Inventory and describe the existing Core Areas and the ecological functions of the site in the context of the surrounding landscape.
- Assess potential impacts that the proposed development may have on Core Areas and their functions.
- Provide recommendations on natural area boundaries, mitigation measures and design measures to accommodate or enhance existing natural features and their functions.

PREPARED BY:

An EIS must be prepared by a qualified expert in fields relevant to the natural environment, including an ecologist, biologist, hydrogeologist, arborist/forester, or geologist, depending on the area of expertise required. In some cases, expertise in storm water management, geology, aquatic ecology, terrestrial ecology, hydrogeology, or fluvial geomorphology will be required.

Environmental Impact Statement and Summary of Environmentally Significant Areas
Impact Evaluation Group Comments – Development Application Guidelines

CONTENTS:

EIS:

An EIS shall be prepared in accordance with the City of Hamilton's approved Environmental Impact Statement Guidelines.

The contents of an EIS will be scoped on a site-by-site basis. The applicant's qualified expert must prepare a Terms of Reference outlining the contents and scope of the EIS to the satisfaction of the City and any applicable Conservation Authority. **Natural Heritage staff in the Planning and Economic Development Department must approve a Terms of Reference for an EIS prior to the initiation of the study.**

Summary of ESAIEG Comments:

The Environmentally Significant Areas Impact Evaluation Group (ESAIEG) is a voluntary technical group established to advise the Planning and Economic Development Department on the impacts of development within or adjacent to Core Areas. Their mandate is to review Environmental Impact Statements (EIS) and provide advice to Planning Division staff on whether the technical information provided is adequate to address impacts, whether the proposal should proceed, and if so, what mitigation measures are needed.

Where ESAIEG review of an EIS is needed, a summary of key feedback from City staff and ESAIEG will be issued by City staff following the ESAIEG meeting. This summary and a summary of any subsequent changes made to the proposal to address the comments is required as part of the submission of a complete application.

OTHER INFORMATION:

City of Hamilton Environmental Impact Statement Guidelines

<https://www.hamilton.ca/build-invest-grow/planning-development/planning-policies-guidelines/environmental-impact-statements>

REVIEWED AND APPROVED BY:

Natural Heritage staff, Planning and Economic Development Department.
Environmentally Significant Areas Impact Evaluation Group (ESAIEG).
Conservation Authority.

Environmental Impact Statement and Summary of Environmentally Significant Areas
Impact Evaluation Group Comments – Development Application Guidelines

CONTACT:

Natural Heritage staff: pdgeninq@hamilton.ca

Hamilton Conservation Authority: <https://conservationhamilton.ca/>

Conservation Halton: <https://www.conservationhalton.ca/>

Grand River Conservation Authority: <https://www.grandriver.ca/en/index.aspx>

Niagara Peninsula Conservation Authority: <https://npca.ca/>

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Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Environmental Site Assessment and/or Record of Site Condition

PURPOSE:

This document explains the guidelines for the preparation of an Environmental Site Assessment (ESA) and/or Record of Site Condition (RSC), which may be required for the submission of an application under the *Planning Act*. All ESAs and/or RSCs shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

An ESA is prepared in two phases. Phase One is prepared in accordance with Ontario Regulation (O. Reg.) 153/04, and is a type of study to determine the likelihood that one or more contaminants may be present in the land or water on, in, or under the subject property that may cause an adverse effect, as defined under the *Environmental Protection Act*.

Phase Two is required to confirm whether one or more contaminants may be present on the subject property that exceed any of the applicable standards for the intended use. An ESA is required to develop a preliminary determination of whether the environmental condition of the property is suitable for the intended use.

A RSC sets out the environmental condition of a property at a particular point in time, based on the ESA(s) conducted by a qualified person. An RSC must be filed in this registry before property use changes in certain ways.

PREPARED BY:

A Qualified Person, as defined under O. Reg. 153/04, who holds a valid license as a Professional Engineer or who holds a valid certificate of registration as a Professional Geoscientist.

CONTENTS INCLUDE:

- The City of Hamilton, Planning and Economic Development Department will require a copy of the ESA(s) and/or a copy of the filed RSC signed by the Qualified Person who completed the document, following acknowledgment of completion from the Ministry of the Environment, Conservation and Parks.

Environmental Site Assessment and/or Record of Site Condition – Development
Application Guidelines

- The City of Hamilton, Planning and Economic Development Department will require a copy of all supporting studies listed in the completed RSC that was submitted to the Ministry of Environment, Conservation and Parks.

OTHER INFORMATION:

<https://www.ontario.ca/laws/regulation/040153>

<https://www.ontario.ca/page/guide-site-assessment-cleanup-brownfields-filing-records-site-condition>

REVIEWED AND APPROVED BY:

Ministry of the Environment, Conservation and Parks.

Confirmation of approval by MECP reviewed by Development Planning, Planning and Economic Development Department.

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Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Farm Economics Report

PURPOSE:

This document explains the guidelines for the preparation of a Farm Economics Report which may be required for the submission of an application under the Ontario *Planning Act*. All Farm Economics Reports shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A Farm Economics Report may be required where a Consent Application proposes a severance on lands in the rural area as identified in the Rural Hamilton Official Plan. The purpose of a Farm Economics Report is to demonstrate that the proposed agricultural uses on the severed and retained lots are of sufficient size and nature to be reasonably expected to:

- i) Sustain a commercially viable farm operation;
- ii) Allow farm operators the flexibility to change the existing and proposed farm operation in the event of business failure; and,
- iii) Allow farm operators the flexibility to diversify and intensify the production of agricultural commodities in response to changing economic conditions and trends in agriculture.

(Rural Hamilton Official Plan, Policy F.1.14.2.2 d))

PREPARED BY:

A Farm Economics Report must be prepared by an accredited professional knowledgeable in farm economics, such as an agrologist or agronomist.

REVIEWED and APPROVED BY:

Development Planning, Planning and Economic Development Department.
A Farm Economics Report may also require a peer review.

CONTACT:

Development Planning – pdgeninq@hamilton.ca



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

General Vegetation Inventory

PURPOSE:

This document explains the guidelines for the preparation of a General Vegetation Inventory, which may be required for the submission of an application under the *Planning Act*. All General Vegetation Inventories shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A General Vegetation Inventory provides a description of the area proposed for development and the natural features on and abutting the site.

The intent of the General Vegetation Inventory is to ensure that the applicant considers existing natural features and, where possible, incorporates them into site design at an early stage to maximize vegetation preservation. It is not intended to be a detailed inventory or tree protection plan, but to provide a general overview of vegetation on site.

PREPARED BY:

A Certified Arborist in good standing with the International Society of Arboriculture (ISA), a Registered Professional Forester (RPF) certified in the province of Ontario, or a Landscape Architect certified by the Ontario Association of Landscape Architects (OALA).

CONTENTS INCLUDE:

Applicants and their retained consultants should refer to the City of Hamilton's Tree Protection Guidelines – City Wide (October 2010) for detailed information on what to include in a complete General Vegetation Inventory.

A General Vegetation Inventory should include the following:

- Inventory and description of vegetation units on site;
- Site topography, soils, drainage;
- Significant natural and physical features; and,
- Reasons explaining whether vegetation units require further analysis through a Tree Protection Plan. Areas of high quality vegetation must be identified for further study in a Tree Protection Plan.

General Vegetation Inventory – Development Application Guidelines

OTHER INFORMATION:

Tree Protection Guidelines – City Wide (pages 5-8)

<https://www.hamilton.ca/sites/default/files/2022-05/pedpolicies-tree-protection-guidelines1.pdf>

REVIEWED & APPROVED BY:

Natural Heritage, Planning and Economic Development Department; and,
Environmental Services, Public Works Department.

CONTACT:

Natural Heritage Contact: pdgeninq@hamilton.ca

Urban Forestry Contact: urbanforest@hamilton.ca

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Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Housing Report

PURPOSE:

This document explains the guidelines for the preparation of a Housing Report which may be required for the submission of an application under the *Planning Act*. All Housing Reports shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

The purpose of a Housing Report is to demonstrate how a residential development contributes to meeting housing policies and targets in the Urban Hamilton Official Plan, and to assist the City in tracking tenure, unit types, unit sizes, and unit affordability levels of proposed developments. Housing Reports may be requested for larger residential development proposals located within the City's urban area.

PREPARED BY:

Where a Housing Report is required, the required information should be incorporated into a Planning Justification Report as a separate section. Planning Justification Reports are required to be prepared by a Registered Profession Planner (RPP) or Certified Planning Technician (CPT).

CONTENTS:

A preliminary consultation with staff may be required prior to preparing a Housing Report to confirm the terms of reference for the report. A Housing Report shall contain the following information:

1. Housing Information

- Total number of residential units.
- Description of building type(s) (E.g. detached, street townhouse, stacked townhouse, low-rise, mid-rise, or high-rise multiple dwelling, etc.).
- Proposed tenure (purpose-built rental, freehold ownership, condominium).
- Number of units by unit type (I.e. bachelor, 1-bedroom, 2-bedroom, 3-bedroom. 3+ bedrooms).
- Gross Floor Area range of units, for each unit type.

Housing Report – Development Application Guidelines

- Anticipated price range or rent level range of units, for each building type and unit type (only required for Site Plan Control and Draft Plan of Subdivision applications).
- Secondary Dwelling unit potential.

2. Identification of any Additional Housing Considerations

- Use of flexible unit designs (e.g. adaptable layouts where number of bedrooms can be changed).
- Inclusion of affordable housing or housing with supports.
- Financial or land contributions towards affordable housing.
- Innovative rent-to-own models.
- Proposed demolition or conversion of existing rental units.

3. Planning Rationale

- An explanation of how the proposed development addresses relevant Provincial housing policies.
- An explanation of how the proposal represents good planning and contributes to meeting the housing policies in Chapter B, Section 3.2 of the Urban Hamilton Official Plan.

REVIEWED and APPROVED BY:

Development Planning Section, Planning and Economic Development Department

CONTACT:

pdgeninq@hamilton.ca



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Impact Assessment For New Private Waste Disposal Sites

PURPOSE:

This document explains the guidelines for the preparation of an Impact Assessment for New Private Waste Disposal Sites, which may be required for the submission of an application under the Ontario *Planning Act*. All Impact Assessment for New Private Waste Disposal Sites shall follow the guidelines referenced in this document. Expansions of existing private waste facilities shall also follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

To provide a standardized approach to applications for new private waste disposal sites, the Ministry of the Environment has developed environmental assessment requirements for all waste management projects. The requirements provide for the protection, conservation, and management of Ontario's environment by ensuring that the environmental effects of new waste management projects and/or changes to waste management projects are reviewed appropriately.

PREPARED BY:

Impact Assessments must be prepared by a qualified environmental assessment practitioner(s).

OTHER INFORMATION:

[Guide to environmental assessment requirements for waste management projects | ontario.ca](http://www.ontario.ca)

REVIEWED AND APPROVED BY:

Contact the Ministry of the Environment, Conservation and Parks (MECP) Client Services and Permissions Branch to determine and comply with all required approvals. The MECP Client Services and Permissions Branch can be reached at:

Client Services and Permissions Branch

Ministry of the Environment
2 St. Clair Avenue West, Floor 12A
Toronto, ON M4V 1L5

Impact Assessment for New Private Waste Disposal Sites – Development Application Guidelines

[Toll-free: 1-800-461-6290](tel:1-800-461-6290)

[Email: enviopermissions@ontario.ca](mailto:enviopermissions@ontario.ca)

Once all required Environmental Assessment Approvals have been granted by the MECP, please forward approval documentation to the Planning and Economic Development Department.

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DEVELOPMENT APPLICATION GUIDELINES

Landscape Plan

PURPOSE:

This document provides a guideline for the preparation of a Landscape Plan, which may be required for the submission of an application under the *Planning Act*. All Landscape Plans shall follow the guidelines contained and referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A Landscape Plan is a layout plan with information regarding the proposed soft planting material and hard landscaping elements, stormwater management components, and existing physical, topographical, and natural elements of a site.

A Landscaping Plan should illustrate existing vegetation to be retained, proposed landscaping, materials and features, and detail drawings demonstrating installation. Effort should be made to demonstrate how the proposed development enhances the site.

In addition, if any public right-of-ways are impacted by the proposed development, the Landscape Plan should show the placement of trees and ornamental shrubs/grasses/perennials on any publicly owned components. The City of Hamilton's Public Tree Preservation and Sustainability Policy, in conjunction with the Tree By-law No. 15-125, requires new developments to provide payment, as per Council approved user fees, for street trees to be planted in the road allowance by the City. All street tree plantings shall be planted by the City of Hamilton, as approved through the review of a proposed street tree planting scheme.

As per the City's Council adopted Tree Protection Guidelines (revised October 2010), 1 for 1 compensation is required for any tree (10 cm DBH or greater) that is proposed to be removed from private property. This is to ensure that existing cover is maintained. If it is not possible to replant on site (i.e., no space), cash-in-lieu must be provided to the City to plant trees elsewhere.

PREPARED BY:

A professional Landscape Architectural who is a member in good standing with the Ontario Association of Landscape Architects (OALA).

Landscape Plan – Development Application Guidelines

CONTENTS INCLUDE:

General Information:

- Applicant/owner name and contact information;
- Lead Consultant's name and contact information and any other associated subconsultants (engineer, arborist, etc.);
- Professional stamp/seal and signature;
- Key map;
- Phasing plan highlighting what is applicable;
- Municipal address;
- North arrow;
- Scale bar (using a typical metric scale factor);
- Table of contents;
- Title block:
 - drawing title and sheet number;
 - preparation date;
 - revision number and date;
 - space for the City of Hamilton drawing approval stamp;
 - scale bar; and,
 - consultant name and contact and professional stamp/seal and signature; and,
- Legend when abbreviations or symbols are used.
- Standard landscape plan notes (See Appendix 21 of Site Plan Guidelines)

Existing Conditions

- Parameters should show the extent of any adjacent public right-of-ways to the centre line as well as all adjacent lands 6.0 metres beyond the property limits of the development site;
- The location of all existing natural features including top of bank, watercourse features, valley lands, landforms, etc.;
- All existing trees within the site and abutting the proposed development, both within the adjacent road right-of-way and on adjacent properties;
- All existing buildings, accessory structures, fencing, paved sidewalks, trails, driveways, roadways, parking areas, above grade utilities and lines, or other existing built features within the development parameters; and,
- Any below-grade components such as underground servicing, below grade building envelopes, etc.

Proposed

- Existing vegetation indicating what is to be retained or removed (Note: Trees proposed to be removed only need to be shown on Landscape Plans if a tree management/tree protection plan has not been provided);
- Protection measures for the existing vegetation to be retained (Note: Only needs to be shown if a tree protection plan has not been provided);
- All proposed plant material, planting beds, planter boxes, and sodded areas;
- Any landscape buffering requirements;
- Any tree replacement requirements;

Landscape Plan – Development Application Guidelines

- All proposed hard-surfaced areas (e.g. driveways, walkways, parking areas, curbing, benches, seating, patios and plazas);
- Hard-surfacing materials and details;
- All proposed fences, pergolas, screen walls and retaining walls, including height and materials being used;
- Any stormwater management landscape features;
- Any above and below ground utilities, including lighting features;
- Refuse storage and collection facilities, including screening features;
- Snow storage; waste management; bicycle parking areas;
- Other placemaking features i.e. signage or entry gateway elements;
- A detailed plant list itemizing botanical species name, common name, quantity, size, condition, and spacing of all proposed plant material;
- Include a species key and reference list on each drawing sheet
- The location of all trees proposed on public right-of-ways. Species type shall not be identified. Tree locations shall be identified with the note: "Trees to be planted by City of Hamilton Forestry Section – City of Hamilton Forestry Department to Determine Species"; and,
- A note that the Forestry Section, Environmental Services, Public Works Department shall be notified post construction when final grade has been achieved, to facilitate the scheduling of the street tree planting(s).

OTHER INFORMATION:

City of Hamilton's Design and Preservation Manual for Assets within Public Property (March, 2022) – [LINK TO BE PROVIDED](#)

City of Hamilton's Landscape Design Guidelines for Stormwater Facilities - <https://www.hamilton.ca/build-invest-grow/planning-development/planning-policies-guidelines/landscape-design-guidelines>

City of Hamilton's Site Plan Guidelines - <https://www.hamilton.ca/build-invest-grow/planning-development/planning-policies-guidelines/site-plan-guidelines>

REVIEWED & APPROVED BY:

Urban Design, Planning and Economic Development Department
 Natural Heritage, Planning and Economic Development Department
 Forestry and Horticulture Section, Environmental Services, Public Works Department

CONTACT:

pdgeninq@hamilton.ca



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Linkage Assessment

PURPOSE:

This document provides a guideline for the preparation of a Linkage Assessment which may be required for the submission of an application under the *Planning Act*. All Linkage Assessments shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a report being considered unsatisfactory and a submitted application being deemed incomplete.

Linkage Assessments are required when development or site alteration is proposed within a linkage identified in Hamilton's Official Plans.

The purpose of the City's Official Plan policies is to:

- Protect and enhance connections between Core Areas to enhance the ecological functions of the Natural Heritage System.
- Maintain or enhance linkages wherever possible.
- Integrate the design of a development proposal in a manner that protects or enhances the ecological functions of the Linkage.

Linkage Assessments:

- Identify and assess linkages (vegetative/wildlife/landscape features or functions)
- Assess the potential impacts of development/site alteration on the viability and integrity of a linkage
- Recommend how to protect, enhance or mitigate impacts on a linkage and its functions

PREPARED BY:

Assessments must be prepared by a qualified expert in fields relevant to the natural environment, including an ecologist, biologist, hydrogeologist, arborist/forester, or geologist, depending on the area of expertise required. In some cases, expertise in storm water management, geology, aquatic ecology, terrestrial ecology, hydrogeology, or fluvial geomorphology will be required.

CONTENTS INCLUDE:

A Linkage Assessment shall be prepared in accordance with the City of Hamilton's approved Linkage Assessment Guidelines. Where an Environmental Impact Statement

Linkage Assessment – Development Application Guidelines

(EIS) is also required for a proposal, the Linkage Assessment should be included as part of the EIS.

The contents of a Linkage Assessment will be scoped on a site by site basis. The applicant's qualified expert must prepare a Terms of Reference outlining the contents and scope of the Linkage Assessment to the satisfaction of the City. **Natural Heritage staff in the Planning and Economic Development Department must approve a Terms of Reference for a Linkage Assessment prior to the initiation of the study.**

OTHER INFORMATION:

City of Hamilton Linkage Assessment Guidelines

<https://www.hamilton.ca/build-invest-grow/planning-development/planning-policies-guidelines/linkage-assessment-guidelines>

REVIEWED AND APPROVED BY:

Natural Heritage staff, Planning and Economic Development Department.
In some cases, the Environmentally Significant Areas Impact Evaluation Group (ESAIEG) also reviews Linkage Assessments.

CONTACT:

pdgeninq@hamilton.ca



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Materials Palette or Imagery

PURPOSE:

This document provides a guideline for the preparation of a Materials Palette or Imagery, which may be required for the submission of an application under the *Planning Act*. All Materials Palettes or Imagery shall follow the guidelines contained and referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A Materials Palette or Imagery may be required in addition to high resolution coloured elevation drawings, at the Site Plan approval stage, to allow staff to evaluate the choice of façade materials in respect to their colour, texture, or specific application.

PREPARED BY:

A qualified design professional such as a Registered Architect, Landscape Architect, Registered Professional Planner or Professional Engineer.

CONTENTS INCLUDE:

A Materials Palette or Imagery should include high-resolution photographs, or, at the request of staff, material samples reflecting the full range of façade materials proposed in the context of a new development. Material samples may be required where special material texture or colour is proposed, depending on the scale of the project.

A Materials Palette or Imagery may be provided as a separate document, or as a separate set of information associated with the Material Legend shown on Elevation Drawings. Specific requirements are listed below:

- Materials Palette - separate photocollage OR physical material sample board:
 - High-resolution color photographs of principal façade materials OR relevant physical samples of these materials.
 - Text caption identifying:
 - The material label, code, and/or name, as indicated on Elevation Drawings; and,

Materials Palette or Imagery – Development Application Guidelines

- Information on the Manufacturer, type of material, color, texture (if applicable), and application/pattern (where applicable).
- Colored snapshots of key areas of building façades, if desired, referencing the photos and information in the photocollage.
- Material Palette - integrated with Elevation Drawings.

Photo samples of specific colours and texture choices associated with primary façade materials identified in the Material Legend shown on Elevation Drawings.

REVIEWED AND APPROVED BY:

Urban Design, Planning and Economic Development Department

CONTACT:

pdgeninq@hamilton.ca

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Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Minimum Distance Separation Calculation

PURPOSE:

This document provides a guideline for the preparation of a Minimum Distance Separation Calculation, which may be required for the submission of an application under the *Planning Act*. All Minimum Distance Separation Calculations shall follow the guidelines contained and referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A Minimum Distance Separation (MDS) calculation is a land use planning tool that determines setback distances needed between various types of livestock facilities (e.g. barns, manure storage, anaerobic digesters) and surrounding land uses, with the objective of minimizing land use conflicts and nuisance complaints related to odour. The main purpose of minimizing these land use conflicts is to protect prime agricultural lands for long-term agricultural use.

There are two types of MDS formulae:

- MDS I formulae determines setbacks between proposed new development and existing livestock facilities.
- MDS II formulae determines setbacks between proposed new, enlarged, or renovated livestock facilities and other existing or approved development.

Municipalities are responsible for ensuring that MDS setbacks are met when reviewing land use planning applications (e.g., Official Plan amendments, Zoning By-law amendments, site plan applications, lot creation applications) or building permits. Where a proposed development involves a livestock facility or is within the rural area, an applicant may be required to demonstrate that the required MDS setback is provided before a land use planning approval or building permit can be issued. The separation distance can vary depending on the type or scale of the livestock facility being assessed.

PREPARED BY:

MDS calculations may be completed by Registered Professional Planners, Certified Planning technicians, Professional Engineers, or other professionals with relevant experience in MDS calculations.

Minimum Distance Separation Formulae – Development Application Guidelines

CONTENTS:

All calculations shall follow the requirements outlined in the Minimum Distance Separation (MDS) Document Formulae and Guidelines for Livestock Facility and Anaerobic Digester Odour Setbacks Publication 853, published by the Ministry of Agriculture, Food and Rural Affairs.

Sufficient information must be provided to illustrate how the MDS setback was calculated and the details used for the calculation.

OTHER INFORMATION:

Ministry of Agriculture, Food and Rural Affairs [Minimum Distance Separation \(MDS\) Formulae and Guidelines](#) information webpage.

The Minimum Distance Separation (MDS) Document Formulae and Guidelines for Livestock Facility and Anaerobic Digester Odour Setbacks Publication 853
[The Minimum Distance Separation \(MDS\) Document, Publication 853 \(gov.on.ca\)](#)

REVIEWED AND APPROVED BY:

Development Planning, Planning and Economic Development Department.

CONTACT:

pdgeninq@hamilton.ca



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Modern Roundabout and Neighbourhood Roundabout Analysis

PURPOSE:

This document explains the guidelines for the preparation of a Modern Roundabout or Neighbourhood Roundabout Analysis which may be required for the submission of an application under the *Planning Act*. All Modern Roundabout or Neighbourhood Roundabout Analyses shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

The purpose of a Modern Roundabout or Neighbourhood Roundabout Analysis is to determine if a roundabout will provide a safe and adequate form of traffic control at an existing or future intersection.

A Modern Roundabout Analysis must be completed for any potential traffic signal installation or for an existing signalized intersection that is projected to experience collision patterns, congestion or poor level of service. The need for a Modern Roundabout analysis at an existing signalized intersection that is projected to experience collision patterns, congestion, or poor levels of service, will be identified during the Formal Consultation Stage.

PREPARED BY:

The Modern Roundabout or Neighbourhood Roundabout Analysis is to be prepared by a qualified transportation consultant experienced in transportation planning or traffic engineering. The consultant must be registered as a Professional Engineer in the province of Ontario.

CONTENTS INCLUDE:

The need for a Modern Roundabout or Neighbourhood Roundabout Analysis terms of reference and acceptable analysis software are to be confirmed through a pre-study consultation with Transportation Planning staff.

The Modern Roundabout or Neighbourhood Roundabout Analysis may be provided as a standalone document or as a separate section within a broader document containing required transportation studies.

The Modern Roundabout or Neighbourhood Roundabout Analysis should include:

- Roundabout analysis justification.

Modern Roundabout and Neighbourhood Roundabout Analysis – Development Application Guidelines

- Inscribed circle diameter, number of travel lanes and where right-turn slip lanes may be required.
- Horizon years and time periods for analysis.
- Construction feasibility, including identifying where expropriation may be required.
- Expected level of service for all horizon years.
- Pedestrian accommodations.
- Conclusions and recommendations.

OTHER INFORMATION:

General design reference guidelines include the *Roundabouts: An Informational Guide* (FHWA-RD-00-067) from the Federal Highway Administration (United States) or *Synthesis of North American Roundabout Practices* from the Transportation Association of Canada.

REVIEWED AND APPROVED BY:

Transportation Planning and Parking Division, Planning and Economic Development Department, in conjunction with Transportation Operations and Maintenance, Public Works Department.

CONTACT:

Transportation.Planning@hamilton.ca



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Neighbourhood Traffic Calming Options Report

PURPOSE:

This document explains the guidelines for the preparation of a Neighbourhood Traffic Calming Options Report which may be required for the submission of an application under the *Planning Act*. All Neighbourhood Traffic Calming Options Reports shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A Neighbourhood Traffic Calming Options Report assesses the potential for site related traffic to impact the local (neighbourhood) streets adjacent to a proposed development and identifies when and what traffic calming measures may be required to mitigate the site related traffic impacts. The need for a Neighbourhood Traffic Calming Options Report will be identified during the Formal Consultation stage.

PREPARED BY:

The Neighbourhood Traffic Calming Options Report is to be prepared by a qualified transportation consultant experienced in transportation planning or traffic engineering. The consultant must be registered as a Professional Engineer in the province of Ontario.

CONTENTS INCLUDE:

The need for a Neighbourhood Traffic Calming Options Report and the terms of reference are to be confirmed through a pre-study consultation with Transportation Planning staff. The Neighbourhood Traffic Calming Options Report may be provided as a standalone document or as a separate section within a broader document containing the required transportation studies.

The Neighbourhood Traffic Calming Options Report may be required to:

- Estimate and assign the site generated traffic to the study area road network.
- Identify the volume or percentage of site generated traffic that could cut through the adjacent neighbourhood.
- Conduct a full traffic calming assessment to determine the appropriate type(s) and location of measures that could be deployed.
- Provide a functional plan showing the location and design of the proposed traffic calming measures.

Neighbourhood Traffic Calming Options Report – Development Application Guidelines

- Provide a cost estimate.
- Propose monitoring and evaluation measures.

OTHER INFORMATION:

Refer to the most recent version of the Transportation Association of Canada *Canadian Guide to Traffic Calming* for the accepted assessment methodology and selection tools.

REVIEWED and APPROVED BY:

Transportation Planning and Parking Division, Planning and Economic Development Department, in conjunction with Transportation Operations and Maintenance, Public Works Department.

CONTACT:

Transportation.Planning@hamilton.ca

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Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Parking Analysis/Study

PURPOSE:

This document explains the guidelines for the preparation of a Parking Analysis/Study which may be required for the submission of an application under the *Planning Act*. All Parking Analyses/Studies shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

The purpose of a Parking Analysis/Study is to determine the parking supply required to support a proposed development as per the City of Hamilton Zoning By-laws.

A Parking Analysis / Study may be required to justify any requested variance from the Zoning By-law required parking supply and to provide alternative strategies to offset the impacts of the variance.

PREPARED BY:

The Parking Analysis/Study is to be prepared by a qualified transportation consultant experienced in transportation planning or traffic engineering. The consultant must be registered as a Professional Engineer in the province of Ontario.

CONTENTS INCLUDE:

The need for a Parking Analysis/Study and the terms of reference are to be confirmed through a pre-study consultation with Transportation Planning staff prior to commencing work. The Parking Analysis/Study may be provided as a standalone document or as a separate section within a broader document containing the required transportation studies.

The Parking Analysis may be required to:

- Provide an overview of the development proposal.
- Outline the parking required under the applicable Zoning By-law for each proposed land use.
- State the proposed parking supply for each land use and identify any surplus or deficiency.
- Identify opportunities for shared parking onsite.
- Identify adjacent on-street parking supply.
- Outline study area posted parking restrictions.

Parking Analysis / Study – Development Application Guidelines

- Provide sound justification for any oversupply of parking.
- Include a site plan that:
 - Identifies the location and number of proposed parking spaces, including accessible spaces and small car spaces.
 - Dimensions all parking spaces, aisles, and ramps.
 - Illustrates ramp and transition lengths and grades.
 - Identifies location and dimensions of loading areas.
 - Illustrates and dimensions proposed lay-by areas.
 - Identifies pedestrian routes linking parking areas to building entrances.
- Outline the existing study area alternative and active transportation facilities and infrastructure, including direct connections to other sustainable travel modes (e.g. transit stops or stations).
- Collect parking demand and/or turnover data at set intervals at City-approved proxy sites to support the proposed parking supply.
- Provide a parking mitigation strategy to offset the impacts of a reduced parking supply.

REVIEWED AND APPROVED BY:

Transportation Planning and Parking Division, Planning and Economic Development Department.

CONTACT:

Transportation.Planning@hamilton.ca



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Pedestrian Route and Sidewalk Analysis

PURPOSE:

This document explains the guidelines for the preparation of a Pedestrian Route and Sidewalk Analysis which may be required for the submission of an application under the *Planning Act*. All Pedestrian Route and Sidewalk Analyses shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A Pedestrian Route and Sidewalk Analysis outlines how people will move to and through a proposed development. The Pedestrian Route and Sidewalk Analysis demonstrates the walkability and accessibility of a development, ensuring it complies with current policies, and provides a basis for review of the pedestrian realm of a proposed development.

A Pedestrian Route and Sidewalk Analysis may be required when a development has the potential to create or increase pedestrian trips, resulting in the need for improvements to existing facilities or provision of additional capacity/new infrastructure. The need for a Pedestrian Route and Sidewalk Analysis will be identified during the Formal Consultation Stage.

PREPARED BY:

The Pedestrian Route and Sidewalk Analysis is to be prepared by a qualified transportation consultant experienced in transportation planning or traffic engineering. The consultant must be registered as a Professional Engineer in the province of Ontario.

CONTENTS INCLUDE:

The need for a Pedestrian Route and Sidewalk Analysis and the terms of reference are to be confirmed through a pre-study consultation with Transportation Planning staff. The Pedestrian Route and Sidewalk Analysis may be provided as a standalone document or as a separate section within a broader document containing the required transportation studies.

The Pedestrian Route and Sidewalk Analysis may be required to:

- Identify and dimension all pedestrian linkages through, within and around the site including connections to existing sidewalks, adjacent sites, through parking areas and to active transportation facilities and infrastructure.

Pedestrian Route and Sidewalk Analysis – Development Application Guidelines

- Identify how the mobility needs are accommodated throughout the site including pedestrians, cyclists and persons with disabilities.
- Identify the location and types of surface treatments and materials for all onsite pedestrian facilities.
- Identify pedestrian desire lines and document how the site will retain those connections where possible, or alternatively minimize walking distances.

REVIEWED and APPROVED BY:

Transportation Planning and Sustainable Mobility Sections, Transportation Planning and Parking Division, Planning and Economic Development Department

CONTACT:

Transportation.Planning@hamilton.ca

DRAFT

Planning Justification Report

PURPOSE:

This document explains the guidelines for the preparation of a Planning Justification Report which may be required for the submission of an application under the *Planning Act*. Planning Justification Reports must follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a report being considered unsatisfactory and a submitted application being deemed incomplete.

The purpose of a Planning Justification Report is to provide information about an application and establish a planning rationale for the application. A Planning Justification Report is intended to help the applicant organize evidence and support for the merits of an application and assist staff in the review of the proposal. The Planning rationale is established by demonstrating how a proposal conforms to applicable planning policies, documents, guidelines and standards, and how all of the planning considerations related to a proposal have been balanced appropriately based on good planning principles.

PREPARED BY:

All reports must be prepared by a Registered Professional Planner (RPP) or a Certified Planning Technician (CPT).

CONTENTS:

All Planning Justification Reports must follow the City's approved Planning Justification Report Guidelines. Reports are expected to vary widely in content and detail according to the nature and complexity of the application; however, all reports must include the following general sections:

- Introduction
- Site Context
- Description of Proposal
- Policy and Planning Analysis (including a summary of the recommendations from all other supporting studies required as part of the application, and how they have informed the Planning Justification Report.)
- Summary/Conclusion
- Appendices/Maps/Plans

The required contents for a Planning Justification Report may be scoped on a case by case basis through the Formal Consultation Process. A preliminary consultation meeting with Development Planning staff to confirm a terms of reference may be required prior to preparing a report.

OTHER INFORMATION:

Combining Other Information and Materials within a Planning Justification Report

Some other studies and reports required as part of a complete application may be included within a Planning Justification Report as a section or in the appendices, instead of as a separate document. These may include:

- Draft Official Plan Amendment/Draft Zoning By-law Amendment
- Housing Report
- Land Use Compatibility Study
- Public Consultation Summary and Comment Response Report
- Right of Way Impact Assessment
- Summary Response to Formal Consultation Comments

Guidelines for Planning Justification Reports:

<https://www.hamilton.ca/build-invest-grow/planning-development/planning-policies-guidelines/guidelines-planning>

REVIEWED AND APPROVED BY:

Development Planning, Planning and Economic Development Department

CONTACT:

pdgeninq@hamilton.ca



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Pre-Technical Conservation Authority Review

PURPOSE:

This document explains the guidelines for the preparation of a Pre-Technical Conservation Authority Review which may be required for the submission of an application under the *Planning Act*. All Pre-Technical Conservation Authority Reviews shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

Where a proposed development is located within an area regulated by a Conservation Authority, a Pre-Technical Review may be requested by the Conservation Authority prior to the submission of a complete *Planning Act* application.

Conservation Authorities are regulatory authorities under Section 28 of the *Conservation Authorities Act* and responsible for the review of *Planning Act* applications that are located within their area of jurisdiction in the following ways:

- as a technical advisor;
- as a watershed-based resource management agency;
- as a public body under various regulations made under the *Planning Act*; and,
- as a land owner.

Preliminary technical reviews are useful first steps to gather feedback and initial information and technical requirements from the Conservation Authority. In addition, it assists the applicant and Conservation Authority to resolve any major concerns a proposed development may have on a range of matters including, but not limited to:

- natural hazards (flooding, erosion, dynamic beach hazard, unstable soils, or bedrock);
- natural heritage;
- water quality and quantity; and,
- stormwater management, etc.

Understanding potential impacts and possible mitigation of those impacts may inform the overall design, siting/location, and built form of a proposed development. As such, if a Pre-Technical Conservation Authority Review is identified as a requirement at the Formal Consultation stage, this must be completed to the satisfaction of the applicable Conservation Authority in advance of submitting a formal complete *Planning Act* application.

Pre-Technical Conservation Authority Review – Development Application Guidelines

CONTENTS:

The contents of a Pre-Technical Review will be established through a preliminary meeting or consultation with the applicable Conservation Authority. It should be noted that each Conservation Authority has their own application, application fee, and process.

As part of a complete *Planning Act* application, City of Hamilton Staff will require documentation of the comments and decisions made by the Conservation Authority as part of the Pre-Technical Conservation Authority Review and a response to all the comments and concerns identified by the Conservation Authority, including a description of how their requirements and concerns were addressed.

CONTACT:

Hamilton Conservation Authority: <https://conservationhamilton.ca/>

Conservation Halton: <https://www.conservationhalton.ca/>

Grand River Conservation Authority: <https://www.grandriver.ca/en/index.aspx>

Niagara Peninsula Conservation Authority: <https://npca.ca/>

DRAFT



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Public Consultation Summary and Comment Response

PURPOSE:

This document provides a guideline for the preparation of a Public Consultation Summary and Comment Response, which may be required for the submission of an application under the *Planning Act*. All Public Consultation Summary and Comment Responses shall follow the guidelines contained and referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

The purpose of a Public Consultation Summary and Comment Response is to ensure that the public is informed of proposals in their community and provided a forum to obtain information and express their views. Applicants will be required to hold a public consultation event prior to submission of a complete application for an Official Plan Amendment, Zoning By-law Amendment, and Draft Plan of Subdivision; and to submit the required information noted below summarizing event details, the concept presented to the public, comments received from the public, and responses to the feedback received. In addition, applicants should note how any of the feedback received affected the concept resulting in a revised final concept.

PREPARED BY:

Summaries and responses may be prepared by an owner, agent, applicant, or member of the owner/applicant consulting team.

CONTENTS:

Summaries of Public Consultation should include the following information:

Key Messages from the Consultation Activity/Event

- Names and roles of the lead and other participants involved in hosting, presenting, or providing information as part of the activity or event;
- Type of consultation activity or event and tools utilized;
- Date and time of event or launch of activity and end of commenting period;
- Key information presented (e.g. application details, existing land uses and context, community needs, demographics of the area, presentation slide deck, other proposal highlights);

Public Consultation Summary and Comment Response Report – Development Application Guidelines

- Key contacts for the public to obtain more information if needed; and,
- Opportunities for the public to provide their feedback and deadlines for that feedback.

Record of Notification

- Record of circulation area receiving notification;
- List of other stakeholders notified (e.g. Neighbourhood Associations, Business Improvement Area, any other stakeholder group identified in the Formal Consultation document);
- Any special efforts made to reach equity-deserving groups such as indigenous communities, persons with disabilities, etc;
- Ward Councillor and Manager of Development Planning notification;
- Methods of notification used including copies of the advertisements, mailouts, emails, etc.; and,
- Date notification was provided of the consultation activity/event.
- **NOTE-** The City of Hamilton cannot release MPAC data to a third party for the purposes of mailing lists for an applicant's public consultation. Applicants may contact Municipal Property Assessment Corporation (MPAC) directly to obtain this information.

Record of Consultation

- Copy of presentation;
- Screenshots of website traffic data/stats, if applicable;
- Sign in sheet of meeting participants;
- Meeting minutes; and,
- Copy of all feedback received verbally and written (personal information to be blacklined or redacted from any submitted comments).

Response to Comments

- Summary of the comments/feedback received;
- Responses to comments detailing options to mitigate impacts/concerns; and,
- Description of modifications made to the proposal as a result of the responses received.

OTHER INFORMATION:

Notification of the consultation activity/event must be provided to the City's Manager of Development Planning, the Ward Councillor, all property owners, Neighbourhood Associations and Business Improvement Area Associations, and identified stakeholders, within 120 m of the subject property unless an alternative radius is agreed to by the City and applicant.

Notification must be sent a minimum of 10 days prior to the consultation activity/event.

Public Consultation Summary and Comment Response Report – Development
Application Guidelines

To request mailing list information from MPAC using the following link -

https://www.propertyline.ca/pages_english/products_services/custom_data_request.htm
!

REVIEWED AND APPROVED BY:

Development Planning, Planning and Economic Development Department.

CONTACT:

pdgeninq@hamilton.ca

DRAFT



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Right Of Way Impact Assessment

PURPOSE:

This document explains the guidelines for the preparation of a Right of Way Impact Assessment which may be required for the submission of an application under the *Planning Act*. All Right of Way Impact Assessments shall follow the guidelines contained in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

The purpose of a Right of Way Impact Assessment is to provide an assessment of an alternative standard for a Right-of-Way land dedication to determine if an alternative standard is appropriate for a specific proposal.

PREPARED BY:

A Right of Way Impact Assessment must be completed and signed by a Registered Professional Planner (RPP) or a Certified Planning Technician (CPT).

CONTENTS:

The Right of Way Impact Assessment may be submitted as a separate document or may be included as a section within a Planning Justification Report. If included as part of a Planning Justification Report, this shall be indicated when a development application is submitted. A Right of Way Impact Assessment shall contain the following information:

1. A summary of the development proposal.
2. An explanation of the current widening requirement(s) and the alternative widening standard(s) being requested.
3. A rationale for the alternative standard. The proposal must demonstrate significant adverse impacts to one or more of the four criteria outlined in Chapter C, Policy 4.5.6.5 of the Urban Hamilton Official Plan or Rural Hamilton Official Plan, as applicable.
4. An explanation of how the alternative standard can still achieve the City's objectives for sustainable infrastructure, complete streets and mobility, in accordance with Chapter C, Policy 4.5.6.5 of the Urban Hamilton Official Plan or Rural Hamilton Official Plan, as applicable.

Right of Way Impact Assessment – Development Application Guidelines

OTHER INFORMATION:

The four criteria outlined in the City's Official Plans are summarized below:

1) Impacts on existing built form.

Impacts may include circumstances where an existing building is located within a required road widening. Providing the widening through the existing building would be considered a significant adverse impact.

2) Impacts on the natural heritage system.

Impacts may include circumstances where a site design that is created to accommodate a full road widening would result in adverse impacts on a feature of the natural heritage system, such as a watercourse, wetland, or woodlot.

3) Impacts on an existing streetscape.

Impacts may include a situation where existing buildings along the street provide a continuous building setback and a new development on the same street is required to have a much greater setback from the actual street, due to a large road widening. The widening would create a significant adverse impact on the streetscape character.

4) Impacts on a cultural heritage resource.

Impacts may include circumstances where providing a road widening on a heritage property or an adjacent property might impact some of the features that are protected by the heritage designation, such as fencing, gates, or a specific landscape.

REVIEWED and APPROVED BY:

Transportation Planning and Development Planning, Planning and Economic
Development Department

CONTACT:

Development Planning: pdgening@hamilton.ca

Transportation Planning: Transportation.Planning@hamilton.ca



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Roadway/Development Safety Audit

PURPOSE:

This document explains the guidelines for the preparation of a Roadway / Development Safety Audit which may be required for the submission of an application under the *Planning Act*. All Roadway / Development Safety Audits shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A Roadway / Development Safety Audit identifies any safety or operational issues that may be created or exacerbated by the development proposal.

The Roadway / Development Safety Audit ensures the road improvements required to support a development will coincide with the current planned road safety measures, is consistent with Vision Zero and assists in addressing existing roadway safety concerns identified as part of the City's Collision Countermeasures program.

PREPARED BY:

The Roadway/Development Safety Audit is to be prepared by a qualified transportation consultant experienced in transportation planning or traffic engineering. The consultant must be registered as a Professional Engineer in the province of Ontario.

CONTENTS INCLUDE:

The need for a Roadway/Development Safety Audit and the terms of reference for the Audit are to be confirmed through a pre-study consultation with Transportation Planning staff. The Roadway/Development Safety Audit may be provided as a standalone document or as a separate section within a broader document containing the required transportation studies.

The Roadway/Development Safety Audit may be required to identify the potential safety or operational issues related to:

- Weaving.
- Merging.
- Corner clearance.
- Sight distance.
- Transit operational conflicts.
- Vehicle-pedestrian conflicts.

Roadway/Development Safety Audit – Development Application Guidelines

- Vehicle-cyclist conflicts.
- Heavy vehicle/truck movement conflicts.
- Access conflicts.
- Queuing impacts or conflicts.

For study areas or intersections and midblock sections that are listed within the Annual Collision Report top ranked locations, the following may be required:

- Existing collision data review and assessment.
- Identification of development impacts to overall roadway safety.

REVIEWED and APPROVED BY:

Transportation Planning Section, Planning and Economic Development Department and Roadway Safety Section, Transportation Operations and Maintenance, Public Works Department.

CONTACT:

Transportation.Planning@hamilton.ca



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Site Lighting Plan

PURPOSE:

This document provides a guideline for the preparation of a Site Lighting Plan, which may be required for the submission of an application under the *Planning Act*. All Site Lighting Plans shall follow the guidelines contained and referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete. A Site Lighting Plan may be required as a condition of Site Plan Approval.

A Site Lighting Plan illustrates the location, height, and type of exterior lighting fixtures on a site, and the resulting levels of light intensity across the site. This Plan may be required as part of a complete application for Site Plan Control.

The purpose of a lighting plan is to achieve lighting levels which provide ease of night-time use for a property, create a safe environment, and enhance the character of a site. Lighting Plans are also required to demonstrate that site lighting does not spill over to adjacent development and natural areas.

PREPARED BY:

Site Lighting Plans must be prepared by a lighting specialist, such as a professional engineer specializing in lighting.

CONTENTS INCLUDE:

Lighting Plans must follow the Lighting Plan Guidelines outlined in Section 3.9 of the City of Hamilton Site Plan Guidelines. Lighting Plans must also demonstrate compliance with any other applicable Secondary Plan policies and area-specific design guidelines.

Lighting Plans should also follow best practice standards of the Illuminating Engineering Society (IES).

Lighting plans must contain the following information:

- The location of all existing and proposed exterior lighting fixtures;
- The mounting height of all existing and proposed fixtures (from adjacent grade to underside of the fixture);

- Manufacturer's data describing the specifications for all proposed lighting fixtures, including the photometric data, designation as IES "full cut-off" fixtures, and other descriptive information related to the fixtures;
- Type of optical system;
- The site areas and/or building elements intended to be illuminated;
- A computer-generated site plan showing maintained light levels throughout the entire site;
- A table showing the average maintained foot candle level and uniformity levels;
- Information to show that the lighting fixtures, electrical conduit, and areas to be illuminated do not conflict with existing or proposed vegetation; and,
- Notations that all exterior lighting fixtures are full cut-off to direct illumination downward, and dark sky compliant to reduce light pollution, sky glare, and light trespass onto neighbouring properties

OTHER INFORMATION:

Site Plan Guidelines

<https://www.hamilton.ca/build-invest-grow/planning-development/planning-policies-guidelines/site-plan-guidelines>

REVIEWED AND APPROVED BY:

Urban Design, Planning and Economic Development Department

CONTACT:

pdgeninq@hamilton.ca



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Sun Shadow Study

PURPOSE:

This document provides a guideline for the preparation of a Sun Shadow Study, which may be required for the submission of an application under the *Planning Act*. All Sun Shadow Studies shall follow the guidelines contained and referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A Shadow Impact Study includes a visual model and written analysis of the shadow a proposed development will cast. A Shadow Impact Study demonstrates the impact of development in terms of sun and daylight access to the surrounding context; including surrounding buildings, the public realm, and public open space; and, how the impacts will be mitigated (if applicable).

A Shadow Impact Study may be required in support of a development application comprised of buildings greater than 6 storeys in height; evaluating the location, massing, vertical and horizontal articulations, and height of a proposed building. The objective is to maintain quality, comfortable and inviting public spaces and pedestrian environments by demonstrating that a development will not cause undue shade on the subject lands, and on the surrounding context, including building facades, private and public outdoor amenity and open spaces, parkland, school yards and buildings, sidewalks and other components of the public realm.

The requirement for a Shadow Impact Study will be identified at the Formal Consultation stage of an application. Staff may request a Shadow Impact Study for development proposals 6 storeys or less in height based on the existing context and potential impacts on the surrounding area.

PREPARED BY:

A Registered Architect, Professional Engineer, Registered Professional Planner (RPP), or Landscape Architect.

CONTENTS:

A pre-study consultation with staff may be required to confirm a terms of reference prior to initiating a Sun Shadow Study.

Sun Shadow Study - Development Application Guidelines

1. Technical Criteria

- Dates – Shadow Impact Studies will be conducted on March 21st.
- Times – Shadow Impact Studies will be conducted at the following times:
 - Solar Noon (SN).
 - Hourly intervals starting 1.5 hours after sunrise and ending 1.5 hours before sunset.
- Time Zone – Shadow Impact Studies will be prepared using the following:
 - Time Zone: Eastern.
 - Standard Time: Universal Time minus 5 hours.
 - Daylight Saving Time: Universal Time minus 4 hours.
- Site Coordinates – Shadow Impact Studies will be prepared for the following site coordinates:
 - Latitude: N 43 degrees: 14'30".
 - Longitude: W 79 degrees: 51'00".

2. Impact Criteria and Considerations

A. Public Realm

This category includes public sidewalks, public/private outdoor amenity spaces such as patios, sitting areas, and other similar programs.

- Shadows from a proposed development shall allow for a minimum of 3 hours of sun coverage between 10:00 a.m. and 4:00 p.m., as measured on March 21st.

B. Common Amenity Areas

This category includes public plazas, parks, open spaces, school yards, and playgrounds.

- Shadows from the proposed development shall allow for a minimum of 50% sun coverage at all times of the day, as measured on March 21st.

C. Primary Gathering Spaces in Downtown Hamilton

Downtown Hamilton contains a number of parks, squares, plazas and open space areas that serve as key civic gathering spaces in the Downtown area. The quality, image, and amenity of these spaces strongly affect how people perceive the Downtown.

- Development shall not cast any new net shadow between 10:00 a.m. and 4:00 p.m., as measured on March 21st on the following spaces:

Sun Shadow Study - Development Application Guidelines

- a) Gore Park;
- b) Prince's Square (50 Main Street East);
- c) City Hall Forecourt (71 Main Street West);
- d) Whitehern Museum (41 Jackson Street West); and,
- e) Ferguson Station (244, 248 King Street East).

D. Mitigation Measures

Mitigation measures to reduce shadow impacts on shadow sensitive areas include, but are not limited to:

- reduced height;
- alternative massing;
- different building orientation;
- lot consolidation;
- step backs; and,
- slender towers (towers with smaller floorplates).

3. Study Format

A Shadow Impact Study should include a shadow model and written analysis.

A. The Shadow Model

Images of shadow tests using models that clearly indicate the development site, its boundary, the footprint and mass of buildings within the test site, all streets, sidewalks, public and private open spaces, school yards and buildings, playgrounds, sitting areas, patios, and all properties and buildings affected by shadows within the study area (4.0 times the building height to the north, east and west; 1.5 times the building height to the south).

Shadow models should include the following information:

- Municipal address;
- Type of application;
- The name of the individual and company who has prepared the model;
- North arrow and scale bar;
- All streets, blocks, parks and open spaces, and existing building structures to a distance that shows the shadow impacts during the requested times (at a minimum 4.0 times the building height to the north, east and west; 1.5 times the building height to the south);
- Sidewalks (including boulevards) should be shown from curb side to the edge of the building;

Sun Shadow Study - Development Application Guidelines

- The as-of-right height and massing – identify the shadow outline which would be cast if the as-of-right height and massing were constructed on the subject lands;
- The proposed building(s) – highlight the site and identify the shadow outline of the proposed building(s). Indicate through a different shade/hatching the area which results in a new net shadow;
- Approved, but not yet constructed – identify proposed development in the study area which have received approval but are not yet constructed, Provide the shadow outline(s) of such buildings only if the shadows which would be cast overlap on the shadow area of the proposed application;
- Developments under construction but not fully built;
- All shadows should be represented using different colours to distinguish between existing shadows and the shade resulting from proposed building(s);
- All images to be displayed in a top view; and,
- 3D mapping showing the shadows from proposed buildings and all buildings within the study area.
- **NOTE** - Shadows from proposed development should be shown fully on the page and not cut off.

B. Written Analysis

Shadow models must be submitted with a written analysis, which shall include the following:

- Confirmation of site latitude and longitude used in shadow drawings;
- A statement describing how astronomic true north was determined;
- Origin/source of the base plan;
- Description of all locations, uses of areas not meeting the shadow impact criteria (include a key plan for reference);
- Quantification and assessment of the impacted areas that do not meet the shadow impact criteria;
- Summary outlining how the shadow impact criteria have been met;
- If applicable, detail the proposed measures to be adjusted in the development proposal which will minimize or eliminate the resulting shadow impacts; and,
- Describe any mitigating features that have been incorporated into the site and building design (this may require confirmation through submission of a revised site plan and/or building elevations).
- **NOTE** - A condition of Site Plan Approval will be placed to ensure that the recommendations of the shadow study are fully implemented, prior to the City releasing any associated securities.

OTHER INFORMATION:

Sun Shadow Study - Development Application Guidelines

Glossary

- As-of-right height and massing: As approved by the existing Official Plan, Secondary Plan or Zoning By-law, whichever provision prevails.
- New net shadow: Highlights the increase in shadow resulting from the proposed development after taking into account the shadow which would be cast from the as-of-right height and massing, the current shadows on the landscape, and any approved but not yet constructed buildings.

City-Wide Corridor Planning Principles and Design Guidelines - <https://www.hamilton.ca/sites/default/files/2022-04/pedpolicies-citywide-corridor-planningprinciples-designguidelines.pdf>

Site Plan Guidelines - <https://www.hamilton.ca/build-invest-grow/planning-development/planning-policies-guidelines/site-plan-guidelines>

The Tall Building Guidelines (LINK TO BE PROVIDED)

3D Mapping - to create 3D mapping showing shadow impacts, existing building information and building footprints generated from air photos are available on the Hamilton Open Data portal and LiDAR tiles are available on the Ontario Open Data portal. Applicants will need to create their own models of the existing built form.

REVIEWED AND APPROVED BY:

Urban Design, Planning and Economic Development Department
Development Planning, Planning and Economic Development Department

CONTACT:

pdgeninq@hamilton.ca

Sun Shadow Study - Development Application Guidelines

Last updated October 2022

DRAFT



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Summary Response To Formal Consultation Comments

PURPOSE:

This document explains the guidelines for the preparation of a Summary Response to Formal Consultation Document Comments, which may be required for the submission of an application under the *Planning Act*. All Summary Responses shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

The purpose of a Summary Response document is to demonstrate how feedback received through the Formal Consultation Document has been considered and addressed in a formal development application. If a Planning Justification Report is being submitted with an application, a summary response to the Formal Consultation Document should be included within the Planning Justification Report.

PREPARED BY:

Summaries should be prepared by a Licensed Architect, a Registered Professional Planner (RPP) or a Certified Planning Technician (CPT).

CONTENTS:

- Formal Consultation File Number;
- Formal Consultation Meeting Date;
- Formal Consultation Summary of Comments (including a copy of the signed Formal Consultation Document);
- An explanation of modifications made to the proposal responding to any of the feedback provided;
- Identification of outstanding issues raised in the Formal Consultation that may need to still be assessed or addressed through the application process; and,
- A summary of recommendations of all technical studies required through the Formal Consultation Document and how the recommendations have been addressed and reflected in the proposal, or an explanation of why technical study recommendations have not been incorporated. This may be included as part of the Planning Justification Report.

Summary Response To Formal Consultation Document Comments – Development
Application Guidelines

OTHER INFORMATION:

Formal Consultation Information - <https://www.hamilton.ca/build-invest-grow/planning-development/planning-applications/formal-consultation>

CONTACT:

Development Planning - pdgeninq@hamilton.ca



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Survey Plan

PURPOSE:

This document provides a guideline for the preparation of a Survey Plan, which may be required for the submission of an application under the *Planning Act*. All Survey Plans shall follow the guidelines contained and referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A survey plan or property survey is a dimensioned plan of a property and is required as part of complete *Planning Act* application. It is used to confirm the dimensions of a property, the location of existing buildings and structures (e.g. fences), as well as other legal encumbrances on a property such as easements.

PREPARED BY:

Surveys must be prepared and signed by a licensed Ontario Land Surveyor.

CONTENTS INCLUDE:

A survey plan includes features such as:

- lot sizes and dimensions;
- right-of-ways;
- easements;
- building locations and dimensions;
- major improvements; and,
- other property improvements.

OTHER INFORMATION:

Existing surveys can be obtained from the Ontario Land Registry Office at the Ellen Fairclough Building, 119 King Street West, Hamilton or online at [Homepage - Ontario Land Registry Access \(onland.ca\)](http://www.onland.ca) for a nominal fee.

City of Hamilton Property Survey information page:
<https://www.hamilton.ca/home-neighbourhood/house-home/property/property-survey>

Association of Ontario Land Surveyors: <https://www.aols.org/>

Survey Plan – Development Application Guidelines

REVIEWED AND APPROVED BY:

As survey plans are for information only and are required to be prepared by an Ontario Land Surveyor, there is no municipal approval required for a land survey.

CONTACT:

pdgeninq@hamilton.ca

DRAFT



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Transit Assessment

PURPOSE:

This document explains the guidelines for the preparation of a Transit Assessment which may be required for the submission of an application under the *Planning Act*. All Transit Assessments shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A Transit Assessment assess the ability of the existing or planned transit services to accommodate the additional development related transit demand and identifies when new or increased services or infrastructure may be required. A Transit Assessment ensures the development will promote and facilitate transit as an alternative mode of transportation, resulting in a reduction in auto trips to other modes of transportation.

A Transit Assessment may be required when a development has the potential to create or increase transit trips, resulting in the need for improvements to existing services or facilities or provision of additional capacity/new routes or services. The need for a Transit Assessment will be identified during the Formal Consultation stage.

PREPARED BY:

The Transit Assessment is to be prepared by a qualified transportation consultant experienced in transportation or transit planning. The consultant must be registered as a Professional Engineer in the province of Ontario.

CONTENTS INCLUDE:

The need for a Transit Assessment and the terms of reference for the Assessment are to be confirmed through a pre-study consultation with Transportation Planning staff. The Transit Assessment may be provided as a standalone document or as a separate section within a broader document containing the required transportation studies.

The Transit Assessment may be required to:

- Identify the existing transit routes serving the study area including frequency of service.
- Identify when existing routes and services are operating at or near capacity.
- Identify other alternative transportation options within the study area that provide first mile/last mile connections to existing transit stops or stations.

Transit Assessment – Development Application Guidelines

- Outline how the development will connect to the existing or future transit services.
- Outline the expected change in ridership due to the development proposal.
- Provide recommendations on changes to existing transit service to support the development such as increased frequency or route modifications/extensions.
- Identify the need for new transit service to support the development and proposed routing and frequency of service.
- Provide recommendations on transit stop or station upgrades to enhance user comfort and experience.

REVIEWED and APPROVED BY:

Transportation Planning, Planning and Economic Development Department and Hamilton Street Railway.

CONTACT:

Transportation.Planning@hamilton.ca



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Transportation Demand Management Options Report

PURPOSE:

This document explains the guidelines for the preparation of a Transportation Demand Management Options Report which may be required for the submission of an application under the *Planning Act*. All Transportation Demand Management Options Reports shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A Transportation Demand Management Options Report outlines the policies, programs, infrastructure improvements and/or services that can be integrated into a development to influence travel behaviour, specifically the shift away from auto ownership and auto driver trips to other modes of travel.

A Transportation Demand Management Options Report may be required for a development proposal, particularly those requesting a parking variance.

PREPARED BY:

The Transportation Demand Management Options Report is to be prepared by a qualified transportation consultant experienced in transportation planning or traffic engineering. The consultant must be registered as a Professional Engineer in the province of Ontario.

CONTENTS INCLUDE:

The need for a Transportation Demand Management Options Report and the terms of reference are to be confirmed through a pre-study consultation with Transportation Planning staff. The Transportation Demand Management Options Report may be provided as a standalone document or as a separate section within a broader document containing the required transportation studies.

The Transportation Demand Management Options Report may be required to:

- Provide a description of the study area and the proposed development site.
- Outline the existing study area Transportation Demand Management opportunities.
- Outline the proposed Transportation Demand Management measures proposed for the site, including:

Transportation Demand Management Options Report – Development Application
Guidelines

- Planning and design.
- Walking and cycling.
- Transit.
- Parking.
- Carshare/bikeshare.
- Wayfinding and travel planning.
- Education/promotion and incentives.
- Proposed monitoring and evaluation of measures.
- Provide a site plan illustrating the proposed measures.

REVIEWED and APPROVED BY:

Transportation Planning, Planning and Economic Development Department

CONTACT:

Transportation.Planning@hamilton.ca



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Transportation Impact Study / Traffic Impact Study

PURPOSE:

This document explains the guidelines for the preparation of a Transportation Impact Study / Traffic Impact Study which may be required for the submission of an application under the *Planning Act*. All Transportation Impact Studies / Traffic Impact Studies shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

The purpose of a Transportation Impact Study / Traffic Impact Study (TIS) is to assess the potential impacts of traffic changes on a municipal road caused by a proposed development. The study identifies any infrastructure improvements or mitigation measures needed to ensure the road network will operate acceptably and safely upon completion of a proposed development.

PREPARED BY:

The TIS is to be prepared by a qualified transportation consultant experienced in transportation planning or traffic engineering. The consultant must be registered as a Professional Engineer in the province of Ontario and be a member of both the Transportation Association of Canada and the Institute of Transportation Engineers.

CONTENTS INCLUDE:

The need for a TIS and the terms of reference for the Study are to be confirmed through a pre-study consultation with Transportation Planning staff. The TIS may be provided as a standalone document or as a separate section within a broader document containing the required transportation studies.

The TIS is to be completed as per the City's approved TIS Guidelines.

The TIS should consider all modes of travel including cars, trucks, transit, cyclists and pedestrians. The Study may be required to include:

- A description of the proposed development.
- The delineation of a study area.
- Horizon years and time periods for the analysis.

Transportation Impact Study/Traffic Impact Study – Development Application Guidelines

- Existing traffic conditions information.
- Background traffic data.
- Site generated traffic data.
- Future total traffic data.
- An evaluation of site generated traffic impacts.
- An access location analysis.
- The identification of improvements required to mitigate identified operational deficiencies as per City policies.
- Conclusions and recommendations.

OTHER INFORMATION:

City of Hamilton Traffic Impact Study Guidelines (2009)

<https://www.hamilton.ca/build-invest-grow/planning-development/planning-policies-guidelines/traffic-impact-study-guidelines>

REVIEWED AND APPROVED BY:

Transportation Planning, Planning and Economic Development Department

CONTACT: Transportation.Planning@hamilton.ca



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

TREE MANAGEMENT PLAN

PURPOSE:

This document explains the guidelines for the preparation of a Tree Management Plan, which may be required for the submission of an application under the *Planning Act*. All Tree Management Plans shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A Tree Management Plan is required to illustrate the potential effects a proposed development may have on existing public trees within the City's public right-of-ways and to illustrate the extent of tree preservation, injury or removal. An arborist determines the location, ownership, size, species, and condition of trees on the property and adjacent properties and becomes familiar with the City of Hamilton's Design and Preservation Manual for Assets within Public Property (March, 2022), tree permits and fees.

PREPARED BY:

A Certified Arborist in good standing with the International Society of Arboriculture (ISA), a Registered Professional Forester (RPF) certified in the province of Ontario, or a Landscape Architect certified by the Ontario Association of Landscape Architects (OALA).

CONTENTS INCLUDE:

Applicants and their retained consultants should refer to the City of Hamilton's Design and Preservation Manual for Assets within Public Property (March, 2022) for detailed information on what to include in a complete Tree Management Plan. A Tree Management Plan should include the following:

- All trees within the proposed development area and adjacent to the property lines must be surveyed and accurately plotted on the plan to determine ownership;
- Each tree should be labelled with the future intentions regarding retention or removal;
- All proposed surface treatment changes within individual tree driplines, property lines, building footprints, driveways, utility construction corridors and temporary access roads must be accurately depicted;
- A Tree Inventory Analysis Table located on the Tree Management Plan will not be considered complete without the following data and recommended action for each tree:

Tree Management Plan – Development Application Guidelines

- - Species by botanical and common name;
 - Appraised value of each tree as per Forestry and Horticulture Design Guidelines;
 - Diameter at breast height in centimeters or millimeters;
 - Ownership (> 50% @ ground level = ownership) – municipal or private;
 - Biological health;
 - Structural condition;
 - Proposed grade changes within individual driplines;
 - Proposed utility construction within individual driplines;
 - Proposed removals or relocations; and,
 - Proposed trees to be protected.
- If it is determined and verified that existing trees can remain, a tree protection zone detail, with notes showing tree preservation techniques, shall be included on the submission.

Please refer to the City of Hamilton's Design and Preservation Manual for Assets within Public Property (March, 2022) for more details.

OTHER INFORMATION:

City of Hamilton's Design and Preservation Manual for Assets within Public Property (March, 2022) – [LINK TO BE PROVIDED](#)

REVIEWED BY:

Forestry and Horticulture Section, Environmental Services, Public Works Department

CONTACT:

Horticultural Contact: pwhort@hamilton.ca

Urban Forestry Contact: urbanforest@hamilton.ca



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Tree Protection Plan

PURPOSE:

This document explains the guidelines for the preparation of a Tree Protection Plan, which may be required for the submission of an application under the *Planning Act*. All Tree Protection Plans shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

It is the intent of Tree Protection Guidelines to protect and preserve trees and woodlands on private lands. A Tree Protection Plan is required to illustrate the potential effects a proposed development may have on existing trees and to illustrate the extent of tree preservation, injury or removal. Prior to commencing any demolition or construction activity on a site, a tree management professional determines the location, size, species, and condition of trees on the property and adjacent properties.

PREPARED BY:

A Certified Arborist in good standing with the International Society of Arboriculture (ISA), a Registered Professional Forester (RPF) certified in the province of Ontario, or a Landscape Architect certified by the Ontario Association of Landscape Architects (OALA).

CONTENTS INCLUDE:

Applicants and their retained consultants should refer to the City of Hamilton's Tree Protection Guidelines – City Wide (October 2010) for detailed information on what to include in a complete Tree Protection Plan. Generally, a Tree Protection Plan should consider and tag the following:

- Individual trees or trees in woodlands having a dbh (diameter at breast height) of 10 cm or more; and,
- Rare, unusual, and heritage trees.

All trees must be tagged as a means of identification in the field and accurately located and assessed to determine:

- Which trees are to be protected and which are to be removed and why (i.e. location conflicts with proposed development, poor health of tree, etc.);

Tree Protection Plan – Development Application Guidelines

- Potential impacts of the proposed development layout, storm water management ponds, grading, and servicing on the remaining vegetation;
- How existing trees will be protected during construction (e.g. hoarding);
- Possible preservation or management techniques to enhance the condition of remaining trees (e.g. pruning);
- Recommendations of which individual trees or groups of trees should be transplanted; and,
- Mitigation options.

On sites with woodland or extensive tree cover, it is not necessary to tag every tree. On sites where there are scattered trees, every tree must be individually located by a surveyor.

The Tree Protection Plan must include a tree inventory chart, map, and analysis (refer to the Tree Protection Guidelines – City Wide for more information). To ensure existing tree cover is maintained, the City requires 1 for 1 compensation. Landscape Plans are the mechanism to ensure that compensation requirements are implemented. If trees cannot be planted on site, cash-in-lieu would be required.

OTHER INFORMATION:

Tree Protection Guidelines – City Wide <https://www.hamilton.ca/sites/default/files/2022-05/pedpolicies-tree-protection-guidelines1.pdf>

Tree By-laws:

- By-law 14-212 (City-Wide, 2014)
- By-law 2000-118 (Town of Ancaster, 2000)
- By-law 4513-99 (Town of Dundas, 1999)
- By-law R00-054 (Region of Hamilton-Wentworth, 2000)
- By-law 4401-96 (Town of Stoney Creek, 1996)

REVIEWED BY:

Natural Heritage, Planning and Economic Development Department; and, Environmental Services, Public Works Department.

CONTACT:

pdgeninq@hamilton.ca



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Urban Design and Architectural Guidelines

PURPOSE:

This document explains the guidelines for the preparation of Urban Design and Architectural Guidelines which may be required for the submission of an application under the *Planning Act*. All Urban Design and Architectural Guidelines shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

Urban Design and Architectural Guidelines may be required for large draft plan of subdivision applications with primarily ground-related low and medium density residential development; or industrial, commercial, and institutional campus developments. The purpose of Urban Design and Architectural Guidelines is to provide design guidance to establish a positive and memorable visual image for built form in new subdivisions and to promote attractive residential developments through attention to the exterior appearance of new housing.

Urban Design and Architectural Guidelines are used to create a specific design vision and associated design criteria for a new subdivision which all residential buildings must conform with. Guidelines are typically implemented through a privately administered architectural control process where the design of buildings on individual blocks and lots within a subdivision are approved by a control architect prior to the issuance of building permits.

PREPARED BY:

Guidelines must be prepared by qualified design professionals such as a Registered Architect or Landscape Architect.

CONTENTS:

The terms of reference for an Urban Design and Architectural Guideline are to be confirmed through a preliminary consultation with Urban Design staff. Urban Design and Architectural Guidelines will be required to include the following components:

1.0 Description and Analysis of the Existing Site

- A description and analysis of existing on-site attributes and considerations, including existing buildings, structures, topography and vegetation;

Urban Design and Architectural Guidelines – Development Application Guidelines

- A description and analysis of site context within the streetscape, neighbourhood and community as applicable;
- Functional requirements for the proposed uses;
- A description of applicable design requirements whether derived from Provincial statutes and policies, municipal official plan policies and relevant site plan guidelines; and,
- Conclusions respecting the property's design constraints and opportunities.

2.0 Design Response and Intent

2.1. Site Context and Structuring Elements

- Official Plan and Secondary Plan policies;
- Character areas and priority treatments;
- Major roads, local collectors;
- Primary gateways, secondary gateways;
- Open space, parks and special areas;
- Site circulation; and,
- Landmarks.

2.2. Streetscape Design Guidelines

- Major Streets (Landscaping, buffering, pedestrian access and transit);
- Collector Streets; and,
- Local Streets.

2.3. Residential Architectural Design Guidelines

2.3.1 Design Guidelines for Community Streetscapes

- Community identity areas;
- Community safety;
- Street and building relationships;
- Façade variety within the streetscape;
- Dwelling types and massing;
- Driveways;
- Streetscape elements;
- Fencing;
- Municipal address signage; and,
- Lighting fixtures.

Urban Design and Architectural Guidelines – Development Application Guidelines

2.3.2 Residential Architectural Design Criteria

- Architectural styles and influences;
- Architectural detailing;
- Main entrances;
- Porches and/or porticos;
- Wall cladding;
- Exterior materials and colours;
- Windows;
- Roofs;
- Foundation walls;
- Adverse grading conditions; and,
- Utility and service elements.

2.3.3 Design Guidelines for Garages

- Attached garages;
- Detached garages;
- Criteria for side facing garages; and,
- Criteria for dropped garage conditions.

2.3.4 Design Guidelines for Priority Lot Dwellings

- Dwellings along or within a particular community identity area;
- Corner dwellings;
- Community gateway dwellings;
- Community window dwellings;
- Dwellings facing parks;
- Upgraded rear and side yard architecture;
- View termini and elbows; and,
- A priority lot plan should be included showing locations and treatments of priority lots or blocks.

2.3.5 Additional Design Matters

2.3.5.1 Townhouses and Live-Work Units:

- Site design - Discuss principles for site design and locations entrances, building placement, connections, pedestrian and vehicular circulation, building entrances, visibility or exposure, screening, landscape areas;

Urban Design and Architectural Guidelines – Development Application Guidelines

- Townhouse built-form - discuss overall principles for built-form in relation to site layout including breakdown of types (standard townhouse, stacked townhouse and live-work with specific guidelines);
- Building massing - Treatment of corners, end units, roof variation, projections;
- Façade treatment - Elevation variety on the street, exterior colour selections, treatment of entrances, fenestration, treatment of walls, and blank walls, garages;
- Private lanes; and,
- Landscaping.

2.3.5.2 Multiple Dwellings:

- Site design - discuss principles for site design and location entrances, building placement, connections, pedestrian and vehicular circulation, drop-offs, building entrances, visibility or exposure, screening, landscape areas;
- Built-form and massing - discuss principles for built-form and massing in relation to site layout;
- Façade treatment - discuss treatment of entrances, fenestration, treatment of walls, and blank walls;
- Drop off and pickup areas;
- Parking areas, parking linkages, treatments, and screening;
- Loading and service areas; and,
- Landscaping, screening and privacy at grade.

2.4. Commercial Architectural Design Guidelines

- Site design: discuss principles for site design and locations entrances, building placement, connections, pedestrian and vehicular circulation, building entrances, visibility or exposure, screening, landscape areas;
- Built-form and massing: discuss principles for built-form and massing in relation to site layout;
- Façade Treatment: discuss treatment of entrances, fenestration, treatment of walls, and blank walls;
- Parking;
- Loading and service areas;
- Signage and lighting; and,
- Demonstration plans.

2.5. Institutional Architectural Design Guidelines

Urban Design and Architectural Guidelines – Development Application Guidelines

- Site Design: discuss principles for site design and locations entrances, building placement, connections, pedestrian and vehicular circulation, building entrances, visibility or exposure, screening, landscape areas;
- Built-form and massing: discuss principles for built-form and massing in relation to site layout;
- Façade treatment: discuss treatment of entrances, fenestration, treatment of walls, and blank walls;
- Parking: bus drop-off and pick up;
- Loading and service areas;
- Signage and lighting; and,
- Demonstration plans.

2.6. Landscape Design Guidelines

- Community identity areas;
- Parks, vista blocks, storm water management ponds, ecologically sensitive areas;
- Edges and gateways (major and minor);
- Special areas;
- Fencing;
- Private street treatments: landscaping, paving and parking;
- Parking perimeter and parking islands; and,
- Commercial and institutional landscape treatments: planting, buffering and site furniture.

3.0 Implementation Plan

Part 3 is intended to describe those measures to be adopted for the successful implementation of urban design initiatives proposed as part of the design vision and guidelines.

3.1. Design Review Process

This section should include recommendations respecting:

- Other required approvals under the *Planning Act*;
- Description of design review process(es);
- Drawing submissions requirements by subsequent builders for design approval;
- Responsibilities of the applicant and/or agent;
- Requirements for landscape plans and planting details;
- Revisions to approved drawings;

Urban Design and Architectural Guidelines – Development Application Guidelines

- Dispute resolution; and,
- Design review contacts.

3.2. Architectural Control

Typically as part of built form implementation a system of design management is adopted that formally assigns approval of subsequent design matters to named independent architects or architectural consultants, either as a “design architect” or “control architect”. The work produced in Part 2.0 may be adopted as those guidelines prepared by the “design architect”. In some cases the design architect and the control architect may be the same firm or individual.

This section should include and re-iterate, if necessary, the provisions of any pre-existing agreements or planning approvals respecting the retention of a design architect and control architect.

3.2.1 Design Architect

The role of the design architect is to include sufficient design guidance (see Part 2.0 provisions) to enable the approval of plans and drawings for specified buildings, structures and spaces prior to approval of building permits.

Usually undertaken at the owner or applicants expense, the Architectural and Urban Design Guidelines should include a clearly articulated statement of design intent both generally for the larger neighbourhood or area as well as for specific matters relating to detailed building design.

Aside from the expectations previously described in Part 2.0, typical examples of design guidance included are:

- A design vision and statement of principles, goals and objectives for the subject lands and new development.
- Description of the Community Structure and integration with the surrounding context.
- Methods and approaches to creating distinct neighbourhoods.
- Providing design criteria for community streetscapes that demonstrate dwelling types and massing, ensuring variation of façades within the streetscapes as a result of variation of materials, porch designs, and garage locations and driveways.
- The inclusion of specific architectural design criteria that will contribute to community character and ensure variation of designs of dwelling facades as well as include architectural detailing, design of main entrances, porches, exterior wall articulation, roofs, adverse grading conditions, and locations for utilities and service elements.
- Providing direction if garages are anticipated to play a dominate role within the streetscape, including sections on front and rear garages, and design criteria for both including dropped garage conditions.

Urban Design and Architectural Guidelines – Development Application Guidelines

- Providing a priority lot map showing dwellings with upgrades sides and rears, view terminus dwellings, dwelling fronting parks, adjacent to gateways, and dwellings facing arterial where driveway connection will not be permitted.
- Describing community landscape design guidelines that include pathways and pedestrian circulation, gateway locations and design, other community identity areas or features.

3.2.2 Control Architect

Where a control architect has been specified, either as a firm or individual, to be retained to the satisfaction of the City, a clear description of the function of this role should be provided including related experience and qualifications. The control architect must be a licensed member of the Ontario Association of Architects with such responsibilities as:

- Ensuring, amongst other matters, the appropriate development of each lot with respect to siting, built form, materials, colours and landscaping in compliance with the approved Architectural and Urban Design Guidelines;
- Providing dispute resolution relating to design and compliance with the guidelines by builders. If matters cannot be resolved, a letter to the Planning Division of the City from the control architect shall be issued informing the City of the dispute. The Planning Division of the City will work to provide a resolution and provide guidance and opinion on a dispute; and
- Certifying, through stamping and signing, all drawings for the development of each lot and or block subject to the architectural guidelines prior to the issuance of any building permit(s).

3.3. Periodic Review

The implementation section should also describe the method of review of assessing the effectiveness of the control architect. Typically the City of Hamilton may undertake periodic reviews of certified drawings to ensure compliance with the Architectural and Urban Design Guidelines. Where inadequate compliance is evident the City of Hamilton may cease to accept certified drawings by the control architect and the owner shall retain another control architect satisfactory to the Director of Planning and Chief Planner.

3.4. Advisory Notes

The Implementation section should also contain any notes to the reader advising how the guidance provided is to be used and in what circumstances, E.g., "This document contains images and sketches which are intended to indicate the vision of this plan and are for illustrative purposes only. They are not intended for construction and therefore may not reflect the final product constructed."

Urban Design and Architectural Guidelines – Development Application Guidelines

3.5. Coordination

Development of the Urban Design and Architectural Guidelines shall be coordinated with other City Staff and relevant agencies to ensure accord with City wide policies and practices.

OTHER INFORMATION:

Official Plans

<https://www.hamilton.ca/build-invest-grow/planning-development/official-plan>

Urban Design Reports Information Page

[Guidelines for Urban Design Reports | City of Hamilton](#)

Urban Design Guidelines

<https://www.hamilton.ca/build-invest-grow/planning-development/planning-policies-guidelines/urban-design-guidelines>

REVIEWED AND APPROVED BY:

Urban Design staff, Planning and Economic Development Department

CONTACT:

pdgeninq@hamilton.ca



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Urban Design Report and Design Review Panel Summary and Response

PURPOSE:

This document explains the guidelines for the preparation of an Urban Design Report and Design Review Panel Summary and Response which may be required for the submission of an application under the *Planning Act*. All Urban Design Reports and Design Review Panel Summaries and Responses shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

An Urban Design Report is also sometimes referred to as an Urban Design Brief.

The purpose of an Urban Design Report/Brief is to demonstrate how a proposed development complies with urban design policies from the Urban and Rural Hamilton Official Plans and other applicable design guideline documents. An Urban Design Brief should provide the urban design rationale for the urban design components of a development. It cannot simply be a reflection of, or argument for a preferred development scheme. Additionally, it is not intended to replace a Planning Justification Report, but instead should explain why the proposed development represents the optimum design solution.

An Urban Design Report/Brief may be needed for a Zoning By-law Amendment or Site Plan Control application. In addition, if the subject property is located within a Design Priority Area, the applicant may be required to consult with the City's Design Review Panel prior to submitting a formal application. The requirement to consult with the Design Review Panel will be confirmed at the Formal Consultation stage. A summary of the Design Review Panel's comments and the design response to those comments will be required as part of an Urban Design Report.

PREPARED BY:

Urban Design Reports must be prepared by a qualified design professional such as a Registered Architect, Landscape Architect, or Registered Professional Planner.

CONTENTS:

Urban Design Report and DRP Summary and Response - Development Application Guidelines

An Urban Design Report will typically apply to individual sites proposed for development or re-development with one or more buildings and related site features such as parking, landscaping and loading / storage spaces or facilities. The Report should provide the information needed to review the location and design of buildings, compatibility and fit within the context, vehicular and pedestrian circulation systems, parking, buffers, site landscaping, streetscaping, servicing areas, and any other relevant components. The contents of an Urban Design Report may be scoped through the formal consultation process. A pre-study consultation with staff may be required to confirm a terms of reference prior to initiating a Sun Shadow Study.

An Urban Design Report must include the following sections of text:

- Table of Contents
- Background and Context
 - Description of existing on-site attributes and considerations.
 - Description of existing topography and vegetation.
 - Description of existing building(s) and/or structures(s), including architectural style, design, massing, size and materials.
 - Description of context within community, neighbourhood, streetscape and site.
- Design Requirements
 - Description of applicable design policies and guidelines.
- Proposal Site Design
 - Description of the proposal.
 - Description of site design and specific site design components such as building location(s), building entrance(s), vehicular and pedestrian circulation, waste management collection, loading, storage and utility areas, proposed grading, stormwater management items, noise attenuation, lighting, signage, etc.
 - Description of proposed built form (design, proportions, heights, roofline, massing, façade treatments, materials, etc.)
 - Description of functional landscape requirements
 - Description of design constraints such as lot size, grading, natural and heritage impacts
- Analysis of Proposal and Recommendations
 - Describe how the proposal is guided and informed by applicable design requirements.
 - Analyse how the proposal fits into the existing context.

Urban Design Report and DRP Summary and Response - Development Application Guidelines

- Analyse how the proposed building is designed to be sensitive to the existing and planned neighbourhood.
- Analyse how the proposed landscape design enhances the aesthetics and function of both the site and neighbourhood.
- Describe any other considerations, such as (but not limited to): public realm upgrades, accessibility, safety, heritage resources and natural heritage.
- Provide professional recommendations that will ensure the general intent of the applicable urban design policies and guidelines are achieved.
- If applicable, provide draft zone provisions and conditions of approval.

The following plans, drawings, images and other information must be also be included in the Urban Design Report where applicable:

- Contextual mapping and photographs illustrating existing site conditions and surrounding context. The photographs' location should be referenced on the contextual map. Include an area of approximately 500m radius.
- Illustration of the proposal:
 - Contextual Site Plan that shows the proposal in the context of abutting properties, key destinations, and linkages within a 100m radius (a larger radius may be requested for larger/more complex projects). Contextual elements illustrated on the Contextual Site Plan should include:
 - transportation networks for cars, cyclists and pedestrians;
 - focal points/nodes;
 - gateways;
 - parks/open spaces;
 - topography;
 - views towards the site;
 - the urban pattern (streets, blocks);
 - future and current proposals;
 - public art;
 - heritage resources; and,
 - height analysis of the surrounding context for all tall building proposals;
 - Detailed Site Plan, Floor Plans, and coloured Elevation Drawings.
 - Conceptual Landscape Plan.
 - Section Plans.
 - Elevation Drawings in context, showing proposed facades alongside facades of important or relevant buildings adjacent to the subject site.

Urban Design Report and DRP Summary and Response - Development Application Guidelines

- 3D Model Renderings in context placing particular emphasis on the first few storeys and how the project responds and relates to its urban context. Perspective drawings should be set within the existing streetscape, illustrating how the proposed development's design and scale relate to the existing context.
- Angular Plane Diagrams, as prescribed through applicable City guidelines or requirements.
- Results and discussion of any Shadow Study as it relates to the proposed design solution and its contextual fit.
- Block Context Plan to illustrate and analyse the development proposal in both existing and planned context within the surrounding block. The plan should contemplate what is the existing and/or potential development/redevelopment pattern for the block, such as vehicular and pedestrian routes, orientation and organization of massing, location of open spaces, relationships with adjacent streets, and how the proposed development will fit in and support these patterns, where desirable.
- Phasing of development.
- Summary of the Design Review Panel commentary (where applicable).
- Response to the Design Review Panel comments (where applicable) and identify where the proposal may have changed in response to comments.

OTHER INFORMATION:

Official Plans

<https://www.hamilton.ca/build-invest-grow/planning-development/official-plan>

Urban Design Reports Information Page

[Guidelines for Urban Design Reports | City of Hamilton](#)

Urban Design Guidelines

<https://www.hamilton.ca/build-invest-grow/planning-development/planning-policies-guidelines/urban-design-guidelines>

Design Review Panel

<https://www.hamilton.ca/build-invest-grow/planning-development/design-review-panel>

Sites located within Design Priority Areas will be required to be reviewed by the City's Design Review Panel. Design Priority Areas include:

- Downtown Hamilton Secondary Plan Area
- Areas of major change and corridors of gradual change within the West Harbour Secondary Plan Area
- Primary corridors as shown on Schedule E of the Urban Hamilton Official Plan

- Any other large scale project across the City selected by the Director of Planning.

REVIEWED AND APPROVED BY:

Urban Design Staff, Planning and Economic Development Department

CONTACT:

pdgeninq@hamilton.ca

DRAFT



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Visual Impact Assessment

PURPOSE:

This document explains the guidelines for the preparation of Visual Impact Assessments which may be required for the submission of a complete application under the *Planning Act*. All Visual Impact Assessments shall follow the guidelines contained in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A Visual Impact Assessment (VIA) may be required in support of a development application to demonstrate that the location, massing, and height of a proposed building will not have a significant impact on important public views and vistas of urban and natural landscapes.

The Urban Hamilton Official Plan (Volume 1, Chapter B, Policy B.3.3.5) notes that "Public views and vistas are significant visual compositions of important public and historic buildings, natural heritage and open space features, landmarks and skylines which enhance the overall physical character of an area when viewed from the public realm.Examples of existing significant vistas include the panorama of the Niagara Escarpment, Hamilton Harbour, and the Downtown skyline, as viewed from various vantage points throughout the City. Examples of views include significant historic and public buildings, established streetscapes, natural heritage features or landscapes, and monuments."

New development proposals should identify, preserve, enhance, and/or create such significant public views and vistas. Depending on the details of the proposal, the assessment may need to evaluate impacts on:

- The character of adjacent or contextual streetscapes (in terms of street edge alignment, massing, continuity of public realm elements), as viewed by the public at eye level.
- Views to significant buildings, natural heritage areas, open spaces, or special landmarks.
- The existing skyline and potential loss of sky views.

Downtown Hamilton

Visual Impact Assessment - Development Application Guidelines

A VIA evaluating impacts to views of the Niagara Escarpment will be required for development proposals on properties identified as Locations Where There Are Impacts to Views, as shown on Appendix "C" – Downtown Hamilton Secondary Plan – Viewshed Analysis, and may be required for development proposals located on streets identified as View Corridors to the Niagara Escarpment, and properties identified as Locations Where There May Be Impacts to Views, as shown on Appendix "C" – Downtown Hamilton Secondary Plan – Viewshed Analysis.

Areas Near the Niagara Escarpment

A VIA may be required by the Niagara Escarpment Commission (NEC) where there are potential impacts to views of the Niagara Escarpment.

PREPARED BY:

A VIA should be prepared by a Registered Architect, a Registered Professional Planner (RPP), Landscape Architect, or a qualified consultant with experience in this field.

CONTENTS:

VIA Requested by NEC

Where a VIA is requested by the NEC, the contents of the VIA must follow the *Niagara Escarpment Commission Visual Impact Assessment Technical Criteria, 2020*, which provides standards for the preparation of a Visual Impact Assessment (VIA). Prior to undertaking a VIA it is recommended that applicants prepare a Terms of Reference for NEC approval. Should you have any questions, please contact the Niagara Escarpment Commission.

VIA Requested by City of Hamilton

The requirement for and scope of a VIA will be identified at the Formal Consultation stage of an application. The terms of reference for a VIA requested by the City are to be confirmed through a pre-study consultation with Urban Design staff. A VIA shall include a written analysis and visual simulations/modelling.

1. Written Analysis

A VIA written analysis shall include a description of the project, the existing visual landscape, and important scenic resources, in addition to the following:

- **METHODOLOGY:** the methodology used for the impact analysis.
- **REGULATORY AND PLANNING DOCUMENTS:** a review of regulatory and planning documents and any applicable visual impact policies. The review shall include but not be limited to the Urban Hamilton Official Plan, site-specific Secondary Plan policies, and the Niagara Escarpment Plan. Where

Visual Impact Assessment - Development Application Guidelines

a site is located in the Downtown, relevant guidelines from the Tall Building Design Guidelines should be referenced.

- **LOCAL CONTEXT:** the VIA should include a description of the surrounding area including land use, built form, and any scenic landscapes or landmarks. The information should include a short description of the physical environment, scenic characteristics, and the nature and extent of human presence.
- **VIEWSHED MAP:** A viewshed map should be included in the VIA showing which areas have views of the development and helping to identify sensitive visual resource areas and other sensitive viewpoints which may be subject to visual impacts from the development.
- **VIEWSHED AND KEY OBSERVATION POINTS:** An important step in the VIA process is to determine the geographic scope of the impact assessment in order to limit the area of detailed investigation. Visual impacts should be assessed from lands with relevant views of the development. The VIA should include a viewshed analysis using the elevation and land cover data to determine which parts of the development are likely to be visible from a designated point or points. Consider those points of view which are meaningful to the larger community: different locations along adjacent streets with significant pedestrian traffic, or viewing platforms from nearby parks, trails, or special urban landmarks.
- **VISUAL CHARACTERISTICS:** The VIA should identify and describe the sources of visual contrast associated with the project. Visual contrast is change to what is seen by the viewer. Visual impact is both the change to the visual qualities of the landscape resulting from the introduction of visual contrasts, and the human response to the change.

2. Simulation and Model

Visual simulations are visualizations of the proposed project and the surrounding landscape that are used to depict the overall appearance of a proposed project after it is operational. The visual simulations must show what the project will look like, demonstrate the potential project impacts on scenic landscapes, and identify mitigation measures to reduce the visual impacts created by the project. Visual simulations should demonstrate the actual or expected appearance of the landscape and development as closely as possible, from the chosen observation points, illustrating:

- Potential visibility of the project through viewshed analysis.
- Impact on the existing street conditions and pedestrian-level sky-views.

Visual Impact Assessment - Development Application Guidelines

- Impacts of the development to the existing views to the Niagara Escarpment or the Harbour by providing before and after illustrations of the views.
- Potential impacts to sensitive adjoining uses (single detached residential, heritage, open space).
- Alternative designs and mitigation measures to preserve important views and scenic landscapes.
- Existing and proposed streetscape treatment to enhance both the quality and extent of views.

OTHER INFORMATION:

Niagara Escarpment Commission Visual Impact Assessment Technical Criteria
<https://escarpment.org/land-use-planning/niagara-escarpment-commission-policies-guidelines-and-technical-criteria/>

Downtown Hamilton Tall Building Study and Guidelines (LINK TO BE PROVIDED)

REVIEWED AND APPROVED BY:

Urban Design Staff, Planning and Economic Development Department (If VIA requested by the City of Hamilton).

Niagara Escarpment Commission (If VIA requested by the NEC).

CONTACT:

Niagara Escarpment Commission necgeorgetown@ontario.ca

City of Hamilton pdgening@hamilton.ca

Last updated October 2022



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Wildland Fire Assessment

PURPOSE:

This document explains the guidelines for the preparation of a Wildland Fire Assessment which may be required for the submission of an application under the *Planning Act*. All Wildland Fire Assessments shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A Wildland Fire Assessment may be required where proposed development is adjacent to or within forested areas, to ensure that Provincial policies are addressed. Policy 3.1.8 of the Provincial Policy Statement (2020) requires municipalities to direct development to areas outside of lands that are unsafe to development due to the presence of hazardous forest types for wildland fire, unless the risk is mitigated in accordance with wildland fire assessment and mitigation standards.

The purpose of a Wildland Fire Assessment is to determine the presence or absence of hazardous forest types associated with an elevated risk of wildland fire. The goal of an Assessment is to reduce wildfire risk to development by avoiding development within high risk areas and/or implementing appropriate measures to mitigate risk.

CONTENTS:

The need for a Wildland Fire Assessment will be confirmed by Natural Heritage staff as part of the formal consultation process. Not all development adjacent to or within a forested area will require a Wildland Fire Assessment.

A Wildland Fire Assessment must be prepared in accordance with the standards outlined in the **Wildland Fire Risk Assessment and Mitigation Manual** from the Ontario Ministry of Natural Resources and Forestry, as amended from time to time. A pre-study consultation with staff may be required to confirm the terms of reference for the assessment. This assessment may be coordinated with other studies such as an Environmental Impact Statement.

Development proposals in forested areas need to include an assessment of the forest fuel hazard to determine the risk that those forest fuels represent should a wildland fire occur. An assessment should include a review of Ministry of Natural Resources and

¹Ontario Ministry of Natural Resources and Forestry. August 2017. Wildland Fire Assessment and Mitigation Reference Manual in support of Provincial Policy Statement, 2014. Toronto: Queen's Printer for Ontario.

Forestry (MNR) wildland fire hazard mapping available from Land Information Ontario (LIO).

If an assessment determines that hazardous forest types for wildland fire are not present on or in the vicinity of proposed development (i.e., generally, within 100 m), it can be concluded that Policy 3.1.8 of the Provincial Policy Statement does not apply to that situation and mitigation measures are not required.¹

If an assessment determines that hazardous forest types for wildland fire are present, then planning and implementation of mitigation measures are needed to reduce the fire risk to moderate or low before development can be considered.¹

OTHER INFORMATION:

[Wildland Fire Risk Assessment and Mitigation Reference Manual | ontario.ca](#)

REVIEWED AND APPROVED BY:

Natural Heritage staff, Planning and Economic Development Department.
A Wildland Fire Assessment may require a peer review prior to approval.

CONTACT:

pdgeninq@hamilton.ca



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

WIND STUDY

PURPOSE:

This document provides a guideline for the preparation of a Wind Study, which may be required for the submission of an application under the *Planning Act*. All Wind Studies shall follow the guidelines contained and referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A Wind Study is a technical document that may be required in support of a development application to predict, assess, and where necessary, mitigate the potential impacts of a proposed development on wind conditions in pedestrian areas. The objective is to maintain comfortable and safe wind conditions that are appropriate for pedestrian areas. Pedestrian areas include street frontages, pathways, building entrance areas, open spaces, amenity areas, outdoor sitting areas, and accessible rooftop, parks, and open spaces among others.

Buildings can have major impacts on the wind conditions in their surrounding context especially when a building is considerably taller than surrounding buildings. It is important to consider the potential impacts of a proposed development on the local microclimate early in the planning and design process as this allows sufficient time to consider appropriate wind control and mitigation strategies, including changes to site and building designs.

The requirement for a Wind Study will be identified at the Formal Consultation stage of an application. The following types of development may trigger the need for a Wind Study:

1. Building Height

- A proposed development 20 m in height or more requires a **Qualitative Wind Study** and a **Quantitative Wind Tunnel Study** may be required at the discretion of the Planning and Economic Department.
- A proposed development 20 m in height or more and up to two times the height of surrounding buildings requires a **Quantitative Wind Tunnel Study**.
- A proposed development 44 m in height or more requires a **Quantitative Wind Tunnel Study**.

Wind Study - Development Application Guidelines

2. Number of Buildings

- A proposed development with two or more buildings that are 20 m in height or more requires a **Quantitative Wind Tunnel Study**.

3. Site Area (size)

- A proposed development with a site area of 3 hectares or more, and a building that is 20 m in height or more, requires a **Quantitative Wind Tunnel Study**.

Where a Quantitative Wind Tunnel Study is required, prior to application submission, the applicant and/or agent must submit an image displaying the proposed "test locations" to Urban Design staff for approval prior to the simulation testing (refer to **Figure 1**).

PREPARED BY:

A qualified microclimate specialist or a certified wind tunnel specialist. These studies are to be signed and sealed by a Professional Engineer. If a Wind Study is prepared by an individual or company who does not have extensive experience in pedestrian level wind evaluation, an independent peer review may be required at the expense of the proponent.

CONTENTS:

A pre-study consultation with staff may be required to confirm a terms of reference prior to initiating the Wind Study. A Wind Study will contain and address the below contents for wind studies and analysis criteria.

1. General Submission Information

- Type of application.
- Municipal address.
- Name of the individual and company who has prepared the study.
- Digital copy of study should include the development massing.
- **NOTE** - The wind model shall be no smaller than a 1:500 representation of the proposed development and will include all buildings within a minimum of 400 metres of the site, in keeping with the industry standard.

2. Existing Context

- The most objective way to assess the impact of a proposed development on wind conditions around it, is to compare it to existing conditions. Provide the meteorological data used to confirm the existing wind conditions.

Wind Study - Development Application Guidelines

- Provide images which display the prevailing wind directions inset within the current site conditions for each required test date. Highlight the location of the proposed site (refer to **Figure 1**).

3. Effects of the Proposal

- Provide an image which displays the existing and proposed pedestrian and amenity area(s) within the proposed development and immediate adjacent area(s) which form part of the "test locations" used to evaluate wind conditions in the analysis area (refer to **Figures 1**).
- Where a wind tunnel test was completed, provide statistical text information of the resulting wind conditions at the test locations (e.g. prevailing wind directions and speeds) as a result of the proposed development.

4. Explanation and Assessment

- Provide a written summary of the wind impacts, which include the locations of the impact and type of wind sensitive use where the impact occurs for each test date.
- The pedestrian wind comfort level and safety exceedance are determined by the predicted wind speeds for respective exceeding frequencies as specified in **Section 8.0** Pedestrian Level Wind Study Criteria. The assessment will give consideration to the predicted comfort level and intended pedestrian usage. In addition, a comparison to existing, and if appropriate future, wind conditions, shall be considered.
- The proposed development shall achieve wind comfort conditions that are considered appropriate for the intended usage (i.e. walking on sidewalks, standing at building entrance areas, and sitting or standing in amenity areas where more passive use is anticipated). If the proposed development produces pedestrian comfort conditions that prove to be less than desirable based on the intended use of unsafe (as per the definitions in **Table 1**) then the developer shall proposed mitigation strategies and/or investigate alternative to the proposed design with the microclimate specialty.
- If applicable, detail the proposed mitigation measures to be adjusted in the development proposal which will minimize or eliminate the resulting wind impacts and describe any mitigating features that have been incorporated into the site and building design. This may require confirmation through submission of a revised site plan and/or building elevations. A condition of Site Plan Approval will be placed to ensure that the mitigation recommendations of the wind study are fully implemented, prior to the City releasing any associated securities.
- Overall, the proposed development shall improve on existing wind conditions where possible, and as a minimum, shall not significantly degrade wind conditions especially when considering the safety criteria. Some allowance for

Wind Study - Development Application Guidelines

degradation of wind comfort levels during the winter months may be deemed to be acceptable due to reduced pedestrian usage of outdoor spaces.

5. Confirmation of Proper Implementation

Prior to Site Plan approval for any Building Permit clearance, the following clause shall be included on the Site Plan and all relevant drawings:

The microclimate specialist shall confirm, to the satisfaction of the Planning and Economic Development Department that the 'as constructed' buildings and wind mitigation measures are in compliance with the recommendations of the Pedestrian Level Wind Study.

NOTE - Prior to the final site works inspection by the Planning and Economic Development Department, the microclimate specialist shall issue a letter confirming that the wind mitigation measures have been installed in accordance with the recommendations of the pedestrian level wind study.

TECHNICAL REQUIREMENTS INCLUDE:

1. Type of Study

A. Qualitative Study:

A Qualitative Study relies on professional observation and interpretation. A Qualitative Study may be conducted either as a **Qualitative Desktop Study** or using **Computational Fluid Dynamics (CFD)**.

i) Requirements for a Qualitative Desktop Study

- Predict and estimate the wind speeds at critical locations around the proposed development while considering the frequency of occurrence of wind speeds.
- Study should be based on the standard wind comfort criteria described in this document in Section 5.0 of the Technical Study Requirements.
- Where conditions are considered to be unacceptable for the intended usage, provide mitigation concepts to improve the wind comfort to acceptable levels or suggest appropriate adjustments to pedestrian usage.

ii) Requirements for Computational Fluid Dynamics (CFD)

- It shall be acceptable to simulate only the prevailing wind directions as a basis of assessment using CFD.

Wind Study - Development Application Guidelines

- The CFD simulation shall appropriately represent the atmospheric boundary layer for winds approaching the computational model.
- Presentation of the wind speeds shall include horizontal planes at pedestrian level (i.e. 1.5 m above local grade) and vertical slices to understand flow conditions in critical areas.
- The actual assessment of wind conditions at critical pedestrian locations must account for the probability of all wind directions that can occur based on the wind data from the appropriate airport.
- The potential wind comfort and safety categories should be assessed for areas of interest.
- If problematic wind conditions are predicted, design alternatives and wind mitigation measures shall be recommended and described in the final report.

B. Quantitative Wind Tunnel Study:

A Quantitative Wind Tunnel Study is based on measured data from physical scale model testing. A Quantitative Wind Tunnel Study shall be conducted in a boundary layer wind simulation facility.

Requirements for Quantitative Wind Tunnel Testing

- 36 wind directions shall be tested.
- The wind simulation facility must be capable of simulating the earth's atmospheric boundary layer and appropriate profiles for each of the wind directions tested.
- Wind speeds shall be presented in km/h.
- Wind speed sensors used to measure local wind speeds shall be omnidirectional and represent the horizontal wind speed at a full scale height of approximately 1.5 m above local grade. These sensors should be capable of measuring mean wind speed and wind speed fluctuations with time, including peak gusts of three to ten second duration. Sampling time in the wind tunnel shall represent a minimum of one hour of full scale time.
- The model scale should be selected to allow representation of sufficient architectural detail on the proposed development while including the surrounding context within approximately 400 m of the centre of the proposed development site (typically scales of 1:300 or 1:400 have proven to be effective). Structures and natural features beyond the modelled

Wind Study - Development Application Guidelines

surroundings shall be appropriately represented in the wind tunnel upwind of the scale model.

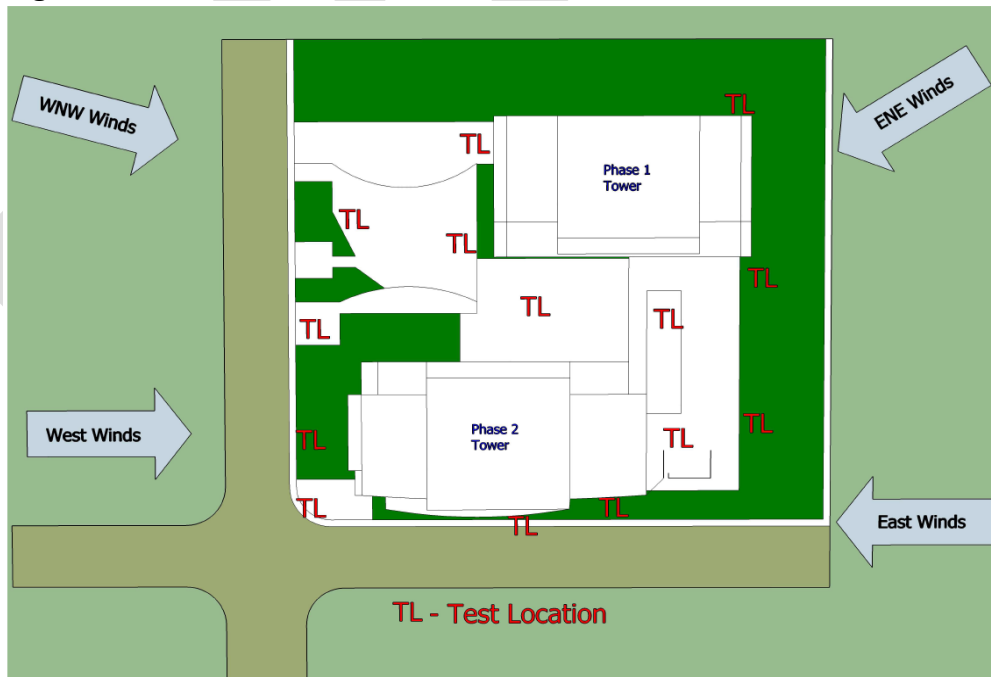
- Sensors shall be placed at least every 10 m along a street frontage of the study buildings and at all locations where pedestrians will travel or gather. A typical development project would require a minimum of 50 sensor locations on and around the proposed development to provide adequate coverage.
- The results shall be presented in both tabular and graphic forms for all the test configurations, with seasonal comfort data and annual safety data.

2. Test Locations

Test locations will be identified through an image in the application submission (refer to **Figures 1**). Test locations include:

- Major building entrances.
- Sidewalks (adjacent to the proposed building(s)).
- Parking lots (adjacent to the proposed building(s)).
- Public amenity spaces (e.g. parks, plazas, courtyards, trails, public pools, restaurant patios, etc.).
- Private amenity space (e.g. balconies, rooftop patios, private pools).

Figure 1: Test Locations



Wind Study - Development Application Guidelines

3. Test Dates

A minimum of 30 years of hourly wind data from John C. Munro Hamilton International Airport should be used and presented on a four-season basis as follows:

- Summer: Hourly winds occurring the period of May through October.
- Winter: Hourly winds occurring the period of November through April.

Appropriate hours of pedestrian usage for a typical project (i.e. 6:00 am and 11:00 pm) should be considered for wind comfort, while data for 24 hours should be used to assess wind safety.

4. Configurations

When conducting a wind study the most objective way to assess the impact of a proposed development is to compare it to the existing wind conditions. In some parts of the City it may be prudent to consider a future cumulative configuration.

The following is a description of the configurations that typically need to be considered:

- a. Existing
Include all existing buildings, significant topographic features, and developments under construction within a 400 m radius of the site.
- b. Proposed
Include the proposed development being studied, as well as all existing buildings, significant topographic features, and developments under construction within a 400m radius of the site.
- c. Future (only if warranted)
Add any buildings that are part of a future development identified by the City, and deemed by the wind consultant to have a potential impact on winds at the subject site.
- d. Mitigation
Where mitigation is required to achieve acceptable pedestrian wind comfort levels, evaluate the proposed configuration with all recommended mitigation measures in order to demonstrate the benefits of the mitigation strategies under the proposed and/or future configurations.

5.0 Wind Comfort Criteria

The criteria to be used for assessment of pedestrian wind conditions and comfort includes both mean and gust wind speeds, therefore their combined effect is used as the basis of the criteria and defined as a Gust Equivalent Mean (GEM) wind speed. The GEM is defined as the maximum mean wind speed or the gust wind speed divided by 1.85.

Wind Study - Development Application Guidelines

A 20% exceedance is used in these criteria to determine the comfort category, which suggests that wind speeds would be comfortable for the corresponding activity at least 80% of the time or four out of five days. Only gust winds are considered in the safety criterion. These criteria for wind forces represent average wind tolerances.

There are four measuring points to evaluate the comfort of the wind speed:

1. Sitting,
2. Standing,
3. Strolling, and
4. Walking.

These measuring points are to be evaluated at different locations/areas on the development site and immediate adjacent area to ensure that they meet the criteria. Should a proposed development not be able to meet the comfort evaluation criteria, mitigation measures (e.g. building design, and/or site design measures) are to be included into the design of the building and/or site.

Table 1: Pedestrian Wind Comfort Criteria

Wind Comfort Category	GEM Speed (km/h)	Description
Sitting	≤ 10	Calm or light breezes for outdoor restaurants and seating areas where one can read a paper without having it blown away.
Standing	≤ 14	Gentle breezes suitable for main building entrances and bus stops.
Strolling	≤ 17	Moderate winds that would be appropriate for window shopping and strolling along a downtown street, plaza, or park.
Walking	≤ 20	Relative high speeds that can be tolerated if ones objective is to walk, run, or cycle without lingering.
Uncomfortable	> 20	Strong winds of this magnitude are considered a nuisance for most activities, and wind mitigation measures are recommended.

Notes: (1) Gust Equivalent Mean (GEM) speed = $\max(\text{mean speed, gust speed}/1.85)$; and **(2)** GEM speeds listed above are based on a seasonal exceedance of 20% of the time between 6:00 and 23:00. The criterion has been met if the wind speeds occur at least 80% of the time or four out of five days.

Wind Study - Development Application Guidelines

6.0 Wind Safety Criteria

Wind gusts will be used to measure the safety of the wind on all test locations. Should a proposed development not be able to meet the wind safety criteria, appropriate mitigation measures (e.g. redesign of the site, reduction in height, etc.) will be required to eliminate the safety issue.

Table 2: Pedestrian Wind Safety Criteria

Wind Safety Criterion	Gust Speed (km/h)	Description
Exceeded	≥ 90	Excessive gusts that can adversely affect a pedestrian's balance and footing. Wind mitigation is required.
Note: the GEM is based on an annual exceedance of 9 hours or 0.1% of the time for a 24 hour day.		

7.0 Mitigation Measures

In areas where wind conditions are considered to be unacceptable for the intended pedestrian use or unsafe (as defined in **Table 1**) and will be accessible to pedestrians, wind control mitigation strategies shall be developed and tested to demonstrate efficacy. In more extreme cases, the developer in consultation with the microclimate specialist may need to investigate and prepare design alternatives that can achieve more acceptable wind conditions.

Wind Control Mitigation Strategies may include the following:

- Building massing changes or alternative designs that are more responsive to the local wind climate.
- Incorporating podiums, tower setbacks, balconies, curved or stepped corners, notches and/or colonnades.
- Strategic use of canopies, parapet walls and wind screens, landscaping, planters, public art and/or other features that prove to be effective for mitigating problematic wind conditions.
- Modifications to the pedestrian usage.

Landscaping Principles to Mitigate Wind Effects

The use of landscaping as part of a mitigation strategy is acceptable but must be selected and sized to be effective at the time of installation. Landscaping can only be recommended as a mitigation measure where the wind conditions are suitable for it to thrive and for its maintenance.

Wind Study - Development Application Guidelines

High branching deciduous trees can reduce down washing wind flows in the summer months when they have full foliage. However, they generally do not provide ground level protection from horizontal wind flows. Coniferous trees can provide additional wind protection during the winter months.

The type of trees (i.e., deciduous, coniferous or marcescent), approximate size and location required for wind control shall be specified in the wind study. The landscape architect shall select the species appropriate for the site and which will achieve the stated wind mitigation benefits.

Where extreme wind conditions such as safety exceedances are predicted, hard landscaping (e.g., architectural features, screens, etc.) is strongly recommended over soft landscaping (e.g. trees, shrubs, etc.), as trees may not be able to survive in extreme wind environments.

Massing Principles to Mitigate Wind Effects

Massing details can affect the wind flow around a site and the following considerations should be made:

WIND AT STREET LEVEL



When wind hits the windward face of a tall building, the building tends to deflect wind downwards, causing accelerated wind speeds at pedestrian level and around the windward corners of the building.

Tall and wide building facades are generally undesirable.



When introducing a base building or podium with step back, and setting back a tower relative to the base building, the downward wind flow can be deflected, resulting in reduced wind speed at pedestrian level.

The proportions of the base building and tower step backs and their influence on the wind conditions is affected by the heights of surrounding buildings.

Wind Study - Development Application Guidelines

WIND BETWEEN BUILDINGS



When the leeward face of a low building faces the windward face of a tall building, it causes an increase in the downward flow of wind on the windward face of the tall building.

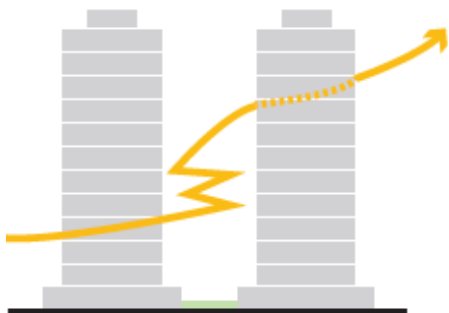
This results in accelerated winds at pedestrian level in the space between the two buildings and around the windward corners of the tall building.



By landscaping the base building roof and providing a tower step back, wind speed at grade can further be reduced, and wind conditions on the base building roof can improve.

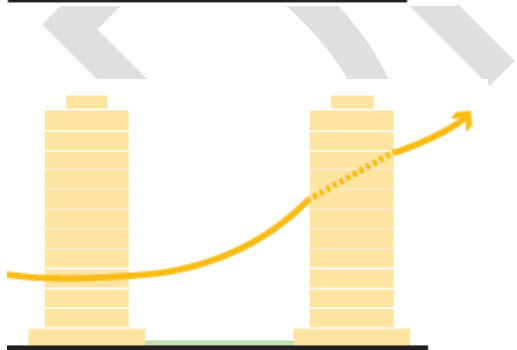
Also, a horizontal canopy on the windward face of a base building can improve pedestrian level wind conditions.

DISTANCE BETWEEN BUILDINGS



Wind speed is accelerated when wind is funnelled between two buildings located close to one another causing a "wins canyon effect".

The intensity of the acceleration is further influenced by the building heights, size of the facades, and building orientation.



Spacing towers further apart allows for wind to move through more easily.

Wind Study - Development Application Guidelines

REVIEWED AND APPROVED BY:

Development Planning staff, Planning and Economic Development Department
Urban Design staff, Planning and Economic Development Department

CONTACT:

pdgeninq@hamilton.ca

DRAFT



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Zoning Compliance Review

PURPOSE:

This document explains the guidelines for the completion of a Zoning Compliance Review which may be required for the submission of an application under the *Planning Act*. All Zoning Compliance Review applications shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A Zoning Compliance Review confirms the zoning of a property, permitted uses, and other applicable regulations for a property.

A Zoning Compliance Review will be required for all Zoning By-law Amendment and Site Plan Control applications, unless otherwise determined by the City, to assess if a proposal conforms to the regulations of the applicable Zoning By-law(s). Zoning Compliance Reviews may also be required for an Official Plan Amendment or draft Plan of Subdivision application. A Zoning Compliance Review letter reflecting a proposed development will identify any non-compliance issues that may require either revisions to the proposal, an approval from the Committee of Adjustment, or a Zoning By-law Amendment. For a Zoning By-law Amendment application, this review will assist applicants with drafting a site specific Zoning By-law, which is also a requirement for a complete application.

PREPARED BY:

Applications for Zoning Compliance Review may be submitted by the applicant, registered owner, or agent.

CONTENTS:

Applications for Zoning Compliance Review must be submitted to the Zoning Review Section of the Planning Division, along with the applicable fee, a survey of the subject lands and a copy of the scaled and detailed concept plan (for Zoning By-law Amendment Applications – in accordance with the City's guidelines for Concept Plans) or site plan (for Site Plan applications – in accordance with the City's Site Plan Guidelines) showing the proposed development. Zoning Review Staff will complete the review and issue a Zoning Compliance Review letter to the applicant.

As part of a complete *Planning Act* application submission, the applicant is required to submit a copy of the Zoning Compliance Review letter and a copy of the original

Zoning Compliance Review – Development Application Guidelines

concept plan or site plan that was submitted with the request for Zoning Compliance Review. If applicable, a summary list of changes that were made to address zoning non-compliance issues must also be submitted certifying that the plan included with the Zoning By-law Amendment or Site Plan Control application has not been altered except to address any non-conformities from the plan that was reviewed through the Zoning Compliance Review process.

OTHER INFORMATION:

Zoning Verification and Property Report Information:

<https://www.hamilton.ca/build-invest-grow/starting-small-business/one-stop-business/zoning-verification-and-property-report>

Zoning Compliance Application Form:

<http://www2.hamilton.ca/NR/rdonlyres/AC7532D9-E885-4FC8-808F-5FF3B44F4F02/0/BSZoningReviewAdmin.pdf>

REVIEWED and APPROVED BY:

Zoning Compliance Reviews are completed by the Zoning Review Section, Planning and Economic Development Department. No approvals are required prior to submitting an application for a Zoning Compliance Review.

CONTACT: zoninginquiry@hamilton.ca



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

3D Model

PURPOSE:

This document explains the guidelines for the preparation of a 3D Model which may be required for the submission of an application under the *Planning Act*. All 3D Models shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

A 3D computer model is a digital, three dimensional building massing and site model of a proposed development. It is used to assess the impacts of a development on existing and planned surroundings. It assists staff in their evaluation of a proposed development within the existing and planned context, and can be used to help assess how elements such as building scale, massing and wall planes impact skylines, shadowing, the pedestrian realm and site functionality. It also assists informing context for future planning applications.

The City of Hamilton's Planning Division is currently building a detailed computer-generated 3D model of the City. To assist with application review, all new development proposals six storeys in height or taller will be required to submit digital models of proposed developments as part of a complete application.

PREPARED BY:

Digital models may be prepared by an Architectural Technician, Licensed Architect or a Registered Professional Planner (RPP).

CONTENTS INCLUDE:

A 3D computer model should include the following technical elements:

Model Specifications:

Preferred:

- SKP – SketchUp 2019 or earlier.
- Multipatch - ESRI Filegeodatabase.

3D Model – Development Application Guidelines

Acceptable:

- OBJ – Wavefront Technologies.
- DAE – COLLADA interchange format.
- KMZ – Keyhole Markup Language Zipped.

Required Content for Building Mass Model:

- Name the file with the project's file number (i.e. "DA_22_001_3DModel.skp").
- Use Metric scale.
- The model must use the City's geographic coordinate system, NAD 27 MTM 3 or WGS 84 and be correctly positioned geographically.
- The model should not have hatching or textures.
- All faces of the 3D Digital Model need to be directed outwards (i.e. Outward facing normal). This may be checked on SketchUp by turning on the monochrome face style.)
- Models may have Level of Detail 1 if submitting with a Formal Consultation. Level of Detail 2 is required for all other development applications.
 - Level of Detail 1
 - Only exterior walls and roof.
 - No roof parapet.
 - No mechanical penthouse.
 - Level of Detail 2
 - Exterior walls and roof.
 - Roof parapet.
 - Mechanical penthouse.
 - Balconies extruded to height of railing.
- Models must not have any groupings or components.

Checklist for digital 3D Digital Model submission

- ✓ File format is one of the following: skp, gdb, obj, dae, kmz.
- ✓ Appropriate level of detail.
- ✓ Units in metre.
- ✓ Correctly geolocated.
- ✓ Outward facing normal.
- ✓ Correct file name scheme.
- ✓ Watertight model.
- ✓ Removed hatching and textures.

OTHER INFORMATION:

Files should not be encrypted with password protection.

3D Model – Development Application Guidelines

REVIEWED AND APPROVED BY:

Urban Design, Planning and Economic Development Department

CONTACT:

pdgeninq@hamilton.ca

EXAMPLE:

