

NO: R065

COUNCIL DATE: April 18, 2011

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## REGULAR COUNCIL

TO: **Mayor & Council** DATE: **April 18, 2011**

FROM: **General Manager, Planning and Development** FILE: **6880-01**  
**General Manager, Engineering**

SUBJECT: **Improvements to the Land Development Application Review and Approval Process**

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## RECOMMENDATION

The Planning and Development Department and Engineering Department recommend that Council receive this report as information.

## BACKGROUND

As part of the Economic Investment Action Plan, Phases 1 and 2, City staff has been implementing improvements to the land development application review and approval process. Improvements delivered to date include the following:

- priority processing for business-related development applications;
- priority processing for high density projects in the City Centre;
- improvements to inter-departmental communications related to land development applications processing;
- development of a "checklist" to assist applicants (sample attached as Appendix I);
- on-line project status reporting; and
- enhanced e-business processes.

## DISCUSSION

City staff has continued to improve the development application review and approval process with the following sections of this report summarizing some of the recently implemented improvements.

### ***Mobile Building Inspection Technology***

In December 2010 the transitioning of the building inspection process to mobile field technology was fully implemented. This major improvement makes it possible for City staff to receive "real time" inspection results from the field, send inspection results to clients via e-mail and for building inspectors to print multiple copies of inspection results for the on-site trades at building sites. In addition, the holders of building permits can request a building inspection on-line.

### ***Amanda Tracking System Being Used by Electrical Inspectors***

The electrical inspection staff have started using the Amanda software tracking system to log in and schedule inspection requests, and record inspection results. This allows front counter staff direct access to electrical inspection information online, which helps them serve electrical permit holders more efficiently.

### ***Improved Amanda Tracking System Launched in Area Planning Divisions***

In April 2011, the Area Planning Divisions launched an improved Amanda tracking system, which builds on the existing Amanda tracking system successfully used in the Building Division and the Engineering Land Development Division. This new system will enhance communication between staff and development applicants, which should assist in streamlining the application review process and act to minimize confusion and duplication of effort. The system is designed to include a checklist (Appendix I) that will outline for the applicant the matters that need to be addressed for the development application to proceed forward and is capable of sending automated reminders to both staff and the applicant regarding outstanding items. The level of information available to development applicants is significantly expanded via this on-line Amanda project status software.

### ***E-Guide Implementation***

Along with improvements to the Amanda software tracking system, a new electronic development application guide (e-Guide) will soon be available on the City's website. This e-Guide will provide information to development applicants or prospective applicants regarding the development application review and approval process from the pre-application stage to the final building inspection approval. The e-Guide will outline responsibilities for the applicant and City staff, outcomes and the projected timeline required for completion of specific tasks in the review process.

### **Presentations to Development Advisory Committee**

Presentations regarding the above-listed improvements have been made to the Development Advisory Committee and its project management sub-group to build awareness and support.

## **SUSTAINABILITY CONSIDERATIONS**

The above-listed development application review and approval process improvements will allow for a reduction in paper files. On-line application information will reduce the need for trips to City Hall by applicants for permits, inspections and reports. These outcomes support the objectives of the City's Sustainability Charter; more particularly, scope action items:

- (SC1) enhance accessibility to information;
- (EC7) promoting sustainable building and development practices; and
- (EN2, EN11) reducing waste and GHG emissions.

## CONCLUSION

Staff continues to focus on improving the development application review and approval process, which is consistent with Council's objectives as outlined in the Economic Investment Action Plan, Phases 1 and 2. The improvements listed in this report are the latest in a series of improvements that have been implemented over the last two years.

*Original signed by*  
Jean Lamontagne  
General Manager,  
Planning and Development

*Original signed by*  
Vincent Lalonde, P.Eng.  
General Manager, Engineering

JLL:saw

Attachment:

Appendix I Sample Checklist



## Minimum Land Development Application Submission Requirements

		Pre-application	Application Submission	Planning Review / Referrals	Planning Report	Final Approval
1	Completed application form <sup>1</sup>		X			
2	Application fees <sup>1</sup>		X			
3	Soil contamination questionnaire <sup>1</sup>		X			
4	Data sheets <sup>1</sup>		X		X	
5	Proposed subdivision layout <sup>3</sup>	X	X			
6	Written justification for proposal if contrary to Plans		X			
7	Written justification for any proposed variances		X			
8	Tree survey <sup>1</sup>		X			
9	Prelim. engineering servicing concept including: <sup>1</sup>		X			
	<i>Road allowance width (existing and proposed)</i>		X			
	<i>Pavement width (existing and proposed)</i>		X			
	<i>Location of sidewalks (existing and proposed)</i>		X			
	<i>Location of utilities (existing and proposed)</i>		X			
	<i>Location of driveways (existing and proposed)</i>		X			
10	Preliminary site plan <sup>2</sup>	X	X			
11	Arborist report <sup>1</sup>			X		
12	Tree planting /replacement plan <sup>1</sup>			X		
13	Character study <sup>3</sup>			X		
14	Building design guidelines <sup>3</sup>			X		
15	Prelim. lot grading plan to include the following: <sup>1</sup>			X		
	<i>Average increase in the amount of proposed fill</i>			X		
	<i>Trees to be retained</i>			X		
	<i>Building height and proposed grades between proposed structures within the site</i>			X		
	<i>Interface with adjacent land uses</i>			X		
	<i>If applicable, proposed retaining walls (type of material, height, solutions to mitigate impact)</i>			X		
16	Architectural plans to include the following: <sup>2</sup>			X		
	<i>Context plan at scale of 1:500, or as required</i>			X		
	<i>Dimensioned site plan at a scale of 1:250 or as required, showing existing trees; spot grades; proposed building setbacks; and other natural features</i>			X		
	<i>Building elevations from all lot lines, at a scale of 1:100 or as required, showing the relationship (building height and proposed grades) between adjacent land uses</i>			X		
	<i>Coloured elevations at a scale of 1:50 or as required</i>					
	<i>Streetscape at a scale of 1:200 or as required</i>			X		
	<i>Cross-sections at a scale of 1:100 or as required</i>			X		
	<i>Floor plans at a scale of 1:100 or as required</i>			X		
	<i>Roof plans at a scale of 1:100 or as required</i>			X		
	<i>Shadow diagrams</i>			X		
	<i>Signage details at a scale of 1:20 or as required</i>			X		
	<i>Coloured rendering</i>				X	
	<i>Other relevant information such as pictures of surrounding land uses.</i>			X		
	<i>Final coloured drawings including 1 digital copy</i>				X	
17	Landscape plans to include the following: <sup>2</sup>			X		
	<i>Minimum scale of 1:250 or as required</i>			X		
	<i>Existing tree location and other natural features</i>			X		
	<i>Proposed plant list using graphic keys</i>			X		
	<i>List of proposed plant materials, quantities, pot sizes or calliper</i>			X		

Continued . . .

- <sup>1</sup> All applications  
<sup>2</sup> Multiple residential, commercial, industrial, some institutional  
<sup>3</sup> Single family  
<sup>4</sup> May be required

		Pre-application	Application Submission	Planning Review/ Referrals	Planning Report	Final Approval
	<i>Proposed grades</i>			X		
	<i>Proposed garbage enclosures</i>			X		
	<i>Details on proposed outdoor amenity space</i>			X		
	<i>Proposed paving detail and lighting including light fixture details</i>			X		
	<i>Final coloured drawings including 1 digital copy</i>				X	
<b>18</b>	Proposed signage to include the following: <sup>2</sup>			X		
	<i>Proposed number of signs per building and street frontage</i>			X		
	<i>Proposed types of signage</i>			X		
	<i>Elevations, setbacks and height of proposed free-standing signs</i>			X		
	<i>Proposed sign graphics including dimensions, colours and illumination</i>			X		
	<i>Final coloured drawings including 1 digital copy</i>				X	
<b>19</b>	For ADP projects, the following are also required: <sup>2</sup>					
	<i>Written brief</i>			X		
	<i>Site analysis, schematic design concept, precedent photos</i>			X		
	<i>Exterior finish sample board</i>			X		
	<i>Digital or physical 3D massing model</i>			X		
	<i>Perspective drawings</i>			X		
<b>20</b>	Environmental impact study <sup>4</sup>			X		
<b>21</b>	Geo-technical report <sup>4</sup>			X		
<b>22</b>	Traffic study <sup>4</sup>			X		
<b>23</b>	Parking study <sup>4</sup>			X		
<b>24</b>	Site profile <sup>4</sup>			X		
<b>25</b>	Engineering servicing agreement <sup>4</sup>					X
<b>26</b>	Legal documents and legal undertaking <sup>4</sup>					X
<b>27</b>	Payment of all outstanding fees and charges <sup>1</sup>					X
<b>28</b>	Final subdivision plan and 1 digital copy <sup>4</sup>					X
<b>29</b>						
<b>30</b>						

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- <sup>3</sup> Single family
- <sup>4</sup> May be required