

Landscape Plan

Terms of Reference

1. Description

The Landscape Plan is required to demonstrate how the canopy cover, urban design, health and climate change objectives of the Official Plan will be met through tree planting and other site design elements.

The Landscape Plan is intended to identify any existing landscaping, site elements and natural features (including trees, shrubs, and ground covers) that will be preserved, and illustrate the proposed landscaping elements to support the associated development.

2. Authority To Request

The *Planning Act* gives the authority for municipalities to require a landscape plan under Section 41(7) which allows municipalities to impose conditions with respect to “walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands” and Section 41(4) paragraph 1 which requires plans to substantiate those facilities and works identified in clause 7(a).

3. When Required

A Landscape Plan is required for applications for site plan control, plans of subdivision, and plans of condominium.

A high-level conceptual landscape plan may be required to support applications for Zoning By-law amendments and Official Plan amendments if it is deemed necessary by staff at pre-consultation.

A Landscape Plan is also required for City infrastructure projects, including parks developed under the Developer-Built Park Development Process.

Staff may exempt the requirement for a Landscape Plan in rare instances where it is demonstrated that the landscape component of a project is not relevant to the review of the application, in the context of applicable policy. This would be determined at the pre-consultation meeting.



4. Roles and Responsibilities / Qualifications

The Landscape Plan must be prepared, signed and stamped by a full member of the Ontario Association of Landscape Architects.

5. Contents

The Landscape Plan shall contain the elements listed below. Additional detail on the required elements may be identified by staff at pre-consultation and shall be reflected in the submitted Landscape Plan. Submission requirements can be found at the end of this document.

General Plan Elements

- Title, date, and version of the plan
- Name and address of subject property
 - Developer/owner and agent(s)
 - Designer(s), engineers(s) and surveyor(s)
- Legend
 - Bar scale
 - Written ratio scale in metric
 - Graphic symbols used on the plan
 - North arrow (oriented to top of page)
- Key Plan showing the location of the site
- Professional seal of the qualified Landscape Architect
- Basic information such as:
 - Property boundary, clearly showing property line and road right of way
 - Limits of construction
 - Legal description
 - Any easements
- Surrounding landscape context including elements on on adjacent sites or public right of way

Vegetation

- **Existing trees and other plant material** on site and within the adjacent road allowance, including those located on the property line (i.e. boundary trees).
 - For all existing plant material include on the Landscape Plan and/or in a table:
 - Species
 - Size (centimetres)
 - Condition



- Ownership (City/private)
 - If the plant material will be retained, removed, or relocated
- Existing trees to be removed may not need to be shown on the Landscape Plan if they are shown separately within a Tree Conservation Report. If the Landscape Plan and Tree Conservation Report are combined, all existing trees to be removed and to be retained must be shown on the combined plan. Retained trees must always be shown on the Landscape Plan
- For retained trees and plant material, describe and/or illustrate the **tree protection and mitigation measures** during and after construction (refer to the City's Tree Protection Specification and the City's Tree Protection By-law, 2020-340). This must be consistent with the approved Tree Conservation Report for the site.
- Show **natural features** and their associated setbacks from proposed site features and landscape elements.
- **Proposed vegetation** – trees, shrubs, ground covers to be planted on site and within the road allowance
 - List each species on the Landscape Plan and/or in a table, grouped by vegetation type (trees, shrubs, other ground cover), using [Canadian Landscape Standards](#), including:
 - Common and scientific names, with specific cultivars identified where applicable, and the code or key used on the plan (i.e., "QR" for Quercus rubra / Red Oak),
 - Size at time of planting (for example, caliper, potted, etc.),
 - Quantity by species and total quantity by ownership (City/private),
 - Indication of whether the species is native or non-native (i.e., Native? Yes/No), and
 - Any other relevant specifications, for example spacing.
- Include **tree planting details**, and relevant specifications, for soft surface and hard surface plantings, for all trees, shrubs, and ground cover.
- **Native species are preferred.** The use of non-native species may be acceptable in certain locations, provided they are also non-invasive, but non-native species are discouraged near natural areas.
- Species selection shall consider current and future **climate conditions**, as well as micro-climates (such as salt-tolerance).
- **Large canopy trees are preferred.**



- Adequate space must be provided to **accommodate the required volume of high-quality soil and appropriate soil depth** sufficient for each planted tree to grow to its full potential at maturity, as per City specifications or as recommended by a Landscape Architect. High quality soil excludes compacted soil.
- Demonstrate the space allocated for adequate soil volumes for each tree planted by including on the plan a marked off horizontal area of soil and expected depth of uncompacted soil to calculate volume. Shared soil volume shall be accounted as such.
- For **hardscape tree planting**, using soil cells or structural soil, include specific detail on the construction, associated irrigation and drainage, and any other relevant information required for maintenance. If space restricts the use of curb style planters, the use of grates and guards, or other design alternatives, must be approved by City Foresters.
- For **green roofs**, such as trees planted on roofs or podiums or over underground parking garages, for the proposed trees, include specific planting detail, adequate soil volume (as per above), associated irrigation, drainage and insulation, as well as any other relevant information. If irrigation, drainage, and insulation details are shown on another submitted plan, it is sufficient to refer to that plan on the Landscape Plan.
- If **sensitive marine clay soil** is present on the site, the “Tree Planting in Sensitive Marine Clay Soil Policy” must be followed. As per the policy, and among other things, the Landscape Plan must: follow the recommendations of the geotechnical report; identify areas and types of sensitive marine clay soil; and show adequate soil volume for each tree to be planted.
- In the design of the Landscape Plan, locate trees to **provide shade** in areas containing site furniture, around bus stops, places where people walk or bike through or gather, and where bike/stroller parking is provided.
- Show **low impact development** (LID) elements planned for the site, where applicable.
- To support the City’s urban forest canopy cover target, efforts shall be made to provide as much canopy cover as possible at a site level, through tree planting and tree retention. The Landscape Plan shall show how the proposed tree planting and retention will contribute to the City’s overall canopy cover over time by doing **a projection of the future canopy cover for the site to 40 years**. The calculations for the canopy cover projection must be shown on the plan.



Site Features and Design details

- Features that inform the site development such as:
 - Unstable slopes
 - Floodplain
 - Climate change flood vulnerable areas
 - Watercourses
 - Railway corridors
 - Offsets and setbacks due to zoning, utility clearances, etc.
 - Existing pipes, services and utilities (both overhead and underground)
 - Existing and proposed building footprints
- Location of existing and proposed site features such as:
 - Electrical transformer boxes
 - Utility pedestals
 - Renewable energy infrastructure (for example, geothermal or solar)
 - Light standards
 - Street signs
 - Mailboxes
 - Bus stops
 - Bike racks
 - Snow storage areas
 - Waste management and recycling enclosures
 - Stormwater management facilities
 - Vehicle parking areas
 - Underground parking garages
 - Electrical Vehicle charging area
 - Other features that may impact on the location of landscape elements
- Location, materials, dimensions and design details¹ of existing and proposed landscape elements such as:
 - Retaining walls
 - Railings
 - Stairs
 - Accessibility indicators (for example, TWSIs, etc.)
 - Site furniture, including benches, picnic tables, leisure and play equipment/amenities

¹ Details on materials, dimensions, and design can be shown on a separate detail sheet. If these details are on other submitted plans or drawings, please refer to those, as applicable.



- Bike and stroller parking
- Community food gardens
- Built structures that provide shade
- Public art
- Acoustical fencing
- Gateway features
- Wildlife fencing
- Wildlife crossings
- Recreation amenities (for example, sports fields and courts, plan and exercise equipment)
- Active and passive water features (for example, splash pads, pools, water features that provide passive cooling, etc.)
- Signs
- Soft landscaped areas noting seed, sod or other ground treatments
- Pedestrian walking areas, multi-use pathways and surface treatment/materials (use of permeable paving options where appropriate)

The elements of a Landscape Plan may vary based on the scale of development and context. A Landscape Plan may be more than one page to adequately show various details, notes, and other requirements.

6. Evaluation Criteria

All information relating to the proposed development must be consistent with other associated technical drawings and studies included as part of the submission, for example; the site plan, the grading and servicing plans, the tree conservation report, the environmental impact study, the composite utility plan, the planning rationale, the design briefs and any other applicable plans or studies for the site.

The Landscape Plan should be compatible with:

- City of Ottawa Official Plan and all supporting master plans
- Secondary plans
- City of Ottawa Zoning By-law
- City of Ottawa Tree Protection By-law
- City of Ottawa Park Development Manual
- City of Ottawa Accessibility Design Standards
- Community Design Plans and/or Local Plans
- Bird-Safe Design Guidelines
- High-performance Development Standards



- Urban Design Guidelines
- Tree Planting in Sensitive Marine Clay Soils Guidelines
- Other relevant documents

Any site-specific evaluation criteria will be confirmed at the time of the pre-consultation.

7. Submission Requirements

Submit a digital, georeferenced CAD or GIS file of the final and approved Landscape Plan (in accordance with existing City submission standards) as follows:

- All trees to be planted shall be identified on one, or several, if necessary, trees only layer(s).
- Title tree layer(s) appropriately, i.e. “NEW_TREES” or “NEW_TREES1”, etc.
- The attribute table must include:
 - Identifying number
 - Species, both common and Latin names, use the species naming convention described below
 - Size at planting
 - Lot location (front, side, etc.)
 - Ownership (city, private)
 - Season and year to be planted (i.e., Fall 2022), if known at the time of submission of the digital file
 - Details on tree guards, if applicable
- Indicate the coordinate space used. The City of Ottawa uses “Ottawa MTM, NAD 83, Zone 9”.

Tree species naming convention:

- Please use the City of Ottawa tree species naming convention for your data files.
- The convention is <Genus Species> for the common name and <Genus species> for the Latin name.
- For example, for Sugar Maple, use <Maple Sugar> and <Acer saccharum>.
- Contact urbantree@ottawa.ca to obtain the City’s full tree species naming convention list.

Note: The file review Planner will provide the final CAD/GIS file(s) to the City’s Forest Management Branch of the Public Works Department for inclusion in the City’s tree inventory.

