

Site Servicing Study

Terms of Reference

1. Description

Applications for new development are required to demonstrate, to the City's satisfaction, that adequate services are available and can be allocated to support the proposal.

2. When Required

The Site Servicing Study is required to be submitted to the City as part of applications for zoning bylaw amendment, plan of subdivision, detailed design of subdivision and site plan control applications.

3. Contents

A Site Servicing Study can be submitted under different report titles.

Comprehensive Servicing Report (Applicable for Draft Plan of Subdivision where a current Master Servicing Study is unavailable and is otherwise not required through a community planning process before submission of an application). The site-specific scope of work for this report shall be approved by the City. The report will require the identification and evaluation of servicing alternatives to support a preferred servicing solution, including any off-site works. This work may also require an evaluation of the downstream watercourse, determination of stormwater management criteria, and/or identify any in-stream works needed to mitigate the impacts of the development. It may also require coordination with planning of services for adjacent development areas and amendment of an approved Master Servicing Study for those areas.

Assessment of Adequacy of Public Services (Applicable for infill zoning projects where a Master Servicing Study has not been completed that demonstrates the plan for extending or providing municipal services to the development project). The report is to evaluate the existing municipal system for capacity or required upgrades to accommodate the new development.

Functional Servicing Report (Applicable for Draft Plan of Subdivision with applicable Zoning By-law amendment application in areas that have an existing Community Design Plan and current Master Servicing Study). This report documents how the proposed development conforms with the applicable Master Servicing Study and City Design Guidelines.



Stormwater Management Report and Detailed Design Brief (Servicing Design Brief). In some cases only the stormwater management is required to be designed by the applicant's consultant. In these cases, the Site Servicing Study requirement can be satisfied with the submission of a Stormwater Management Report.

This report is produced at detailed design stage for plan of subdivision or for a site plan control application. The report identifies how the design complies with city design guidelines and, if applicable, the related Master Servicing Study.

In addition to the above, the Site Servicing Study shall include:

- Servicing Plan
- Grading and Drainage Plan
- Erosion and Sediment Control Plan
- Stormwater Management Plan
- Plan and Profile (only with detailed design plan of subdivision)
- Ponding Plan
- Details and Notes Plan

For guidance on the information required for the above plans see the [Ideal Drawings figures](#).

4. Evaluation Criteria

A Site Servicing Study shall comply with the applicable below standards, policies and guidelines:

- [Geotechnical and Reporting Guidelines for Development Applications in the City of Ottawa](#)
- [Stormwater and drainage | City of Ottawa](#)
- Slope Stability Guidelines for Development Applications in the City of Ottawa, for a copy, as per the location of the proposed development, contact:
 - **Central** (Wards 12, 13, 14, 15, 17) - DRCentral/EPACentre@ottawa.ca
 - **East** (Wards 1, 2, 11, urban part of 1, 19 and 20) - DREast/EPAEst@ottawa.ca
 - **West** (Wards 4, 6, 7, 8, 9, 23) - DRWest/EPAOest@ottawa.ca
 - **South** (Wards 3, 10, 16, 18, 22, 24) - DRSouth/EPASud@ottawa.ca
 - **Rural** (Wards 5, rural part of 1, 19, 20 and 21) - DRRural/EPARural@ottawa.ca
- [Accessibility Design Standards \(ottawa.ca\)](#)
- Official Plan policies regarding protection of natural features and preservation of watercourses
- Ottawa Design Guidelines - Sewer, contact standardssection@ottawa.ca



- Ottawa Design Guidelines – Water Distribution, contact standardssection@ottawa.ca
- Ottawa Standard Tender documents, contact standardssection@ottawa.ca
- City of Ottawa Design Specifications, contact standardssection@ottawa.ca
- [MTO drainage management manual : parts 1 and 2](#)
- [Highway Drainage Design Standards - January 2008](#)
- [MTO Gravity Pipe Design Guidelines: circular culverts and storm sewers, April 2014](#)
- [Ministry of the Environment Stormwater Management Planning and Design Manual](#)
- [Ministry of the Environment: Understanding Stormwater Management: An Introduction to Stormwater Management Planning and Design](#)
- Ministry of Environment Guidelines for the Design of Water Distribution Systems and Design of Sanitary Sewage Systems
- Ministry of Natural Resources and Forestry requirements for wetland and forestry protection or other designated protected areas
- Conservation Authority guidelines for the approval of the development and site alteration on lands that are subject to Conservation Authority regulations made under the Section 28 of the *Conservation Authorities Act*
- Applicable Watershed and [Subwatershed Studies](#)
- MOE Procedure [D-5](#) Planning for Sewage and Water Services
- MOE Procedure [D-5-1](#) Calculating and Reporting Uncommitted Reserve Capacity at Sewage and Water Treatment Plans
- MOE Procedure [D-5-3](#) Servicing Options Statement
- MOE Procedure [D-5-4](#) Individual On-Site Sewage Systems: Water Quality Impact Risk Assessment
- MOE Procedure [D-5-5](#) Private Wells: Water Supply Assessment
- *Ontario's Building Code*

5. Roles and Responsibilities / Qualifications

The Site Servicing Study is to be prepared by a Professional Engineer licensed in the province of Ontario.

6. Resources / Background

- Servicing Study Guidelines for Development Applications
- Servicing and grading plan requirements
- [City of Ottawa Servicing Report Template](#)
- [Ideal Drawings](#)

