



## Pre-application consultation meeting

Those who apply for site plan control application must meet with a Planner for a pre-application consultation meeting. The Planner outlines what studies and plans are required and provide an overview of the land use principles that must be addressed by the proposed application before it will be reviewed.



## Application Submission CMP Checklist and Diagram Submitted

The checklist should answer the following questions:

- 1) Will construction require a temporary detour for a bus route?
- 2) Will this work block a bike lane?\*
- 3) Will this work block a sidewalk?\*
- 4) Will this work require a lane of traffic to be closed?

Diagram should show site and draw a box around area in the ROW where construction may take place.

\* Minor work, such as garbage removal or material lifting or site servicing which can be performed in less than a week does not require to be disclosed for the purposes of this checklist. If this requires longterm closures in excess of 5 business days, please select yes.



## Circulation and Notice CMP Checklist and Diagram circulated to Traffic Services

Traffic Services will review the Checklist, Diagram, and the site. Traffic Services will then prepare comments identifying issues that will need to be resolved post approval.

Comments from Traffic Services will be circulated to Councillor(s) for awareness. Traffic Services will then be added to the Technical Circulation in procedures manual with explanation of applicability.



## Issue Resolution Special Conditions Developed

Traffic Services will draft special conditions based on issues identified on the site that, if unmet, requires a Construction Management Plan to be submitted. All issues must be resolved through a CMP before ROW permits can be issued.

For example, if construction requires closures or detours of any of the items identified in the preliminary CMP checklist, a construction management plan will need to be submitted specifying how issues identified in the comments from Traffic Services will be addressed with multiple options.



## Final Planning submission Conditions Agreed to

Special conditions are inserted into the Delegated Authority Report and then the Site Plan Agreement. These conditions are agreed to by the applicant. Conditions for constructability will let the applicant know under what conditions a CMP will be required as set out in Step 4, Issues Resolution.



## Site Plan Approval Notice of Decision

The Notice of Decision document is updated to highlight that Conditions related to the Construction Management Plan need to be fulfilled before ROW permits can be issued.



## Post Planning Approval, Pre-Construction

### A. Determine CMP requirement

The applicant submits ROW permit applications in advance of using the ROW for construction. Traffic Services will review the permit applications to determine if permit can be issued without CMP based on site plan conditions. If conditions are unmet, full CMP required.

### B. Circulate to Councillor(s) on CMP Application

If a CMP is required, the draft CMP will be circulated to the Councillor(s) upon receipt for comments.

### C. Review and Finalize CMP

If required, the applicant completes a CMP to the satisfaction of Traffic Services.

### D. Pre-Construction Community Meeting

Once a CMP or other permit requirements are complete, the applicant will hold a community meeting to explain impacts to the ROW to Councillor's satisfaction. The Councillor may or may not be present at this meeting.



## ROW Permits Issued

ROW issues permits and begins post-permit administration (TBD in Constructability part 2).