



Hamilton

## DEVELOPMENT APPLICATION GUIDELINES

# Concept Plan

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### **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:**

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