

Subdivision Agreement Submissions Required Documents / Information

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The Consulting Engineer (or the Owner / Applicant) submits the following information to the Development Engineer (DE) anytime after the third TEC submission. DE reviews the required documents and works with the Consulting Engineer to ensure the package is complete. Once satisfied, DE sends the package to Legal and Section 8 clauses to prepare the subdivision agreement.

1. General

Amanda File Number	
Subdivision Name and Phase	
Owner's Legal Name	
Name of the Engineer (5.1)	

2. List of Prepared Drawings (5.2)

S #	Drawing Names	Drawing Number	Dated

3. Stormwater Management Report (5.20)

Title of the Report	
Prepared by	
Date of the Report	
Date of Acceptance of the Report by the City	

4. Developer's Group Agreement (8.1)

"Best Effort" Recovery for External Services: Did any other owner(s) upfronted external services that benefit / will benefit this Subdivision, and the cost recovery is not part of a Developer's Group Cost Sharing Agreement? If 'Yes', then list all these cost recoveries as follows:	Yes/No/Not Sure (Please circle)
Recovery #1	
Upfronting Owner	
Description of Recovery	
Recovery #2	
Upfronting Owner	
Description of Recovery	
Recovery #3	
Upfronting Owner	
Description of Recovery	

(attach separate sheets if required)

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5. Noise (8.3 to 8.5)

- Ensure Noise Report has the required Certificates (See Section “O”)
- Include a copy of Attachment G of Section “O” (Noise Criteria), duly signed by the Noise Consulting Engineer
- Attach noise attenuation/warning clause map **Yes/No/Not Apply** (Please circle)

Title of the Report	
Prepared by	
Date of the Report	
Date of Acceptance of the Report by the City	

- List all Warning Clauses as follows: (8.4)

Lot / Blocks Nos.	Noise Attenuation Requirements					Types of Warning Clauses
	Acoustic Barrier Height			Air – Conditioning (Yes / No)	Ventilation (Provision for AC) (Yes / No)	
	Berm (m)	Fence (m)	Total (m)			

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- List all Warning Clauses as follows: (8.4)

<u>Type</u>	<u>Purpose</u>	<u>Warning Clauses</u>
A	General	"PURCHASERS / TENANTS ARE ADVISED THAT NOISE LEVELS DUE TO INCREASING ROAD AND / OR RAIL TRAFFIC MAY OCCASIONALLY INTERFERE WITH SOME ACTIVITIES OF THE OCCUPANTS AS THE NOISE EXPOSURE LEVELS WILL EXCEED THE SOUND LEVEL CRITERIA OF THE MINISTRY OF THE ENVIRONMENT, CONSERVATION AND PARKS AND/OR THE MUNICIPALITY."
B	General	"PURCHASERS / TENANTS ARE ADVISED THAT DESPITE THE INCLUSION OF NOISE CONTROL FEATURES IN THE DEVELOPMENT AND WITHIN THE BUILDING UNITS, THE NOISE LEVELS DUE TO INCREASING ROAD AND / OR RAIL TRAFFIC MAY OCCASIONALLY INTERFERE WITH SOME ACTIVITIES OF THE OCCUPANTS AS THE NOISE EXPOSURE LEVELS WILL EXCEED THE SOUND LEVEL CRITERIA OF THE MINISTRY OF THE ENVIRONMENT, CONSERVATION AND PARKS AND/OR THE MUNICIPALITY."
C	Acoustic Barrier	"PURCHASERS / TENANTS ARE ADVISED AND HEREBY PUT ON NOTICE THAT AN ACOUSTIC FENCE OR FENCE & BERM IS LOCATED INSIDE THE PROPERTY LINE ON THE SIDE AND / OR REAR YARD OF THIS PROPERTY AND THAT IT SHALL NOT BE ALTERED OR REMOVED. THE OWNER OF THIS PROPERTY IS RESPONSIBLE TO MAINTAIN THAT PART OF THE ACOUSTIC FENCE / BERM SITUATED ON THIS PROPERTY TO THE SATISFACTION OF THE DIRECTOR OF ENGINEERING. ANY MAINTENANCE, REPAIR OR REPLACEMENT REQUIRED SHALL BE DONE WITH THE SAME MATERIAL, STANDARDS, COLOUR AND APPEARANCE AS THE ORIGINAL."
D	Air-conditioning	"PURCHASERS / TENANTS ARE ADVISED THAT, DESPITE THE INCLUSION OF NOISE CONTROL FEATURES IN THIS DEVELOPMENT AREA AND WITHIN THE DWELLING UNITS, THE NOISE LEVELS FROM INCREASING ROAD AND / OR RAIL TRAFFIC MAY OCCASIONALLY INTERFERE WITH SOME ACTIVITIES OF THE OCCUPANTS. THIS DWELLING UNIT HAS, THEREFORE, BEEN EQUIPPED WITH FORCED AIR HEATING AND DUCTING ETC. AS WELL AS CENTRAL AIR CONDITIONING WHICH WILL ALLOW WINDOWS TO BE KEPT CLOSED, THEREBY ACHIEVING INDOOR SOUND LEVELS WITHIN THE LIMITS RECOMMENDED BY THE MINISTRY OF THE ENVIRONMENT, CONSERVATION AND PARKS. THE AIR COOLED CONDENSER UNIT SHALL HAVE A SOUND RATING NOT EXCEEDING 7.6 BELS FOR UNIT COOLING CAPACITIES UP TO 3.5 TONS AND SHALL COMPLY WITH THE CITY'S NOISE BY-LAW."

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E	Forced Air (with provision of AC)	“PURCHASERS / TENANTS ARE ADVISED THAT, DESPITE THE INCLUSION OF NOISE CONTROL FEATURES IN THIS DEVELOPMENT AREA AND WITHIN THE DWELLING UNIT, NOISE LEVELS FROM INCREASING ROAD AND / OR RAIL TRAFFIC MAY OCCASIONALLY INTERFERE WITH SOME ACTIVITIES OF THE OCCUPANTS. THIS DWELLING UNIT HAS, THEREFORE, BEEN EQUIPPED WITH FORCED AIR HEATING AND DUCTING ETC. WITH PROVISION FOR A CENTRAL AIR CONDITIONING SYSTEM AT THE OWNERS’ OPTION. THE AIR COOLED CONDENSER UNIT, IF INSTALLED, SHALL HAVE A SOUND RATING NOT EXCEEDING 7.6 BELS FOR UNIT COOLING CAPACITIES UP TO 3.5 TONS AND SHALL COMPLY WITH THE CITY’S NOISE BY-LAW.”
F	Railways	“CANADIAN PACIFIC LIMITED / CANADIAN NATIONAL RAILWAYS / GO TRANSIT OR ITS AFFILIATED RAILWAY COMPANIES HAS OR HAVE A RAILWAY RIGHTS-OF-WAY WITHIN 300 METRES FROM THIS DWELLING UNIT. THERE MAY BE ALTERATIONS TO OR EXPANSIONS OF THE RAILWAY FACILITIES OF SUCH RIGHT-OF-WAY IN THE FUTURE, INCLUDING THE POSSIBILITY THAT CANADIAN PACIFIC LIMITED / CANADIAN NATIONAL RAILWAYS / GO TRANSIT OR ITS AFFILIATED RAILWAY COMPANIES AS AFORESAID, OR THEIR ASSIGNS OR SUCCESSORS MAY EXPAND THEIR OPERATIONS. SUCH EXPANSION MAY AFFECT THE LIVING AND BUSINESS ENVIRONMENT OF THE RESIDENTS, TENANTS AND THEIR VISITORS, EMPLOYEES, CUSTOMERS, AND PATIENTS IN THE VICINITY, NOTWITHSTANDING THE INCLUSION OF ANY NOISE AND VIBRATION ATTENUATING FEATURES IN THE DESIGN OF THE DEVELOPMENT. CANADIAN PACIFIC LIMITED / CANADIAN NATIONAL RAILWAYS / GO TRANSIT, ITS AFFILIATED RAILWAY COMPANIES AND THEIR SUCCESSORS AND ASSIGNS WILL NOT BE RESPONSIBLE FOR ANY COMPLAINTS OR CLAIMS ARISING FROM USE OF SUCH FACILITIES AND / OR OPERATIONS ON, OVER OR UNDER THE AFORESAID RIGHTS-OF-WAY.”

ADDITIONAL NOISE WARNING CLAUSES:

If there are any additional site-specific warning clauses, list them as follows:

G	Parks	“PURCHASERS / TENANTS ARE ADVISED THAT DUE TO THE PROXIMITY OF THE COMMUNITY PARK/PARKETTE, NOISE FROM ACTIVITIES OCCURRING IN THE PARK/PARKETTES MAY AT TIMES BE AUDIBLE.”
H	Schools	“PURCHASERS AND/OR TENANTS ARE ADVISED THAT DUE TO PROXIMITY OF THE SCHOOL, NOISE FROM THE SCHOOL MAY AT TIMES BE AUDIBLE.”

Is a noise attenuation /warning clause map attached?	Yes / No / Not Applicable
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6. Construction Access, Fire Route, Infiltration Trench, and Others

Location of Construction Access (8.6)	
Location of Emergency Fire Access Route	
List of lots/blocks with Infiltration Trench	
Total Gross Hectare (8.7)	
Number of Units (8.11)	
Attached Surveyor's Area Certificate?	Yes / No

7. External Sidewalk Extension (8.9)

Is there any external sidewalk extension beyond the Subdivision to connect with the existing sidewalk	Yes / No
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If Yes, list the names of the streets of these external sidewalk extensions:

Street 1	
Street 2	
Street 3	

(Attach separate sheets if required)

Is an external sidewalk extension map attached?	Yes / No / Not Applicable
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8. Lots or Blocks With Adjacent Sidewalks/Walkways (8.10)

List all lots or blocks that are fronting or flanking sidewalks/walkways:

Plan	Lots or Blocks

Is a sidewalk map attached?	Yes / No / Not Applicable
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9. Public Open Space With Sidewalks/Walkways

Is there any public open space with a sidewalk or walkway?	Yes / No
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If Yes, What is the Block # of the Public Open Space? _____

If Yes, list all lots or blocks that are fronting or flanking the sidewalks/walkways:

Plan	Lots or Blocks

Is a map showing the lots or blocks that about the public open space with sidewalk or walkway attached?	Yes / No / Not Applicable
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10. Road (Length of roads for the calculation of snowplowing estimate, in the following format)

Street/Lane Name	Length (km)
Total Length (m)	

Is a highlighted road length map attached?	Yes / No / Not Applicable
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11. Sidewalk (Length of sidewalk for calculation of snowplowing estimate, in the following format)

Street Name	Length (km)
Total Length (m)	

Is a highlighted sidewalk length map attached?	Yes / No / Not Applicable
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12. Watermain (for Fee Calculation by Environmental Services)

Length of watermains, as required by Waterworks, in the following format:

Street Name	Length (m)
Total Length (m)	

Is a highlighted watermain map attached?	Yes / No / Not Applicable
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13. ATTACHMENTS (Certain Information can be provided on the same mapping)

- 1) Schedule C Information (WORD format)
- 2) Schedule G (see Schedule “G” below) (WORD format)
- 3) Schedule H (see Schedule “H” below) (Excel spreadsheet format)
- 4) Draft Plan (PDF format)
- 5) Draft Plan Conditions (in PDF format)
- 6) Draft M-Plan(s), duly signed and dated by Legal Surveyor and Owner, showing the total area of Subdivision (PDF format)
- 7) Draft R-Plan(s) for easements/blocks signed and dated by Legal Surveyor and Owner (PDF format)
- 8) Surveyor’s Area Certification, signed by the Legal Surveyor and including the total number of whole and partial units
- 9) Sidewalk Extension (beyond Plan of Subdivision)
- 10) Sidewalk Map
- 11) Sidewalks/Walkways within Open Space
- 12) Road Length Map
- 13) Sidewalk Length Map
- 14) Watermain Length Map
- 15) Other pertinent information, as required

14. CONTACTS for Consulting Engineer

Name of Person	
Name of Consulting Firm	
Telephone No	
Email Address	

15. CONTACTS for Owner / Applicant

Name of Person	
Legal Name of Owner’s Firm	
Telephone No	
Email Address	

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SCHEDULE 'C' (Format)

Being a description of all easements, lands, and reserves to be conveyed by the Owner to the City, or to a local board upon execution of the Subdivision Agreement:

Details / Descriptions	Lot Numbers
Right of ways	As per draft M-Plan
Partial Blocks / Future Residential Blocks	
0.3m Reserves Blocks	
Park Blocks	
Open Space Blocks	
School Blocks	
Walkway Blocks	
SWM Facility Blocks	
Easements Blocks	
Snow Storage	

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SCHEDULE 'G' (Format)

SCHEDULE OF COST DATES

	<u>Start</u>	<u>Completion</u>
UNDERGROUND SERVICES:	<month, year>	<month, year>
ABOVEGROUND SERVICES:		
- Primary Road Construction	<month, year>	<month, year>
- Secondary Road Construction	within 12 to 24 months or as directed by the Director of Engineering	

Subdivision Agreement Submissions Required Documents / Information**SCHEDULE 'H'** (in Excel Format)**ESTIMATE OF COST OF CONSTRUCTION OF PUBLIC WORKS**

AMANDA File # _____

(A)	<u>Underground Services (10% Contingencies included)</u>	
1	Sanitary Sewer and Appurtenances (including service connections)	
2	Storm Sewers and Appurtenances (including service connections)	
3	Watermain and Appurtenances (including service connections)	
(A1)	Subtotal	\$0.00
	Add 10% Engineering Administration	\$0.00
(A2)	Subtotal (Letter of Credit)	\$0.00
(B)	<u>Aboveground Services (10% Contingencies included)</u>	
1	Primary Road Construction (to base asphalt and base curb)	
2	Secondary Road Construction (top asphalt, top curb, blvds, etc.)	
3	Sidewalks & Walkways	
(B1)	Subtotal	\$0.00
	Add 10% Engineering Administration	\$0.00
(B2)	Subtotal (Letter of Credit)	\$0.00
(C)	<u>Site Alteration (10% Contingencies included)</u>	
1	Site Alteration	
(C1)	Subtotal	\$0.00
	Add 10% Engineering Administration	\$0.00
(C2)	Subtotal (Letter of Credit)	\$0.00
(D)	<u>Streetlighting (10% Contingencies included)</u>	
1	Streetlighting	
2	Traffic Signals	
(D1)	Subtotal	\$0.00
	Add 10% Engineering Administration	\$0.00
(D2)	Subtotal (Letter of Credit)	\$0.00
(E)	<u>Others (10% Contingencies included)</u>	
1	Stormwater Management Pond	
2	Guide Rails	
3	Signs	
4	Bridges (Traffic or Pedestrian) / Culverts	
(E1)	Subtotal	\$0.00
	Add 10% Engineering Administration	\$0.00

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(E2)	Subtotal (Letter of Credit)	\$0.00
	Total Works - Before 10% Engineering Administration {A1 + B1 + C1 + D1 + E1}	\$0.00
	Total Letter of Credit Required {A2 + B2 + C2 + D2 + E2}	\$0.00
	Less Works Certified to Date	
	Less Letter of Credit Received at Site Alteration	
	Less Letter of Credit Received at Pre-Servicing	
	Additional Letter of Credit Required	\$0.00

Detailed Cost Estimates are also required

Summary – Municipal Infrastructure

S #	Details	Length (m)	Amount (\$)
1	Public Roads and Lanes		\$0.00
2	Watermain and Appurtenances (including Valve, VC, and service connections)		\$0.00
3	Sanitary Sewer and Appurtenances (including MHs and service connections)		\$0.00
4	Storm Sewers and Appurtenances (including MHs and service connections)		\$0.00
5	SWM Pond and Appurtenances	LS	\$0.00
		Total	\$0.00