



## Site Plan Application Form

Development Planning Section  
Community Development Department  
50 Dickson Street, 3<sup>rd</sup> Floor, P.O. Box 669  
Cambridge, Ontario N1R 5W8  
Tel: 519-623-1340  
TTY: 519-623-6691

**Application for site plan, site plan amendment, or redline revision under Section 41 of the Planning Act, R.S.O. 1990. Chapter P.13, as amended.**

### CHECKLIST FOR THE APPLICANT

- One (1) original and one (1) hard copy** of the completed application form;
- Six (6) hard copies** of all drawings, **folded and collated 24" x 36"** (for properties fronting onto Local Roads);
- Eight (8) hard copies** of all drawings, **folded and collated 24" x 36"** (for properties fronting onto Regional Roads);
- Three (3) hard copies** of all reports;
- The application fee as indicated in the fee schedule (no fee is required for Core Area projects);
- A completed and signed Sanitary Sewer Servicing Capacity Analysis and fee if not submitted at pre-consultation;
- A completed and signed Acknowledgement and Permission to Enter Property Form;
- A completed and signed Authorization of Owner(s) for Agent to Make the Application Form;
- A completed Notice of Source Protection Plan Compliance (Section 59 Notice);
- Digital PDFs of all plans, drawings, and supportive materials on either a USB drive or CD.

\*Redline resubmission applications will require **two (2) copies** of all specified drawings plus PDFs of all drawings and reports.

### NOTE TO APPLICANTS:

Submission of this application constitutes consent for authorized municipal staff and site plan review committee members to inspect the subject land.

## **COMPLETENESS OF THE APPLICATION:**

The information requested for this application must be provided by the applicant, and will be used to process the request under Section 41 of the Planning Act, Chapter P.13 as amended. If the information, including copies of the required plans and the applicable fees are not provided, the City may return the application or refuse to consider the application further until receipt of all the required information and fees have been provided.

This application form also sets out information (i.e. technical information or reports) that will assist the City, the Region and others in the planning evaluation of the proposed amendment. To ensure a prompt and complete review, all information must be submitted at the time of the application. In the absence of this information, it may not be possible to complete the review within the legislated time frame for making a decision. As a result, the application may be deferred or refused.

## **USING THE APPLICATION FORM:**

This application form must be completed by the owner or the owner's authorized agent. Where an agent makes the application, the owner's written authorization is required. If more than one person owns the subject lands, the authorization of all owners is required.

It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform to the interests of the health, safety and welfare of the public. Sufficient studies for the completion of the application should be carried out prior to submission and should be included with the application.

## **REPORTS AND DRAWINGS**

Prior to the Pre-Consultation Meeting, City Planning staff, Region of Waterloo and other agencies will identify the number of copies and type of reports and drawings that are required in order to review this application and deem it complete. Please check the reports and studies that are included with this application and the number of copies attached. All drawings must be folded and collated to 8.5" x 11" or 8.5" x 14" format **(rolled, stapled, or non-collated drawings will not be accepted)**.

## **SUBMISSION REQUIREMENTS:**

To assist in the review of the proposal, the City of Cambridge, Region of Waterloo and other public bodies may require that certain types of studies or reports be prepared in support of the proposal. These may include: lot grading and drainage; traffic impact; noise; archaeological; heritage; environmental; hydrogeological; etc. The need for and the timing of these studies, if required, will be identified during the review of the application.

## **HELP:**

If you require assistance in completing this application form, please call the City of Cambridge Community Development Department, Development Planning Section at 519-623-1340 and ask to speak to a planner.

## **Notes:**

- All site development must conform to the City's Zoning By-law, as amended.
- Urban Design Guidelines have been adopted in all three Core Areas (Galt, Hespeler and Preston). Please consult these documents prior to making a submission for Site Plan Approval. There are also Design Guidelines for industrial business parks in the City of Cambridge which should also be consulted by applicants.
- Signage shall conform to the City's Sign By-law and separate permits must be obtained as applicable.
- All Engineering Submissions are subject to the Engineering Standards and Development Manual.
- Site grading is subject to the City of Cambridge Site Alteration By-law No. 160-09.
- Only one (1) water connection per property is permitted by By-law No. 146-03.
- The Owner/Applicant is responsible to receive clearances from commenting and approval agencies prior to Site Plan Approval, unless otherwise specified.
- Site design shall have regard for accessibility for persons with disability, in accordance with the Ontario Integrated Accessibility Standards Regulation. A guide to this regulation can be accessed through the following web address:  
[http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/other\\_standards/iasr\\_2012/toc\\_iasr.aspx](http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/other_standards/iasr_2012/toc_iasr.aspx)
- The applicant grants the City permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use or distribution to the public either online or through other means (such as email) for the purpose of application review.
- Page 11 of the Application Form includes several declarations and authorizations that MUST be signed by the owner of the "subject lands" to which this application applies. If there is more than ONE owner, an additional copy of Page 11 must be completed and attached to the application for each additional owner.
- It is the responsibility of the owner(s)/applicant(s) to advise the City of Cambridge of any changes in ownership, agents, their names, addresses and telephone numbers etc. to ensure that you are advised of all matters pertaining to this application.
- Pre-submission consultation is required unless waived by City Planning Staff. Please contact the Development Planning Section at 519-623-1340 to make arrangements for a pre-submission review.



# Site Plan Application Form

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 50 Dickson Street, 3<sup>rd</sup> Floor, P.O. Box 669  
 Cambridge, Ontario N1R 5W8  
 Tel: 519-623-1340  
 TTY: 519-623-6691

City use only

Date received:	Date accepted:	Fee paid:	File No.
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**This application is for (please select all that apply):**

New Site Plan Application (Standard) <input type="checkbox"/>	New Site Plan Application (Minor) <input type="checkbox"/>	New Site Plan Application (Complex) <input type="checkbox"/>	Redlined Revision to an Approved Plan <input type="checkbox"/>	Site Plan Amendment <input type="checkbox"/>
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Staff will identify at the Pre-consultation Meeting if the application will be considered Standard, Complex or Minor. Please indicate the associated fee(s) on the fee schedule.

**Is this a resubmission of an earlier application?**

Yes (File No. SP \_\_\_\_\_)       No       Unknown

**Please briefly describe the proposal:**

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**Please indicate the type of site plan application you are applying for:**

Commercial <input type="checkbox"/>	Residential <input type="checkbox"/>	Industrial <input type="checkbox"/>	Institutional <input type="checkbox"/>	Mixed-use <input type="checkbox"/>
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### 1.0 General Information

Municipal Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Registered Plan No. \_\_\_\_\_ Lot(s): \_\_\_\_\_

Reference Plan No. \_\_\_\_\_ Part(s): \_\_\_\_\_

Have there been any previous pre-consultation or development applications submitted for the subject property? Yes  No

File No. \_\_\_\_\_ Date assigned: \_\_\_\_\_

### 1.1 Registered Owner\* (Applicant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Email: (required): \_\_\_\_\_

\*If a numbered company, also give the name and address of the principal owner. If more than one owner, complete an additional page for each owner

### 1.2 Agent or Consultant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Email (required): \_\_\_\_\_

### 1.3 Primary Contact

All contact with the City of Cambridge regarding this application will go through a single point person. Please indicate who the primary point of contact is:

Registered Owner

Agent/Consultant

### 1.4 All Persons or Institutions who have Mortgage, Charge or Encumbrance on the Subject Property

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Email: (required): \_\_\_\_\_

### 2.0 Pre-Submission Consultation with Planning Staff

Has the proposed Site Plan application for which this application is being submitted been the subject of site plan pre-submission consultation with Development Planning Division Staff?

Yes  No

If **yes**, when and what is the file number?

\_\_\_\_\_

### 3.0 Particulars of Property

Frontage (m):

Depth (m):

Area (m<sup>2</sup>):

<b>4.0 Existing Conditions</b>	
Existing use of the Property:	
Existing Zoning:	
Designation in City of Cambridge Official Plan: _____	
Designation in Region of Waterloo Official Plan: _____	
Are there any existing natural features on site or adjacent to the site (trees, streams, steep slopes, wetlands, etc.?)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If <b>yes</b> , please identify:	
Are there any existing municipal services (i.e. water/sanitary) on the site? If privately serviced, please specify servicing arrangements (i.e. septic tank and well water). If <b>yes</b> , please show the details such as size and location	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any buildings on or adjacent to the subject land that are designated under the Ontario Heritage Act or listed on the City's Heritage Register? If <b>yes</b> , please explain:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the site located on a Regional Road? If <b>yes</b> , the Owner will be required to obtain a Regional Access permit approval and clearance prior to Site Plan Approval	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the subject land contain any areas of archaeological potential?	Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>
Are there any significant wetlands as designated in the area Municipal or Regional Official Plan located on the subject property or within 120 metres of the subject property?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>4.0 Existing Conditions (Continued)</b>	
Is the subject site located within:	
Yes <input type="checkbox"/>	No <input type="checkbox"/> 70 metres of a Class I industry?
Yes <input type="checkbox"/>	No <input type="checkbox"/> 300 metres of a Class II industry?
Yes <input type="checkbox"/>	No <input type="checkbox"/> 1000 metres of a Class III industry?
Class I industry – Small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only	
Class II industry – Medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic	
Class III industry – Processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions	
Is the site regulated by the Grand River Conservation Authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If <b>yes</b> , the Owner is responsible for obtaining all necessary clearances.	
Is the site a known or suspected contaminated site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have any environmental site contamination studies been completed? (i.e. Phase 1, 2010, Phase 2, 2012)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If <b>yes</b> , please explain: _____	
Has a Record of Site Condition been filed with the Ministry of the Environment Conservation and Parks?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a Certificate of Property Use for the subject property?	Yes <input type="checkbox"/> No <input type="checkbox"/>



<b>5.0 Proposed Development</b>		
Proposed Use: _____		
Please complete section a) and b) accordingly (in metric units).		
<b>a) Residential Proposal</b>		
	Existing or Permitted	Proposed
No. of Dwelling Unit(s)		
No. of Storeys		
Gross Floor Area (GFA)		
Density (units/Ha)		
Floor Space Index (FSI)		
Building Height (max)		
Building Coverage		
Common Amenity Area		
Private Amenity Area		
Parking Required (including barrier-free and visitor)		
<b>b) Non-Residential Proposal (attach separate sheet if needed)</b>		
	Existing or Permitted	Proposed
Building Height		
Building Coverage		
Landscape Buffer Strip		
Outside Storage		
Max Gross Retail Commercial Floor Area (GRCFA)		
Gross Floor Area (GFA) Including Mezzanine Space		
Number of Units including Floor area of each unit		
Max Lot Coverage (%)		
Parking Required (Total No. and % of Lot Area)		
Loading Space		

## 6.0 Source Water Protection Area

Is the subject site located within a Source Water Protection Area? Please see the [Region's TAPS Website](#) to confirm.

Yes  No

If **yes**, has the following information been provided?

Notice of Source Protection Plan Compliance (Section 59 Notice)

## 7.0 Affordable Housing

a) Is this application for an **affordable ownership**\* housing project? Yes  No

b) Is this application for an **affordable rental**\* housing project? Yes  No

If **yes**, to either a) or b) please contact the Senior Planner – Reurbanization to confirm eligibility for the City of Cambridge's Affordable Housing Community Improvement Plan program.

**Note:** Eligible affordable housing projects are exempt from development application, building permit and sign fees. Projects may be eligible for deferral of development charges and Tax Increment Grants.

\*in accordance with Canada's Mortgage and Housing Corporation's current rental or ownership rates

## 8.0 Related Planning Applications

Has the subject land ever been the subject of a previous application under the Planning Act, such as for a Plan of Subdivision, Consent, Minor Variance, Site Plan, Official Plan, or Zoning By-law Amendment?

Yes  No

If **yes**, and if known, indicate the file number, the date of the application and the status of the application: \_\_\_\_\_

Has the subject land ever been the subject of a Minister's Zoning Order?

Yes  No

If **yes**, and if known, indicate the Ontario Regulation number of that order: \_\_\_\_\_

<b>Reports and Drawings</b>	<b>Attached</b>	<b># of Copies</b>
PDFs of all Reports and Drawings (CD or USB Stick)		
Cover Letter		
Response Letter		
Legal Survey		
Site Plan		
Site Plan Details		
8.5" x 11" Fire Route Diagram		
Landscape Plan		
Landscape Plan Details		
Tree Inventory and Preservation Plan		
Original Conditions Plan		
Erosion Control and Siltation Plan		
Site Grading Plan/SWM Plan		
Site Servicing Plan		
Plan and Profile		
Lighting/Photometric Plan		
Building Elevations (all) + One Rendered Copy		
Building Floor Plans (Include Roof)		
Architectural Cross Sections		
Axonometric Plan (Two Viewpoints)		
Streetscape Plan		
Truck/Vehicle Maneuvering Plan		
Phasing Plan		
Vegetation Management Plan		
Environmental Impact Statement		
Shadow Study		
Urban Design Report/Brief (Terms of Reference is attached)		
Building Massing Models		
Stormwater Management Report/Brief		
Geotechnical Report		
Functional Servicing Report		
Traffic Impact Study/Brief		
Record of Site Condition Acknowledgement		
Clean Water Act Section 59 Notice		

Reports and Drawings from pre-consultation comments	Attached	# of Copies
Other:		
Other:		
Other:		

**9.0 Other Information**

Is there any other information that may be useful to the Region, public bodies or other agencies in reviewing this application (i.e. efforts made to resolve outstanding objections or concerns)? If so, please explain below or attach on a separate sheet.

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**Completeness of Application**

I/we understand that receipt of this application by the City of Cambridge does not guarantee it to be a 'complete' application. Further review of the application will be undertaken and I/we may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application fee will be deposited and the application will be processed.

**Reproduction and Distribution of Documents**

The applicant/owner grants the City of Cambridge permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, or distribution to the public either online or through other means (such as email) for the purpose of application review.

If the applicant believes there may be a security risk by allowing the public to view any portion of their submission, they must provide documentation to support their concerns and indicate the sensitive documents. The Deputy City Manager of Community Development (or designate) will consider any concerns and may agree to restrict reproduction of applicable documents for internal use or public distribution.

**Acknowledgement and Permission to Enter Property**

Submission of this application constitutes consent for authorized staff of the Corporation of the City of Cambridge and committee members to enter upon the subject land and premises during normal business hours for the purpose of conducting site visits, including photographs, which are necessary for evaluating the merits of this application. Should there be a need for the accompanying of staff or a committee member on a site inspection due to the operations of the business (security/health and safety), please confirm this by checking the box below and indicating who to arrange a site visit with.

- City Staff and committee members are permitted to enter the property.
- Due to security/health and safety reasons City Staff and Site Plan Committee members will need to be accompanied while on site by trained personnel. To schedule a site visit please contact the agent/owner.

\_\_\_\_\_  
Signature of Agent/Owner

\_\_\_\_\_  
Date

**Affidavit or sworn declaration:**

I, \_\_\_\_\_ of the \_\_\_\_\_  
(Name of Owner) (City/Town or Township)

in the \_\_\_\_\_  
(Region or County)

make oath and say (or solemnly declare) that the information contained in this application is true and accurate, the information contained in the documents that accompany this application is true and that the owner as of the day on which this application is made has unconditional ownership of the subject lands and has disclosed any agreements or encumbrances that apply to the subject lands.

\_\_\_\_\_  
Signature of Owner

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Authorization of Owner(s) for Agent to Make the Application**

If the applicant is not the owner of the subject land, the written authorization of the owner that the agent is authorized to make the application must be completed by the owner.

I, \_\_\_\_\_, am the owner of the land that is the subject of this application, and I authorize \_\_\_\_\_ to make this application on my behalf.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

The personal information contained on this form is collected pursuant to the Planning Act, R.S.O. 1990, Chapter 13, as amended. This information is required in order to process this development application and forms part of the public record. If you have any questions on the gathering of personal information, please contact the City's Deputy City Clerk/Manager of Information Management and Archives, who can be reached through the Clerk's Division of Corporate Services Department at 519-623-1340, ext. 4583.

**CONTAMINATED SITES SCREENING QUESTIONNAIRE**

City of Cambridge Procedure for Contaminated Sites Redevelopment 2009  
(As per Official Plan Policies)

Does the application propose development on private services (septic system) or redevelopment on a site where private services either are or were used?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the application involve lands or is it adjacent to lands where there is reason to believe that the lands may be contaminated due to historical land use?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please specify: _____	
Does the application involve land or is it adjacent to lands where private or regional land filling has occurred?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the nearest boundary line of the application within 500m of the nearest boundary line of an operational/non-operational public or private landfill or dump?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you aware of any underground storage tanks and/or buried waste on the property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has an Environmental Site Assessment/Record of site condition been prepared for the site?	Yes <input type="checkbox"/> No <input type="checkbox"/>

\*Possible offending uses can include: disposal of waste materials; raw material storage; residues left in containers; maintenance activities and spills; and/or application of fertilizers. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or like uses upon a site could potentially increase the number of chemicals which are present.

**Note:** Procedure adopted by Cambridge City Council require the owner to certify that the site meets the criteria of the Provincial Brownfields Regulation for the proposed use before the application is accepted for processing and further the application will not receive final approval or may include holding provisions requiring a Record of Site Condition and additional application to remove the holding.

To the best of my knowledge, there are no other reasons to believe that the site is contaminated.

\_\_\_\_\_  
Signed by Owner

\_\_\_\_\_  
Date

## Fee Schedule

Please list all fees that apply to your application submission. The current fee schedule for applications can be accessed at <https://www.cambridge.ca/en/build-invest-grow/Planning-Process.aspx>.

<b>Site Plan Application</b>	
Standard Application	\$ _____
Complex Application	\$ _____
Site Plan Amendment	\$ _____
Redline Revisions/Minor Site Plans	\$ _____
Regional Review Fee (applicable only when adjacent to a Regional road)	\$ _____
<b>Heritage Impact Assessment Fee (if applicable)</b>	
	\$ _____
<b>Total</b> \$ _____	

Please be advised that the Regional Municipality of Waterloo requires additional fees for the processing of your application. If applicable, these fees may be submitted along with this application form (separate cheque payable to the Region of Waterloo is required), which will be forwarded on your behalf. The Grand River Conservation Authority may require additional fees that must be paid directly to them.

Accepted methods of payment for fees include: cash; debit card; credit card; and personal or company cheques. All cheques should be made payable to the Corporation of the City of Cambridge. Debit card and credit card payments must be made in person at the Community Development counter, 3rd floor, 50 Dickson Street, Cambridge, ON. Please note additional service charges may apply to credit card payments.



## Site Plan Review Committee

### 2019 Meeting Schedule

<b>Site Plan Meeting Date</b>	<b>Meeting Location</b>
February 21, 2019	Cambridge Room
March 21, 2019	Secord Room
April 18, 2019	Secord Room
May 16, 2019	Secord Room
June 20, 2019	Secord Room
July 18, 2019	Secord Room
August 15, 2019	Secord Room
September 19, 2019	Secord Room
October 17, 2019	Secord Room
November 21, 2019	Secord Room
December 19, 2019	Secord Room

Please note that site plan applications will not be automatically scheduled for a Site Plan Review Committee meeting as meetings are not mandatory. Site Plan Review Committee meetings will be held at the request of the applicant. If the applicant would like to schedule a meeting, they **MUST** call the Site Plan Coordinator at (519) 623-1340 ext.4739 as soon as possible to be scheduled for the next available Site Plan Review Committee meeting.

# Urban Design Brief

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## Terms of Reference

### **Introduction:**

Urban design is generally characterized as the small and large elements of the built environment that together create a place. These elements collectively, form cities, connect people to public spaces and create functional, attractive and sustainable urban environments. The City of Cambridge has prepared Urban Design Guidelines for each of the City's three core areas and has outlined policies in the Official Plan to guide development. The Economic Development Division has also prepared Industrial Design Guidelines for developments within the City's industrial parks.

An Urban Design Brief is a visual document that provides the rationale behind the design of a development and demonstrates how the design principles and policies set out by the City of Cambridge are being implemented. Briefs are required for a variety of development projects, including development within the core areas of Downtown Galt, Preston Towne Centre and Hespeler Village. Urban Design Briefs may also be required for infill and redevelopment projects.

During the Site Plan review stage a detailed Urban Design Brief may be required that outlines specific design details and materials. This requirement will be identified as part of the Site Plan Pre-consultation meeting. Site Plan Review Reference Guide can be accessed at the following link <https://www.cambridge.ca/en/build-invest-grow/Site-Plan-Approval-Process.aspx>.

### **Content:**

The Urban Design Brief must be analytical in nature and demonstrate how the proposed development implements Chapter 5 – Urban Design of the Official Plan and applicable existing Urban Design Guidelines. Applicable policies should be considered from the outset of the development process to present an ideal design solution. The Brief should be a visual document with supporting text as necessary. The following components are required:

## **1. Introduction and Context**

### **a) Vision and Design Goals**

Provide an introduction about the site and illustrate the vision and guiding design principles for the proposed development. Indicate the desired outcome and goal of the development.

### **b) Policy Analysis**

Provide a brief analysis on the applicable City documents and policies, indicating how the vision for the proposed development aligns with the City's vision. This section should identify the policies most relevant to the development. Applicable documents may include:

- City of Cambridge Official Plan;
- Downtown Urban Design Guidelines;
- Main Street Urban Design Guidelines (Downtown Cambridge);
- Main Street Streetscape Plan (Downtown Cambridge);
- Hespeler Village Streetscape Plan & Urban Design Guidelines;
- Preston Towne Centre Streetscape Plan & Urban Design Guidelines;
- Industrial Design Guidelines; and
- Any other related policies.

### **c) Context Analysis**

Provide a detailed spatial analysis of the site and neighbouring areas within a 400m radius. The analysis should include a variety of features including, but not limited to:

- Morphology of the immediate area, including a figure-ground diagram and built form character;
- Cultural heritage;
- Surrounding land uses;
- Landmarks, gateways, and nodes;
- Public buildings and schools;
- Natural features, landscaping, and topography;
- Views corridors and vistas to and from the site;
- Connections and relationships to public open spaces; and
- Transportation networks to and from the site (cycling, pedestrian, transit, and vehicular).

## 1. Conceptual Design

### a) Site Design

The site design will be finalized at the Site Plan Application stage. The Brief should provide conceptual drawings, such as a master plan or site plan.

Important elements include:

- Master plan for large and/or phased sites, including adjacent lands when appropriate;
- Transitions to adjacent uses and other buildings within the site;
- Position of buildings and orientation to street edges and sidewalks;
- Location of main building entrance(s);
- Landscaping, public art\* and amenity areas; and
- Basic parking and loading functions.

\*Review of any proposed public art may be required by the City's Public Art Committee

### b) Built Form and Architectural Design

Applicable drawings include architectural cross-section, renderings, and diagrams depicting the following design elements:

- Building height and massing, including setbacks and stepbacks;
- Relation to existing streetscape character and streetscape improvements;
- Architectural style; and
- Additional considerations for corner buildings, landmarks, and gateways.

### c) Heritage Analysis

The City of Cambridge contains a variety of cultural and natural heritage resources, including three Heritage Conservation Districts and approximately 1000 properties designated or listed on the Heritage Properties Register. Proposed development that includes, or is adjacent to, cultural heritage features should emphasize preservation and enhancement of that cultural heritage resource in terms of materials, landscape, architectural pattern and compliance with applicable provincial, regional, and municipal standards and policies. The Brief should contain an analysis of the heritage feature(s) and include design solutions to integrate, enhance, and protect cultural heritage. Proposals should also identify any compatibility issues and present appropriate mitigation options through design. **This section does not replace the need for a Heritage Impact Assessment (HIA) when required.**

#### **d) Sustainability Analysis**

Indicate how the project incorporates sustainable building practices in terms of the development itself and contributions to the surrounding area. This could include Low Impact Development (LID), energy efficiencies, reduced carbon emissions and intent to apply for Leadership in Energy and Environmental Design (LEED) or other certifications.

#### **Submission Checklist**

Unless advised by Planning Staff, the following items are required in the Urban Design Brief. Additional drawings and diagrams that support the proposed design are encouraged. Scoped submission requirements may be provided and will be specified by Planning Staff at the Pre-consultation Meeting.

- Vision Statement
- Policy Analysis
- Context Map (400m radius)
- Figure-ground Diagram (400m radius)
- Master Plan and/or Phasing Plan (if applicable)
- Conceptual Site Plan\*
- Massing Diagram
- Height Survey
- Shadow Study (required for developments of 6 storeys or more)
- Architectural Cross-sections\*
- Architectural Rendering\* (of at least one building façade and showing surrounding context) **or** Photomontage\*
- Precedent Images (and sources)
- Heritage Analysis
- Sustainability Analysis

\* It will be at the discretion of Planning Staff if a written description and precedent images can supplement these required items as part of a scoped Urban Design Brief.

#### **Additional Comments:**

Development Planning staff will review the Urban Design Brief and may provide comments, if applicable. Specific requirements for the project will be outlined by Planning Staff at the Pre-consultation Meeting. The Urban Design Brief should not exceed 15 pages. Unless otherwise specified, a complete development application submission will require two copies of the Urban Design Brief and a digital version in PDF format on a CD or USB drive.