

REGION OF PEEL

PUBLIC WORKS DESIGN, SPECIFICATIONS & PROCEDURES MANUAL

LINEAR INFRASTRUCTURE

Site Plan Process

REVISED July 2009

**PUBLIC WORKS
SITE PLAN PROCESS
TABLE OF CONTENTS**

1. GENERAL	1
1.1. Stormwater Management.....	1
1.2. Functional Servicing Report.....	1
1.3. Notification to Commence Work.....	1
1.4. Road Occupancy Permit	1
1.5. Proof of Liability Insurance	2
1.6. P.U.C.C. Circulation	2
1.7. Land Requirements	2
1.8. "Lift" 0.3 metre Reserve	3
2. ACCESS TO REGIONAL ROADS	4
2.1. Traffic Impact Study	4
2.1.1. Traffic Volume Analysis.....	5
2.1.2. Trip Generation and Distribution.....	5
2.1.3. Capacity Analysis.....	6
2.1.4. Safety.....	6
2.1.5. Final Report.....	6
2.2. Access Agreements.....	7
2.3. Fees and Securities	8
2.4. Access Engineering Plans.....	9
2.4.1. Plan and Profile Drawing.....	10
2.4.2. Typical Section Drawings.....	11
2.4.3. Pavement and Grading Drawing.....	11
2.4.4. Pavements Markings and Signage Drawing.....	11
3. SITE SERVICING PLANS	12
3.1. Submission Requirements	12

**PUBLIC WORKS
SITE PLAN PROCESS
TABLE OF CONTENTS**

3.2. Required Approvals.....	14
3.2.1. Site Plan Approval.....	14
3.2.2. Fire Approval.....	14
3.2.3. Other Approvals.....	14
3.2.4. Prior to Construction.....	15
3.3. Securities.....	15
3.4. Fees.....	16
3.4.1. Inspection and Review Fees.....	16
3.4.2. Chlorination.....	16
3.4.3. Watermain Tapping.....	16
3.5. Maintenance Period.....	16
3.6. Final Inspection.....	17
3.7. Refund of Security Deposits.....	17
4. WASTE MANAGEMENT REQUIREMENTS.....	18
4.1. Development On Or Adjacent to Waste Disposal Sites.....	18
4.2. Eligibility For Waste Collection Services.....	19
4.3. Site Plan Approval Requirements.....	19
4.3.1. Detached, Semi-Detached, Townhouse and Multi-Residential (Up to 6 Units).....	19
4.3.2. Multi-Residential Complexes.....	19
4.3.3. Private Waste Collection for Residential Developments.....	20
4.4. Commencement of Waste Collection.....	20

Appendix

- Schedule “A” - Notification to Commence Work (Connections)**
- Schedule “B” - Notification to Commence Work (Access)**
- Schedule “C” - Certificate of Insurance**
- Schedule “E” - Letter of Credit - Sample Format**
- Schedule “F” - Region Road Occupancy Permit**
- Schedule “G” - Letter of Undertaking**

1.0 GENERAL

The following describe requirements for site plans submitted in the Region of Peel and are meant to be a guide to assist in the review process. Please note the following requirements may be superseded by Regional staff and are meant solely as a guideline.

The cost for all plans, surveys, construction, inspection, fees, etc. required to complete the construction is to be borne by the applicant.

Generally, site plans are submitted for Access Approval (section 2), Site Servicing (section 3) as well as Waste Management review. All scenarios are described

1.1 STORM WATER MANAGEMENT

A Storm Water Management report may be required to demonstrate that pre-development flows are maintained if the storm drainage from the site were to discharge into the Region's right-of-way or storm sewer system. Refer to the Functional Servicing and Storm Water Management Report section of this manual for report requirements and specifications.

1.2 FUNCTIONAL SERVICING REPORT

A Functional Servicing Report would be required where land use is being intensified, usually identified through rezoning, or where deemed necessary by Regional staff. Refer to the Functional Servicing and Storm Water Management Report of this manual for report requirements and specifications.

1.3 NOTIFICATION TO COMMENCE WORK

The applicant's contractor shall complete a "Notification to Commence Work" form (Schedule "A" for Site Servicing, Schedule "B" for Access) no less than 48 hours prior to the commencement of construction and shall be included with the construction drawings.

1.4 ROAD OCCUPANCY PERMIT

All work carried out within the Region's right-of-ways is subject to a Road Occupancy Permit (Schedule "F"). The applicant or his contractor must complete this permit; include 2 sets of folded, approved plans and the

application fee of \$260.00 or as per the latest User Fee By-Law. All works conducted within the Region's right of way must be done so in accordance with Ontario Traffic Manual Book 7, Temporary Conditions. In addition, most travelling on Regional roads must be maintained at all times and all cost associated at the sole expense of the applicant.

1.5 PROOF OF LIABILITY INSURANCE

All Contractors working within the right-of-way must provide proof of liability insurance on the Region of Peel Standard Form, minimum \$2.0 million liability naming the Region of Peel and the local municipality as an additional insured.

1.6 P.U.C.C. CIRCULATION

Copies of the approved works within the are circulated to all public utilities in order to eliminate or reduce conflicts at the time of construction. This also allows the utilities to assess the impact of the works on their existing infrastructure. The normal circulation process is a minimum of 6 weeks. The "mini rush" circulation is 10 working days; however, this process is only used in emergencies.

For service connections (not being extended along the right-of-way), P.U.C.C. circulation will not be required.

1.7 LAND REQUIREMENTS

The Region of Peel requires land dedications under the following circumstances:

a) Road Widening

Region Road right-of-ways are designated with certain widths, as indicated in the Region of Peel's Official Plan or as per completed Environmental Assessment Report. If the right-of-way is not at its designated width, a widening would be required to bring the right-of-way to the designated width, or as per approved Environmental Assessment Report and detailed design.

b) Daylight Triangle

The daylight triangle is a designated piece of property located on all quadrants of an intersection. Its purpose is to allow clear sight lines to

motorists entering the intersection. If not in place, a minimum 15x15 metre daylight triangle must be dedicated to the Region.

c) **0.3 Metre Reserve**

The 0.3 metre reserve is a parcel of land parallel to the property line including the daylight triangle, located immediately outside the right-of-way. The Reserve is continuous except at legal approved access points, where it is either “lifted” or not imposed by the Region.

Road widening, daylight triangle and 0.3m reserves must be identified on a 43R-Plan created by the applicant’s surveyor in draft format and reviewed by the Region prior to being deposited. Documents transferring the property to the Region must also be executed by the Region’s Legal Services. The draft reference plan is required to be accompanied with the necessary parcel abstracts and supporting documents indicating the Region’s ownership. The land is required to be dedicated free and clear of all encumbrances. All costs associated with the transfer are the responsibility of the Developer/Owner.

1.8 “LIFT” 0.3 METRE RESERVE

Where a 0.3 metre reserve is already present, and a request is made for access, a portion of the reserve must be “lifted” and dedicated as public highway to allow the access. The applicant’s surveyor shall create a 43R-Plan as stated above.

Region staff will forward the necessary documentation to legal services for dedication as public right-of-way.

2.0 ACCESS TO REGIONAL ROADS

Access to a Region Road shall be approved by the Region of Peel, Traffic Development section, as per Controlled Access By-Law 59-77, as amended. This would include the configuration (i.e. right in/ right out, full moves, etc.) and the location of the access along the frontage of the property taking into consideration access spacing, traffic safety and flow. The design and construction shall be in accordance with the Public Works Design, Specification & Procedures Manual.

The following describe requirements and specifications for items that may be required for review, as determined by Regional staff, prior to permitting construction.

2.1 TRAFFIC IMPACT STUDY

A Traffic Impact Study may be required, to review a proposed access to a Regional road. The Traffic Impact Study shall be completed in accordance with the Region's Traffic Impact Study Guidelines. The following is a general terms of reference for all traffic studies. Formal terms of reference should be submitted to the Traffic Development section prior to submitting a report.

The study should provide a full description of the proposed development. This will include the following, but not limited to the list:

1. Existing land uses that are permitted;
2. Proposed land uses;
3. Floor space including a summary of each type of use/number of residential units;
4. Anticipated date of occupancy;
5. Approximate hour of operation;
6. Planned phasing of the development;
7. Near by intersections and access to adjacent developments, including type of control;
8. Indicate number of lanes, width and configuration;
9. Proposed access points and type of access;

- When determining the location of an access consideration should be given to how the access will affect the surrounding road network, area residents and area businesses. All proposed site access points on Regional roads should be evaluated for capacity, safety and adequacy of queue storage capacity. Approval of the proposed access will be evaluated using the Region of Peel's current

Controlled Access By-law 59-77, as amended and sound engineering judgement.

10. Use a combination of maps and other documentation which will identify all relevant information.

2.1.1 TRAFFIC VOLUME ANALYSIS

Please include the following in your analysis:

1. Horizon years of 5 and 10 – depending on full build-out, or as advised by Regional staff;
2. AM and PM peak periods are acceptable. Commercial development will require Saturday Analysis;
3. Analyse Background, Site Generated and Total traffic volumes;
4. Identify the “worst case” combination of site related and background traffic;
5. Please contact the Traffic Development section to confirm an appropriate growth rate;
6. Please contact the Region’s Planning section to discuss surrounding developments in the area.

2.1.2 TRIP GENERATION AND DISTRIBUTION

In trip distribution and trip generation analysis, the following should be included:

1. Trip generation surveys from similar developments in the Region which have similar operating characteristics as the proposed development;
2. Latest edition of the ITE trip generation rates are accepted;
3. Provide a table summarizing your findings;
4. Trip distribution assumptions must be supported by one or more of the following:
 - Transportation Tomorrow Survey;
 - Origin-destination surveys;
 - Comprehensive travel surveys;
 - Existing/anticipated travel patterns;
 - Output from the Regional EMME/2 transportation planning model.

2.1.3 CAPACITY ANALYSIS

The report must include capacity analysis completed in Synchro, version 7.0 at a minimum. The capacity analysis should also address appropriate truck percentages for each movement and maximum saturation flow of 1900 is to be utilized. The analysis should also include the identification of signalized intersections where:

1. Volume/capacity (v/c) ratios for overall intersection operations, through movements or shared through/ turning movements increased to 0.90 or above;
2. v/c ratios for exclusive movements that will exceed 1.00;
3. Queues for individual movements and do they exceed available lane storage.

2.1.4 SAFETY

Identification of potential safety or operational issues must be reviewed that are associated with the following:

1. Weaving;
2. Merging
3. Corner clearances;
4. Sight distances;
5. Vehicle/pedestrian conflicts;
6. Traffic infiltration;
7. Access conflicts;
8. Heavy truck movement conflicts.

2.1.5 FINAL REPORT

The following is suggested study structure:

1. Site/development description;
2. Study area, including map;
3. Existing conditions;
4. Analysis periods;
5. Background, existing and future background and future total – exhibit required;
6. Site generated traffic – exhibit required;
7. Improvement alternatives;
8. Traffic impacts for future background and total traffic with and without mitigation;
9. Access considerations;
10. Recommendations.

2.2 ACCESS AGREEMENTS

There are 3 different types of agreements that may be required by the Region. They are:

- Site Plan Agreements
- Restricted Access Agreements
- Maintenance Agreement for Traffic Control Signals

Site Plan Agreements may be required for development applications in the Town of Caledon.

The Site Plan Agreement is to include all property, site servicing and Regional Road requirements. All costs associated with the execution and registration of said agreement shall be the cost of the owner.

The Restricted Access Agreement requires that the applicant enter into an agreement with the Region. The agreement gives the Region the ability to restrict an access with the construction of a centre median or combination of median and access treatments.

The Maintenance Agreement for traffic control signals requires the owner to be responsible for all costs associated with the maintenance of the traffic signal equipment and any future upgrades.

2.3 FEES AND SECURITIES

The applicant must prepare a cost estimate for all works within the Regional right-of-way. The estimate allows the Region to ensure that all requirements have been addressed and that a realistic cost is applied to the project.

The following will also need to be considered for applications for access approval:

- **Securities – Letter of Credit/Certified Cheque**

Prior to commencing construction, the Region requires a maintenance bond (Schedule “E”) in favor of the Region equal to the cost estimate. The maintenance bond is reduced to 10% or \$1,500.00 minimum, upon completion of the work and correction of any deficiencies. At the end of the three (3) year maintenance period, a final inspection will be conducted as set out in the Subdivision Procedures Manual. When the final inspection, As-Recorded drawings and statutory letter of declaration are found to be satisfactory, the remaining 10% holdback will be released.

- **Traffic Control Signals**

The Developer/Owner is responsible for 100% of the costs associated with the installation of traffic control signals where signals are not part of development charges. Prior to the commencing construction, the Region will require a letter of credit or certified cheque in favour of the Region equal to the cost estimate. The letter of credit is reduced to 10%, upon completion of the work and correction of any deficiencies and statutory letter of declaration are found to be satisfactory, the remaining 10% holdback will be released.

- **Engineering Fees**

Engineering fees are based on the total cost estimate plus G.S.T., as per the latest Regions User- Fees By-Law and the Development Procedures Manual.

- **Letter of Undertaking**

The Developer/Owner shall be required to complete the Region’s standard Letter of Undertaking (Schedule “G”) to ensure the works within the Region’s right of way are carried out according to the standards and procedures outlined in this manual. Any items that do not apply within the agreement may be crossed off as agreed by the Region of Peel.

- **Insurance Certificate**

The Region requires that the applicant carries a minimum of 2 million dollar liability insurance coverage and that the Region of Peel be named on the certificate as additionally insured.

2.4 ACCESS ENGINEERING PLANS

Engineering plans of access and related appurtenances shall be submitted for review and approval.

The plans shall be folded (8 ½" x 11") and include the following:

- Cross-section of the access from centre median to property line.
- Relocation of all road and road side appurtenances resulting from construction i.e. hydro poles, signs, cb's, etc.
- Traffic control signs and pavement marking.
- Centre median, new or extended.

Applications that include substantial reconstruction of the right-of-way in order to construct the access will require separate plans for roadwork, relocations, grading, drainage and pavement marking/ signs.

Proposed modifications to the existing road shall clearly specify the works proposed to be carried out and shall indicate existing and proposed road composition.

- a) Proposed road design modifications shall be designed to the Public Works Design, Specification & Procedures Manual and should comply with the latest OPS Standards.
- b) All drawings shall indicate Region file number in the title block. (i.e. D10714781N).
- c) A key plan is to be included on all drawings in the upper right hand corner, indicating existing roads and highways around the site.
- d) Plan drawings shall be prepared at a 1:500 scale and Profile Drawings at a 1:50 scale.
- e) A true north must be shown on all drawings.
- f) All drawings are to be submitted in a spatially correct Bentley Microstation design file format for review and comment.
- g) The drawings shall be composed of the following
 - Plan and Profile Drawing
 - Typical Sections Drawing
 - Pavement and Grading and Drainage Drawing
 - Pavement Marking and Signage Drawing

Examples of the above drawings are found in Appendix A.

- h) All drawings shall be stamped and signed by an Ontario registered Professional Engineer.

- i) When new or modifications to existing traffic control signals are required at a proposed access and/or intersection, the traffic control signal design shall comply with the Region of Peel's standard practices and guidelines.

2.4.1 PLAN AND PROFILE DRAWING

- The elevations are to refer to geodetic datum. All base information reflecting the topographical conditions of the road within the limits of the right-of-way and on private side should be shown;
- All existing underground and above ground utilities shall be shown on the base plans. Any existing utilities that may conflict with the proposed road works shall be identified. It is the developer's responsibility to identify the utility conflicts, arrange for relocation and absorb all costs associated with such works;
- Drawing should indicate the right-of-way width with Property Line and Reserve and/or Buffer Block along the frontage of Regional Road except at approved access point(s);
- Existing centre line of the road shall be identified;
- Existing road infrastructure must be identified and referenced to the appropriate OPS where applicable (i.e. curb and gutter, sidewalks, culverts, trees and or shrubs, etc.);
- All ditches, driveways and drainage direction must be defined;
- Existing storm sewer system must be identified and proposed design connection indicated;
- Centerline profile of proposed road is required;
- Indicate how the proposed access elevations will match the existing road elevations; and
- Access corner radii must be shown.

2.4.2 TYPICAL SECTIONS DRAWINGS

- Cross-section every 20 metres is required and must indicate existing and proposed road composition within the limits of construction;
- Provide sufficient Joint details;
- Existing and proposed slopes of top of pavement;
- Existing and proposed slopes of bottom of granular and pavement;
- In rural areas indicate side slopes towards the bottom of ditch;
- In urban areas indicate boulevard slopes and curb and gutter design;
- Centre line of road and widths of the lanes, shoulders, ditch, etc. should be defined with offsets to the property line;
- Existing Ground indicated on the drawing; and
- Cross-section locations shall be indicated on the Plan and Profile Drawing with reference indicator.

2.4.3 PAVEMENT AND GRADING DRAWING

- Elevations of existing and proposed pavement should be shown every 20 metre interval;
- Centre line of road with edge of pavement and concrete curbs at centre islands and along corner radii should be shown; and
- Existing access points should be shown.

2.4.4 PAVEMENTS MARKINGS AND SIGNAGE DRAWING

- Existing and proposed pavement marking shall be shown on the drawings. The Region of Peel is not responsible for arranging pavement marking application. The developer is responsible to obtain a contract for the necessary pavement markings in accordance to the Ontario Traffic Manual. The only Vendors currently recognized by the Region of Peel as having the necessary qualifications are as follows:
 - KDN Pavement Markings
 - Metro Pavement Markings
 - Woodbine Pavement Markings
- Lane widths, skips and arrow spacing, stop bar widths, storage and taper lengths must be indicated;
- Existing and proposed traffic signs must be indicated;
- Existing and proposed street name signs must be indicated; and
- Sign offsets and heights must be indicated and must comply with the Ontario Traffic Manual.

3.0 SITE SERVICING PLANS

Water, Wastewater and Storm (if applicable) service connections are to be reviewed by the Region of Peel prior to being issued building permits from the local municipality.

Designs are to conform to Region of Peel latest Standard Drawings and Design Criteria Manuals.

3.1 SUBMISSION REQUIREMENTS

For first submission, two (2) sets of site servicing drawings will need to be submitted for review. The following will need to be clearly stated on the submitted drawings for them to be complete:

- Municipal address as assigned by the City/Town shown clearly on the title block;
- Site Plan number assigned and stated clearly in the title block;
- Key plan in the top right corner, with major roads labeled;
- All services (domestic water, sprinkler/fire service, irrigation storm and sanitary services and hydrants and valves) illustrated with dimensions from property line and building, including pipe material and diameter;
- Proposed meter location and size;
- Gross floor area of the proposed building(s) or total number of units in the case of apartments, townhouses or other multiple unit buildings;
- Invert elevations for sanitary and storm sewer to be indicated at property line;
- Drawings folded to 8.5" x 14" with the title block face up.
- Project name

Please include the following water and wastewater notes on all site servicing drawings:

- All materials and construction methods must correspond to the current Public Works department standards and specifications.
- Watermain and/or water service materials 100mm (4") and larger must be _____. (Refer to current material specifications and indicate the pipe to be used). Size 50mm (2") and smaller _____. (Refer to current material specifications and indicate the pipe to be used)

- Watermain and/or water services are to have a minimum cover of 1.7m (5'6") with a minimum horizontal spacing of 1.2m (4') from themselves and all other utilities.
- Provisions for flushing water line prior to testing, etc. must be provided with at least a 50mm (2") outlet on a 100mm (4") and larger lines. Copper lines are to have flushing points at the end, the same size as the line. They must also be hosed or piped to allow the water to drain onto a parking lot or down a drain. On fire lines, flushing outlet to be 100mm (4") diameter minimum on a hydrant.
- Hydrant and valve set to latest Region standard. Dimension A and B, 0.7m (2') and 0.9m (3') and to have pumper nozzle.
- Watermain to be installed to grades as shown on approved site plan. Copy of grade sheet must be supplied to inspector prior to commencement of work, where requested by Inspector.
- Watermain must have a minimum vertical clearance of 0.3m (12") over / 0.5m (20") under sewers and all other utilities when crossing.
- All proposed water piping must be isolated from existing lines in order to allow independent pressure testing and chlorinating from existing systems.
- All live tapping and operation of Region water valves shall be arranged through the Regional Inspector assigned or by contacting the Water Division.

All subsequent submissions shall contain four (4) sets of site servicing drawings.

3.2 REQUIRED APPROVALS

The following is required prior to issuing clearance for site servicing applications.

3.2.1 REGIONAL SITE PLAN CLEARANCE

Site plan clearance is required for all servicing applications where this is applicable, including all requirements associated with site plan clearance. These may include but are not limited to requirements of Storm Water Management Reports (SWMR), Functional Servicing Report (FSR) and indicated external construction of infrastructures or easement requirements, including an executed 43R-Plan from the Registry Office.

3.2.2 FIRE PROTECTION APPROVAL

Fire protection approval is required for all industrial, commercial, institutional and high density residential (high-rise and townhouse) servicing applications where municipal water is available. Fire approved drawings shall be consistent with the latest approved submission. Local municipalities must review site plans in accordance with the Ontario Building Code for fire protection purposes.

Mississauga

Fire approval will need to be obtained from the City of Mississauga fire department. Upon approval, four (4) copies of the approved drawings will need to be submitted to the Region of Peel.

Brampton & Caledon

Fire approval will need to be obtained from the Building Department of the respective local municipality. Upon approval, one copy of the approved drawing will be forwarded to the Region of Peel on behalf of the applicant by the local Building Department.

3.2.3 OTHER APPROVALS

As required, all permits shall be in place prior to the Region of Peel issuing construction clearance.

3.2.4 PRIOR TO CONSTRUCTION

The following are required, in addition to items contained with points 3.2.1 thru 3.2.3 prior to the Region of Peel issuing construction clearance.

- Completed Notification to Commence Work (Connections), Schedule “A”;
- Completed Certificate of Insurance, Schedule “C” (minimum 2 million dollar liability insurance coverage and that the Region of Peel be named on the certificate as additionally insured);
- Completed Road Occupancy Permit (if on Regional Road), Schedule “F”.

3.3 SECURITIES

Security deposits will be held for a minimum of one (1) year in the amount determined by Region of Peel staff and will be held until final inspection has been completed and all deficiencies (if any) are rectified.

Minimum security deposits are calculated as follows:

Residential

Water Only	\$1,500
Sanitary Sewer Only	\$1,000
Storm Sewer Only	\$1,000
Water and Sanitary Sewer	\$2,000
Water, Sanitary and Storm Sewer	\$3,000
*For Regional Roads add \$500 for Additional Lanes & Boulevards	

Industrial and Commercial

Water Only	\$3,000
Sanitary Sewer Only	\$2,000
Storm Sewer Only	\$3,000
Water and Sanitary Sewer	\$4,000
Water, Sanitary and Storm Sewer	\$6,000
*For Regional Roads add \$500 for Additional Lanes & Boulevards	

If crossing a Regional Road, greater securities will need to be submitted, the amount being based on proposed work and determined by Regional staff.

All security deposits are to be supplied by issuing a certified cheque or money order made payable to the Region of Peel for the full amount, as determined by Regional staff.

3.4 FEES

The following fees will need to be paid prior to issuing construction approval. All payments are to be made by certified cheque or money order made payable to the Region of Peel for the full amount, as requested by Regional Staff.

3.4.1 INSPECTION & REVIEW FEES

All fees are calculated on a “per service” basis and are collected as per the Region’s latest User Fees By-Law.

3.4.2 WATER METER FEES

All water meter fees will be paid as per the latest User Fees By-Law.

3.4.3 CHLORINATION AND SAMPLING

Each watermain line 100mm diameter and greater requires chlorination and sampling. Cost for each line as per the latest User Fees By-Law.

3.4.4 WATERMAIN TAPPING

For watermain (up to 300mm) diameter, tapping fees are for a maximum of four (4) hours per tap, as per the latest User-Fees By-Law.

3.5 CONTRACT ADMINISTRATION

3.5.1 PRELIMINARY CLEARANCE

Preliminary clearance is given once the installation of site servicing has been approved by the Region's Inspector. The applicant is notified of this date in writing and advised of the 1 year maintenance period.

3.5.1 MAINTENANCE PERIODS

The applicant shall maintain all Regional underground and aboveground works for a minimum period of one (1) year from the date of preliminary clearance by the Region of Peel. This includes wastewater collection systems, water distribution systems, and Regional storm sewers.

Notwithstanding the above the Developer will be responsible for all Regional works that may be damaged by the construction of aboveground works or building activities until final clearance is issued.

3.5.3 FINAL INSPECTION

One month prior to the end of the maintenance period, the applicant is advised in writing to prepare the site for final inspection and to notify the Region in writing once the site is prepared. Should the applicant fail to notify the Region's Engineering Technical Services section prior to the deadline specified in the notification letter, the Region will automatically schedule a final inspection of the site.

Any deficiencies will be noted and forwarded to Regional forces to be corrected with all costs being deducted from the securities being held. Any additional costs will be invoiced to the applicant.

3.6 FINAL CLEARANCE AND REFUND OF SECURITY DEPOSIT

After final clearance is given, a refund of the security deposit being held, less any deficiency repairs and administration fees (if applicable) will be made.

The applicant is notified of final clearance in writing and advised the security deposit is being refunded.

3.7 WASTE MANAGEMENT DIVISION REQUIREMENTS

The role of the Region of Peel Waste Management Division within the land development process is to provide comments on development applications pertaining to the collection of garbage, recyclable materials, household organics and yard waste. The Region also comments with respect to former waste disposal sites. The Region of Peel provides comments on all development and redevelopment applications, including site plan applications, rezoning applications, condominium and subdivision development applications.

The Waste Collection Design Standards Manual sets out the Region's requirements for the collection of waste for each of the various categories of development and land uses. These requirements must be met before the Region will provide waste collection to the proposed development. The Region's Waste Collection By-law, Site Plan Control process, and any other applicable By-laws or regulations must be fully adhered to. For additional information, refer to the Waste Collection Design Standards Manual.

3.7.1 DEVELOPMENT ON OR ADJACENT TO WASTE DISPOSAL SITES

If it is found that lands to be developed are located on or immediately adjacent to land that has been used for the disposal of waste or hazardous waste, the developer will be required to consult with the Waste Management Division so that landfill impacts are addressed early in the planning process and future development is planned accordingly. Landfills can yield offsite impacts and can pose a constraint to development.

Approval of the Ministry of the Environment, for the proposed use, as per Section 46 of the Environmental Protection Act (Ontario), may be required. Ministry of the Environment Guidelines require applicants to submit studies of the potential impacts of landfills on their properties where development and/or redevelopment is proposed on or near a landfill. The Ministry considers the most significant contaminant discharges to be within 500 metres of the perimeter of a fill area. Accordingly, the Ministry recommends this distance be used as a study area for land use proposals.

The developer should consult with the Waste Management Division prior to any detailed design work and take into consideration the provincial guidelines for "Land Use on or Near Landfills and Dumps" (D-4), outlined by the Ministry of Environment. The Ministry of Environment Guidelines define a process for studying landfill impacts and developing on and around landfills in an environmentally acceptable manner. These guidelines can be found at the following website:

<http://www.ene.gov.on.ca/en/publications/forms/index.php#landfill>

3.8 ELIGIBILITY FOR WASTE COLLECTION SERVICES

The Region of Peel provides waste collection services to residential developments and some Institutional Establishments in accordance with the Waste Collection Design Standards Manual and the Region of Peel Waste Collection By-law. The Region of Peel also collects waste from small businesses located within various Business Improvement Areas (BIAs) throughout the Region of Peel. The Region will only collect garbage, recyclable materials, household organics, bulky items, white goods and yard waste and reserves the right to revoke collection services to any development that does not adhere to the requirements as specified in the Waste Collection Design Standards Manual and the Region of Peel Waste Collection By-law.

The Regional Municipality of Peel will not provide the collection of waste from Industrial and Commercial establishments. The owner is to arrange for on-site waste collection through a private hauler.

For detailed information on waste collection services and schedules, refer to the Region of Peel's web site at www.peelregion.ca/waste or call 905-791-9499.

3.9 SITE PLAN APPROVAL REQUIREMENTS

All applicants who are preparing site plan applications for developments eligible to receive waste collection services from the Region of Peel must address the requirements described in the following paragraphs during the site plan approval process.

3.9.1 DETACHED, SEMI-DETACHED, TOWNHOUSE AND MULTI-RESIDENTIAL DEVELOPMENTS UP TO 6 UNITS

See Section 2.1 or 2.2 of the Waste Collection Design Standards Manual for applicable specifications. Road widths and turning radii must be shown on scaled site plan drawings submitted for approval.

3.9.2 MULTI-RESIDENTIAL COMPLEXES

See Section 2.3 of the Waste Collection Design Standards Manual for applicable specifications. Information to be submitted with the site plan application includes:

- Number of dwelling units and number of storeys in the development;
- Access routes for waste collection vehicles, including road widths, turning radii and grades;
- Loading facilities;
- Elevation drawings of the loading facilities and access route if waste collection vehicles are required to drive into any building to collect waste;

- A letter certified by a professional engineer if the collection vehicle is required to drive onto or over a supported structure (such as an air grate, transformer cover, or underground parking garage) stating that the structure can safely support a fully loaded collection vehicle weighing 35 tonnes;
- Waste storage rooms, including,
 - Size, number and type (compacted or non-compacted) front-end bins to be used for garbage and recyclable materials;
 - Type of system to be used (e.g. dual chutes) to ensure that the recycling collection program is as convenient to each resident in the development as the garbage collection program;
- A Waste Collection Plan for the development.

3.9.3 PRIVATE WASTE COLLECTION FOR RESIDENTIAL DEVELOPMENTS

Private waste collection for residential developments will not be permitted unless approved by Regional Council.

4.0 COMMENCEMENT OF WASTE COLLECTION

If during the site plan approval process the Region of Peel approves waste collection services, an Acknowledgement and Release for Private Property Waste Collection Services and Application for Private Property Waste Collection Services must be completed before the commencement of waste collection. These forms can be obtained by contacting the Region of Peel, Waste Management Division at 905-791-9499 and once completed, are to be mailed to:

Region of Peel Waste Management Division
Waste Collection and Processing
7795 Torbram Road
Brampton, Ontario
L6T 0B6

After submitting the required forms a By-law Enforcement Officer will visit the site to determine if the occupancy level has reached 90 per cent. Once the site has reached 90 per cent occupancy, waste collection services will commence provided that there is safe access as determined by Waste Management staff. Please note that the developer will be responsible for the collection and disposal of waste until 90 per cent occupancy of the development has been reached and final clearance to commence waste collection has been granted by Waste Management staff.