

Development Application Guideline

Terms of Reference – Landscaping Plan



Description

A Landscaping Plan is a layout plan with information regarding the physical, topographical and natural elements of a site or proposed planting material. This may include existing vegetation on the site, proposed landscaping elements and materials, grading and hard surface features, and stormwater management components. A detailed proposed plant list should be included, including the type of species, planting size, and details of the installation and implementation of said features. This Terms of Reference document is intended to be applied in conjunction with all other applicable guidelines, such as the City of Kingston's Site Plan Control Guideline and the City of Kingston's Subdivision Development Guideline and Technical Standards.

Rationale

The Landscaping Plan establishes a proposed development's conformity with the applicable policies of the *Provincial Policy Statement*, the City of Kingston's Official Plan and Zoning By-laws, as well as applicable urban design guidelines and standards. A good landscaping plan should demonstrate how the proposed development enhances the overall aesthetic of the site, the streetscape, and the character of the surrounding area through comprehensive and functional design.

Positive landscaping practices can aid in defining property boundaries, minimizing visual and noise impacts of inharmonious elements of the built or natural form through screening and buffering, creating attractive and green streetscapes which aid in moderating summer and winter micro-climate conditions such as the urban heat island effect, and reducing crime and incidents through the application of Crime Prevention Through Environmental Design concepts and principles.

When Required

A Landscaping Plan may be required for the following types of applications:

- Site Plan Control
- Official Plan Amendment
- Zoning By-law Amendment
- Plan of Subdivision
- Plan of Condominium
- Heritage Permit
- Or any other development application deemed appropriate by council or delegate

Applicable Legislation

The Planning Act gives Council the authority to request other information or material that it deems necessary in order to evaluate and make a decision on a proposed planning application.

Section 9.12.3 of the City's Official Plan contains a list of additional information (such as a Landscaping Plan) which may be required upon request.

Section 41 of the Planning Act refers to site plan control areas and outlines the requirements and conditions needed for approval of plans or drawings. Section 41 (7) states:

Conditions to approval of plans

- (7) As a condition to the approval of the plans and drawings referred to in subsection (4), a municipality may require the owner of the land to,
 - (a) provide to the satisfaction of and at no expense to the municipality any or all of the following:
 - 6. Walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands.

Qualified Persons

A landscaping plan should be completed by a landscape architect who is a current and full member of the Ontario Association of Landscape Architects and who is qualified to seal and sign all landscape plans.

On occasion, a similar qualified professional with experience in the field may be accepted to produce the landscape design and manages the subsequent as-built certification. Circumstances where a full landscape plan or a landscape architect's seal may not be required are restricted to developments with limited impact to the public realm or neighbouring properties, with modest scale and cost of required landscaping and limited to modest scale works, small additions and minor modifications to site. The City reserves the right, at its sole discretion, to determine when a landscape architect is not required and the acceptable level of professional experience required.

Required Contents

The City of Kingston's Site Plan Control Guidelines and Urban Design Guidelines should be referenced for recommendations and best practices for landscaping.

Landscape plans submitted in support of a Site Plan Control application will be reviewed against the criteria prescribed in the Site Plan Control Guideline.

General Landscape Design

- All symbols and terms used for the Landscape Plan should be consistent with those specified by the Ontario Association of Landscape Architects (OALA).
 - Common and botanical names should be used to avoid confusion.
 - If necessary, measurement tools and techniques should be specified.
- Significant existing plants and trees should be shown on the plan and inventoried (i.e. trees greater than 15cm Diameter at Breast Height).
 - Plants and trees to be retained and incorporated into the design of the proposed development should be identified as well as those to be removed from the site.
 - Plants or trees on abutting properties that may have an impact on the subject property, including those within 3m of the site, should be mentioned.
- Proposed plantings on the site including along all street frontages, public walkways, driveways, easements, storm water management ponds, and footpaths.
- Any proposed planting is recommended to use a diverse variety of deciduous and coniferous plant species that provide year-round interest.
- Buffer planting shall consist of a vegetative screen or edge treatment where the landscaping treatment is continuous, such as along fences, parking lot edges, or adjacent to a railway corridor.
- Identification of site boundaries, contours, and any natural features such as water courses or woodlots.
- Show drainage flow on the site and any stormwater management features.
- Identify hardscape surfaces such as parking areas, sidewalks, walkways, fencing, retaining walls, driveways, ramps, patios, curbs, catch basins, etc.
- Show fencing details including type of fencing, height, pedestrian gates and service access points.
- Planting table that identifies the type of species, planting size, and details of the installation and implementation of said features. Planting size should meet the minimum planting size outlined in the Site Plan Control Guidelines.
- Show tree, shrubs, and herbaceous planting details for the different type of planting conditions including but not limited to proposed subgrade material and soil compaction within and surrounding planting areas if subgrades are not native material.
- Show details of how existing trees to be retained are to be protected during construction if a separate tree preservation plan is not provided.
If any changes in grading are proposed with hardscape features, ensure they are properly identified on the plan along with spot elevations.

- Identify all spot elevations along the property boundary and at the building corners, at the top and bottom of steps etc., as necessary to convey the intent of the grading plan.
- Locate access into buildings including stairs and ramps.
- If any furniture such as benches, picnic tables, bollards, etc. or light fixtures are proposed for the site they should be identified on the plan.

Tip: A combination of plans with explanatory text and diagrams provides staff with the best means of assessing the proposed development's landscaping elements.

- Locate snow storage and garbage storage areas on the plan if applicable.
- Identify any recreation areas and their respective features such as tennis courts, basketball courts, splash pads or swimming pools, playgrounds, and play equipment.
- Show bicycle parking in conformity with the applicable zone regulations
- Location of all outdoor and exterior building lighting
- Show all curbing for asphalt driveways and wheel stops for all granular parking areas
- Planting table that identifies the type of species, planting size, and details of the installation and implementation of said features. Planting size should meet the minimum planting size outlined in the Site Plan Control Guidelines.
- Show tree, shrubs, and herbaceous planting details for the different type of planting conditions including but not limited to proposed subgrade material and soil compaction within and surrounding planting areas if subgrades are not native material.
- Show details of how existing trees to be retained are to be protected during construction if a separate tree preservation plan is not provided.

Submission Requirements

All development applications and accompanying studies and reports should be submitted through the City of Kingston's **DASH Development and Services Hub** which can be accessed online at: [City of Kingston DASH](#)

Additional Comments and Information

For additional information, please contact the City of Kingston Planning, Building and Licensing Services Department at:

1211 John Counter Boulevard, Kingston
 613-546-4291 ext. 3180
planning@cityofkingston.ca

The City of Kingston's Urban Design Guidelines can be found here: [Urban Design Guidelines](#)

The City of Kingston's Site Plan Control Guidelines can be found here: [Site Plan Control Guideline](#)