

# Development Application Guideline

## Terms of Reference – Servicing Report

---



### Description

A Servicing Report is intended to demonstrate the impact of a proposed development on the infrastructure capacity of the area. The Servicing Report must prove that the demands of the development on water and wastewater, stormwater, gas, electricity, and telecommunications are all met without causing detrimental impact to existing infrastructure servicing capacity. 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

It is important to know the demands that proposed developments will have on water, wastewater, storm, gas, hydro, and telecommunications capacity in the City. Kingston's Official Plan sets a target of maintaining a three-year reserve of lands with servicing capacity for residential growth (Section 2.4.2). As such, understanding the servicing demands that proposed developments will have on City water and wastewater capacity is imperative.

### When Required

Generally, a Servicing Report *may* be requested any time a proposed development will cause an increased use of water, wastewater, storm, gas, hydro, and telecommunications infrastructure. A Servicing Report *will* be requested for the following:

- Official Plan Amendment
- Zoning By-law Amendment
- Draft Plan of Subdivision/Condominium
- Final Plan of Subdivision/Condominium
- Site Plan Control
- Or any other development application deemed appropriate by Council or delegate

### Applicable Legislation

In addition to the requirements of the Ministry of Environment and Climate Change, 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 Servicing Report) which may be required upon request.

The City further elaborates on when and where a Servicing Report is likely to be requested in its Site Plan Control Guidelines document, Section 3.2.1:

A Servicing Report is typically required for all multi-residential development.

### **Qualified Persons**

A Servicing Report should be completed by a qualified professional engineer licensed in the province of Ontario with experience in water, wastewater, storm, gas, electricity, and telecommunications management.

### **Required Contents**

The report must identify how the proposed development will be serviced, including water, sanitary, and storm connections to existing municipal infrastructure and availability capacity in the municipal system to accommodate the additional demands from the proposed development. The Servicing Report should also address all impacts on downstream infrastructure that could require system upgrades. The Servicing Report must be prepared, signed, and stamped by a qualified Professional Engineer. A Servicing Report should be based on established municipal engineering design principles, applicable guidelines (e.g. Ministry of the Environment and Climate Change Guidelines), regulations and by-laws, and infrastructure information available from the City.

The level of detail required depends on the type of application and the size of the proposed development. For example, a report in support of an application for an Official Plan and/or Zoning By-law Amendment will be more conceptual than a report in support of an application for a Draft Plan of Subdivision, which will include more details, such as where lot, block or right-of-way dimensions are approved in principle. The applicant is encouraged to discuss the scope of the study with City staff prior to commencement to confirm required level of detail, existing infrastructure, design assumptions and known infrastructure limitations.

The Servicing Report shall include:

#### **Introduction**

- A location map and description of the subject property;

- Information on the magnitude of the proposed development, including preliminary site design, lots and street layouts, etc.;

### **Water Supply and Distribution**

- Estimated consumption, and current capacities of water distribution systems;
- A water distribution concept plan and phasing of development;
- The net impact due to the proposed change in land use or development, and need for expansion and upgrades;
- Preliminary modeling assessment of any proposed distribution network additions.

### **Wastewater**

- Estimated discharge, and current capacities of sanitary collection systems; and
- The net impact due to the proposed change in land use or development, and need for expansion and upgrades.

### **Stormwater**

- Site Plan of the subject property which includes property area, pavement areas, and building areas;
- Property description;
- Pre- and post-development drainage plans including flood lines and overland flow routes;
- Schematic layout of proposed and existing site services;
- Schematic layout of the sub-watershed showing the main watercourse, tributaries, and outfall locations;
- Run-off coefficients;
- Summary table illustrating Pre- and Post-development flows for 2-year to 100-year storms including supporting calculations;
- A clause stating that Post-development peak flows must be equal to or less than Pre-development peak flows; and
- Description of storm water management technique being used to maintain pre-development peak flows.

### **Gas**

- Total building layout area;
- Total apartments and/or total area for commercial use;
- The total connected heating load, domestic/production load, and other loads (input rating and appliance pressure requirements);
- The total proposed load; and
- The minimum pressure required at the meter.

## **Electricity**

- Number of new meters to be installed;
- Required service details in amps and volts;
- Servicing plan showing location of transformer (if required);
- Servicing plan showing location of transformer (if required);
- The required on-site and off-site upgrades and/or generation required for the proposed development;
- Projected electric load summary by monthly peak demand; and
- All service ESA calculations, including line by line load summary.

## **Telecommunications**

- Anticipated service provider for the proposed development; and
- Quality of connection anticipated to be provided, as well as how this service will be extended to and connected to the proposed development

The Servicing Report shall additionally include, but is not limited to:

- External/future development requirements for municipal water and wastewater services;
- Illustrations showing the proposed development, existing and proposed infrastructure and proposed servicing connection points and diameter for water, sanitary sewer and storm sewer;
- A rationale behind the proposed servicing plan and additional significant issues relevant to the development (i.e. high population densities, high water consumption, expected occupancy schedule);
- Originally allocated population densities for developed areas;
- An External Sanitary Sewer Drainage Plan;
- Calculations for sanitary sewer effluent;
- Calculations for domestic water demand;
- Calculations for fire flow requirements; and
- Hydrant flow test(s).

## **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 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](mailto:planning@cityofkingston.ca)