

Applicant's Study and Plan Identification List

Application type:

Application Address

PC Number(s)

Legend: **R** = Required, the study or plan is required with application submission

A = Advised, the study or plan is advised to evaluate the application or satisfy a condition of approval/draft approval

1 - OPA, **2** - ZBA, **3** - Plan of Subdivision, **4** - Plan of Condominium, **5** - SPC

Core studies required for certain applications all the time (Remaining studies are site specific)

For information and guidance on preparing required studies and plans refer [here](#):

ENGINEERING

R	A	Study/ Plan Name	Description	When Required					Applicable Study Components & Other Comments
				1	2	3	4	5	
		1. Environmental Site Assessment (Phase 1 & Phase 2)	Ensures development only takes place on sites where the environmental conditions are suitable for the proposed use	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Record of Site Condition Yes <input type="checkbox"/> No <input type="checkbox"/>
<u>Study Trigger Details:</u> All cases									
		2. Geotechnical Study	Geotechnical design requirements for the subsurface conditions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<u>Study Trigger Details:</u> All cases									
		3. Grading and Drainage Plan	Grading relationships between connecting (or abutting) properties and surface runoff control	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<u>Study Trigger Details:</u> All cases									
		4. Hydrogeological and Terrain Analysis	A scientific study or evaluation that includes a description of the ground and surface hydrology, geology, terrain, affected landform and its susceptibility	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Reasonable Use Study Yes <input type="checkbox"/> No <input type="checkbox"/> Groundwater Impact Study Yes <input type="checkbox"/> No <input type="checkbox"/>
<u>Study Trigger Details:</u> When developing on private services or when urban development is in close proximity to existing private serviced development									
		5. Noise Control Study	Potential impacts of noise on a development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vibration Study Yes <input type="checkbox"/> No <input type="checkbox"/>
<u>Study Trigger Details:</u> See Terms of Reference for full details.									

		6. Rail Proximity Study	Development on land adjacent to all Protected Transportation Corridors and facilities shown on Schedule C2 of the Official Plan, to follow rail safety and risk mitigation best practices	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Study Trigger Details:</u> Within the Development Zone of Influence for existing and future rapid transit stations and corridors, as shown on Annex 2 of the OP OR on land adjacent to all Protected Transportation Corridors and facilities shown on Schedule C2 of the Official Plan	Rail Safety Report Yes <input type="checkbox"/> No <input type="checkbox"/> O-Train Network Proximity Study Yes <input type="checkbox"/> No <input type="checkbox"/>
		7. Site Servicing Study	Provides servicing details based on proposed scale of development with an engineering overview taking into consideration surrounding developments and connections.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Study Trigger Details:</u> All cases	Fluvial Geomorphological Report Yes <input type="checkbox"/> No <input type="checkbox"/> Assessment of Adequacy of Public Services Yes <input type="checkbox"/> No <input type="checkbox"/> Servicing Options Report Yes <input type="checkbox"/> No <input type="checkbox"/> Erosion and Sediment Control Plan / Brief Yes <input type="checkbox"/> No <input type="checkbox"/> Hydraulic Water Main Analysis Yes <input type="checkbox"/> No <input type="checkbox"/> Stormwater Management Report and Detailed Design Brief Yes <input type="checkbox"/> No <input type="checkbox"/>
		8. Slope Stability Study	Assessment of slope stability and measures to provide safe set-back.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Study Trigger Details:</u> Where the potential for Hazard Lands exists on a site.	Retrogressive Landslide Analysis Yes <input type="checkbox"/> No <input type="checkbox"/>
		9. Transportation Impact Assessment	Identify on and off-site measures to align a development with City transportation objectives.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Study Trigger Details:</u> If the development generates 60 person-trips or more; or if the development is located in a Location Trigger; or if the development has a Safety Trigger.	Roadway Modification Functional Design Yes <input type="checkbox"/> No <input type="checkbox"/>

		10. Water Budget Assessment	Identify impact of land use changes on the hydrologic cycle and post-development mitigation targets.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
				<u>Study Trigger Details:</u> May be required for site plan control applications for sites with private servicing and / or proximity to hydrogeologically-sensitive areas. Draft plans of subdivision are required to integrate water budget assessments into supporting stormwater management plans and analysis for the study area.					
		11. Wellhead Protection Study	Delineate a Wellhead Protection Area (WHPA) and characterize vulnerability for new communal residential drinking water well systems, in accordance with Technical Rules under <i>Clean Water Act</i> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
				<u>Study Trigger Details:</u> Required for all new communal residential drinking water well systems; including new municipal wells, new private communal wells (small water works) that require a Municipal Responsibility Agreement (MRA), expansions or increased water takings from an existing municipal well or existing private communal well and new private communal wells.					

PLANNING

R	A	Study/Plan Name	Description	When Required					Applicable Study Components & Other Comments
				1	2	3	4	5	
		12. Agrology and Soil Capability Study	Confirm or recommend alterations to mapping of agricultural lands in the City.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<u>Study Trigger Details:</u> For the expansion of a settlement area or identification of a new settlement area through a comprehensive review; or where it is demonstrated that the land does not meet the requirements for an Agricultural Resource Area.					
		13. Archaeological Assessment	Discover any archaeological resources on site, evaluate cultural heritage value and conservation strategies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
				<u>Study Trigger Details:</u> When the land has either: a known archaeological site; or the potential to have archaeological sites; or where the City's Archaeological Resource Potential Mapping Study indicates archaeological potential, outside of the historic core; or upon discovery of any archaeological resource during construction in the City's historic core area.					
		14. Building Elevations	Visual of proposed development to understand facing of building including direction of sunlight, height, doors, and windows.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
				<u>Study Trigger Details:</u> Site Plan: for residential buildings with 25 or more residential units; or for residential buildings with less than 25 residential units, if the units are within the Urban area or the High-performance Development Standard threshold in the rural area. Official Plan or Zoning By-law: if staff deem it necessary to determine compliance with OP policies, the Zoning By-law or City of Ottawa Urban Design Guidelines.					

		15. Heritage Impact Assessment	Determine impacts of proposed development on cultural heritage resources.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><u>Study Trigger Details:</u> Where development or an application under the Ontario Heritage Act is proposed on, adjacent to, across the street from or within 30 metres of a protected heritage property; or for any development adjacent to the Rideau Canal UNESCO World Heritage Site and its landscaped buffer.</p>	Conservation Plan Yes <input type="checkbox"/> No <input type="checkbox"/>
		16. Heritage Act Acknowledgement Report	A submission requirement to demonstrate that the <i>Ontario Heritage Act</i> requirements have been satisfied, to ensure that multiple applications are considered currently.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><u>Study Trigger Details:</u> Where the subject property is listed on the Heritage Register and the applicant must submit a Heritage Permit Application (designated heritage property listed on the Heritage Register) or provide notice of intent to demolish or remove a building (non-designated property listed on the Heritage Register).</p>	Heritage Permit Application Yes <input type="checkbox"/> No <input type="checkbox"/> Notice of Intent to Demolish Yes <input type="checkbox"/> No <input type="checkbox"/>
		17. Impact Assessment Study – Mineral Aggregate	Mineral aggregate extraction activities; and to protect known high quality mineral aggregate resources from development and activities that would preclude or hinder their existence (ability to be extracted) or expansion.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><u>Study Trigger Details:</u> New Development within 500 metres of lands within the Bedrock Overlay , or within 300 metres of lands within the Sand and Gravel Resource Area Overlay.</p>	
		18. Impact Assessment Study – Mining Hazards	To identify or confirm known mineral deposits or petroleum resources and significant areas of mineral potential. To protect mineral and petroleum resources from development and activities which would preclude or hinder the establishment of new operations or access to the resources.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><u>Study Trigger Details:</u> For all applications in proximity to mining operations.</p>	

		19. Impact Assessment Study – Waste Disposal Sites / Former Landfill Sites	<p>To identify or confirm known proximity of existing or former waste disposal sites.</p> <p>To ensure issues of public health, public safety and environmental impact are addressed.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><u>Study Trigger Details:</u> For the establishment of any new Solid Waste Disposal Site or for a footprint expansion of an operating Solid Waste Disposal Site; or development within three kilometers of an operating or non-operating Waste Disposal Site.</p>
		20. Landscape Plan	<p>A plan to demonstrate how the canopy cover, urban design, health, and climate change objectives of Official Plan will be met through tree planting and other site design elements.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><u>Study Trigger Details:</u> Site Plan, Plan of Subdivision, and Plan of Condominium: always required, except where it is demonstrated that the landscape component of a project is not relevant to the review of the application.</p> <p>A high-level conceptual Landscape Plan may be required to support Zoning By-law and Official Plan Amendment applications.</p>
		21. Mature Neighbourhood Streetscape Character Analysis	<p>In the Mature Neighbourhoods a Streetscape Character Analysis is required to determine the applicable zoning requirements.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Study Trigger Details:</u> Zoning By-law amendment application in areas covered by the Mature Neighbourhoods zoning overlay for applications of residential development of four storeys or less located in a R1, R2, R3, or R4 zone.</p>
		22. Minimum Distance Separation	<p>Provincial land use planning tool that determines setback distances between livestock barns, manure storages or anaerobic digesters and surrounding land uses, with the objective of minimizing land use conflicts and nuisance complaints related to odour.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><u>Study Trigger Details:</u> Applications in the Rural Area, outside of a village.</p>

		23. Parking Plan	A tool to assess the sufficiency of on-street parking in plans of subdivision.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
				<u>Study Trigger Details:</u> For new or revised plans of subdivision with public streets.					
		24. Plan of Survey	A Plan of Survey depicts legal boundaries and is a specialized map of a parcel of land and it delineates boundary locations, building locations, physical features and other items of spatial importance.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
				<u>Study Trigger Details:</u> Required for all <i>Planning Act</i> applications.					
		25. Plan of Subdivision	Proposed subdivision layout to be used for application approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<u>Study Trigger Details:</u> Always required with the submission of plan of subdivision application. Only required with a Zoning By-law Amendment application, where such ZBLA is in response to enable a subdivision.					
		26. Plan of Condominium	Proposed condominium layout to be used for application approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
				<u>Study Trigger Details:</u> With the submission of plan of condominium application.					
		27. Planning Rationale	Provides the planning justification in support of the <i>Planning Act</i> application and to assist staff and the public in the review of the proposal.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Integrated Environmental Review Summary Yes <input type="checkbox"/> No <input type="checkbox"/>
				<u>Study Trigger Details:</u> For all Official Plan amendment, Zoning By-law amendment, or plan of subdivision applications.					
		28. Preliminary Construction Management Plan	A checklist that shows a development proposal's anticipated impacts to all modes of transportation and all elements in the right of way during construction.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
				<u>Study Trigger Details:</u> For all Site Plan and plan of subdivision applications.					

		29. Public Consultation Strategy	Proposal to reach and collect public input as part of development application.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><u>Study Trigger Details:</u> Official Plan Amendment, Zoning By-law Amendment and Subdivision: Always required.</p> <p>Condominium: Vacant Land only</p> <p>Site Plan: At the discretion of the City's file lead in consultation with the Business and Technical Support Services Manager.</p>	
		30. Shadow Analysis	A visual model of how the proposed development will cast its shadow.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Study Trigger Details:</u> When there is an increase in height or massing proposed for a residential, commercial or office use.</p> <p>Two triggers:</p> <p>1. Inside the Greenbelt: proposed development is over 5 storeys in height (≤ 15 meters). If a development proposal is 5 storeys or less, but is proposing an increase in height and/or massing and is in close proximity to a shadow sensitive area, a shadow analysis may be requested.</p> <p>2. Outside the Greenbelt: proposed development is over 3 storeys in height (≤ 9 meters) and is in close proximity to a shadow sensitive area. Where a proposed development is not in close proximity to a shadow sensitive area (e.g. industrial development) the trigger for a shadow analysis is over 5 storeys in height (≤ 15 meters).</p>	
		31. Site Plan	A Site Plan is a visual drawing that illustrates the proposed development of a site in two dimensions.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><u>Study Trigger Details:</u> Site Plan: All</p> <p>Other applications: where a layout of the</p>	<p>Site Plan Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Concept Plan Yes <input type="checkbox"/> No <input type="checkbox"/></p>

				public realm, building massing, heights, densities or massing of the proposal provides changes to the planned context; sites proposing multiple land uses; sites with multiple landowners; sites with two or more buildings, on-site park dedication, and/or a new public or private street(s); sites with proposed changes to connectivity (such as active transportation networks, vehicular circulation or access to transit); sites where the development potential on adjacent properties may be impacted by or could be integrated into the proposed site.	Facility Fit Plan Yes <input type="checkbox"/> No <input type="checkbox"/>
		32. Urban Design Brief	Illustrate how a development proposal represents high-quality and context sensitive design that implements policies of the Official Plan, relevant secondary plans, and Council approved plans and guidelines.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <u>Study Trigger Details:</u> For all Official Plan amendment, Zoning By-law amendment, and plan of subdivision applications. For SPC applications: proposals for residential buildings with 25 or more residential units, or for proposals for residential buildings with less than 25 residential units, if the units are within the Urban area or the High-performance Development Standard threshold in the rural area where OP Policy 11.3 (3) is relevant; for non-residential and mixed-use proposals.	
		33. Urban Design Review Panel Report	Demonstrates that a development proposal has attended an Urban Design Review Panel formal review meeting, received, and responded to the associated recommendations, if applicable	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <u>Study Trigger Details:</u> Required for all planning act applications subject to UDRP review, in accordance with the UDRP Panel Terms of Reference.	
		34. Wind Analysis	A visual model and a written evaluation of how a proposed development will impact pedestrian-level wind conditions.	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <u>Study Trigger Details:</u> Applications seeking an increase in height and/or massing which is either: a tall building(s), 10 storeys or more or a proposed building that is more than twice the height of	

				adjacent existing buildings and is greater than five storeys in height and is adjacent to existing or planned low rise development, open spaces, water bodies and large public amenity areas.	
		35. Zoning Confirmation Report	The purpose of the Zoning Confirmation Report (ZCR) is to identify all zoning compliance issues, if any, at the outset of a planning application.	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
				<u>Study Trigger Details:</u> Required for all SPC and ZBLA applications.	

ENVIRONMENTAL

R	A	Study / Plan Name	Description	When Required					Applicable Study Components & Other Comments
				1	2	3	4	5	
		36. Community Energy Plan	Includes a community energy analysis, alongside mitigation measures, and other associated information. The community energy analysis refers to the overall assessment process to identify on and off-site measures to align the design of the development with City climate objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				NOT IMPLEMENTED & NOT REQUIRED					
		37. Energy Modelling Report	The Energy Modeling Report is a Site Plan Control application submission requirement to show how climate change mitigation, and energy objectives will be met through exterior building design elements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				NOT IMPLEMENTED & NOT REQUIRED					
		38. Environmental Impact Study	Assessment of environmental impacts of a project and documents the existing natural features, identifies the potential environmental impacts,	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assessment of Landform Features Yes <input type="checkbox"/> No <input type="checkbox"/> Integrated Environmental Review Yes <input type="checkbox"/> No <input type="checkbox"/>
				<u>Study Trigger Details:</u> Is required when development or site alteration is proposed in or within a					

			recommends ways to avoid and reduce the negative impacts, and proposes ways to enhance natural features and functions.	specified distance of environmentally designated lands, natural heritage features, the City's Natural Heritage System, or hazardous forest types for wildland fire. The EIS Decision Tool (Appendix 2 of the Environmental Impact Study Guidelines) provides a checklist of the natural heritage features and adjacent areas within which an EIS is required to support development applications under the <i>Planning Act</i> .	Protocol for Wildlife Protection during Construction Yes <input type="checkbox"/> No <input type="checkbox"/> Significant Woodlands Guidelines for Identification, Evaluation, and Impact Assessment Yes <input type="checkbox"/> No <input type="checkbox"/>
		39. Environmental Management Plan	A comprehensive environmental planning document that identifies, evaluates, and mitigates the potential impacts of proposed development on the natural environment and its ecological functions at local planning stage.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <u>Study Trigger Details:</u> Official Plan amendments for local plans (area-specific policy or secondary plan, where: there is significant change in the conditions upon which the original study was based; there are proposed changes to planned infrastructure needed to service a subdivision that would have a significant impact on the infrastructure needs of another subdivision within the EMP study area, or the applicable Class Environmental Assessment approval has expired.	
		40. High-performance Development Standard	A collection of voluntary and required standards that raise performance of new building projects to achieve sustainable and resilient design	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NOT IMPLEMENTED & NOT REQUIRED	
		41. Tree Conservation Report	Demonstrates how tree cover will be retained and protected on the site, including mature trees, stands of trees, and hedgerows.	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <u>Study Trigger Details:</u> Where there is a tree of 10 centimeters in diameter or greater on the site and/or if there is a tree on an adjacent site that has a Critical Root Zone (CRZ) extending onto the development site.	