
City of Peterborough

Terms of Reference for the Preparation and Submission of a *Context Plan*

Introduction

A Context Plan is a visual representation showing the proposed development site and building footprint within the broader physical context.

Applications which may require a **Context Plan** include:

- Community Planning Permit
- Zoning By-law/Community Planning Permit By-law Amendment
- Official Plan Amendment
- Consent to Sever
- Draft Plan of Subdivision/Condominium
- Site Plan Control

Aims and Objectives

The aim of the context plan is to provide a comprehensive understanding of how the proposed development fits within the existing urban fabric and community context of the municipality. The following key objectives would generally be required at a minimum to satisfy the aim of the Context Plan:

1. Show the location of the site
2. Check for regulatory framework and policies
3. Analyze the proposed development in a broader context
4. Provide how the project supports and engages social fabric

Professional Qualification/Certification Requirements

A Context Plan can be prepared by a qualified planner, architect, landscape architect, or land surveyor. The listed qualified professionals should be registered with the Ontario Professional Planners Institute, Ontario Association of Architects, Ontario Association of Landscape Architects, and Association of Ontario Land Surveyors respectively. The plan must be made in a legible format, in metric units, and based upon the proposed request. The material must be stamped and/or signed and dated by the professional, to be accepted by the City for review.

Required Contents

The Context Plan shall:

- Include an area of approximately 120 metre radius surround the site, or as appropriate, to give a clear indication of the proposal in its context
- Generally show the dimensions for the footprint of the proposed development and property lines in relation to the adjacent and surrounding building footprints, property lines, streets, parks, open spaces, natural areas and land uses
- Label all streets, parks, schools, transit lines/stops, and open spaces

Additional Information

Additional directions for inclusion in the Context Plan should be provided at Pre-consultation Meeting stage.

Additional Resources

- City of Peterborough Planning and Development Services:
<https://www.peterborough.ca/en/doing-business/planning-and-development-services.aspx>
- City of Peterborough Engineering Design Standard:
<https://www.peterborough.ca/business-building-development/planning-building-and-development/planning-and-development-services/resources/>

Note: If revisions are required for the proposed development, the study/report should be updated accordingly, either through an updated report or a letter from the author. It is important for the revised documentation to explicitly state that the recommendations and conclusions remain unchanged. It should be noted that a peer review may be necessary, and the applicant will be responsible for the associated costs. Additionally, it is important to recognize that the study requirements can vary depending on the nature of the proposal. This determination will be made during the pre-consultation process, in collaboration with relevant external agencies. If the submitted study is found to be inadequate, authored by an unqualified individual, or lacking sufficient analysis, the application will be considered incomplete and returned to the applicant.