
City of Peterborough

Terms of Reference for the Preparation and Submission of a ***Development Standards Compliance Matrix***

Introduction

A **Development Standards Compliance Matrix** (DSCM) is a detailed data table used to evaluate if a proposed development meets local land use by-laws. The table identifies where a project is compliant and deficient compared to the standards set out for its 'Precinct' under the Community Planning Permit By-law. A Development Standards Compliance Matrix consists of quantitative data on standards specific to the precinct and proposed use of the property such as setbacks, lot coverage, lot width, height (storeys and/or metres), number of parking spaces, etc. A Development Standards Compliance Matrix is a comprehensive review of all applicable regulations to accurately illustrate existing conditions and identify deficiencies based on the proposed concept.

Applications which may require a **Development Standards Compliance Matrix** include:

- Community Planning Permit
- By-law Amendment
- Draft Plan of Subdivision/Condominium
- Consent

Aims and Objectives

A **Development Standards Compliance Matrix** should be detailed accurately, such that proposed developments are supported by a clear overview of a site's existing conditions against applicable regulations. A clear and accurate numerical representation of the site's characteristics (ie: setbacks, parking spaces, number of storeys, lot coverage, etc.) will more effectively illustrate whether a site is in compliance with the applicable regulations, and more importantly, what variations(s) may be needed in order to facilitate a particular proposal.

The following key objectives would generally be required to satisfy the aim of a **Development Standards Compliance Matrix** drawing:

1. Provide accurate data and/or measurement of a subject property's characteristics and conditions with respect to the applicable by-law regulations;
2. Compare the site's existing conditions against the standard of the current by-law, and will also include an overview of the new proposal relative to the by-law's development standards; and
3. Demonstrate whether the project complies with the regulatory requirements, and if not, clearly showcases the list of regulations that may require variation or amendment.

Professional Qualification/Certification Requirements

The **Development Standards Compliance Matrix** can be prepared by a qualified architect, landscape architect, or planner. The listed qualified professionals should be registered with the Ontario Association of Architects, Ontario Association of Landscape Architects, and Ontario Professional Planners Institute respectively. A BCIN professional may also prepare this document. 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 **Development Standards Compliance Matrix** shall be consistent with the City's Standards. To ensure that applications are reviewed in a timely manner, the City has outlined the requirements below to be included, at a minimum. The applicant is reminded that these requirements are not comprehensive, and additional information may be necessary, depending on the applicable regulations or complexity of the development proposal, for the submitted **Development Standards Compliance Matrix** to be accepted.

The **Development Standards Compliance Matrix** shall include the following information and general details:

- **Component 1: Current Regulations**
This component is required for most, if not all Planning applications including Amendments to the CPP By-law, Consent, and applications under the Community Planning Permit By-law. The intent of the Current Regulations component is to outline the parameters and requirements of applicable regulations for a subject property. The applicant is required to conduct their due diligence and provide a comprehensive list of applicable regulations along with their required, minimum/maximum benchmarks. This includes but is not limited to, regulations that are specific to a particular precinct (ie: setbacks, lot coverage, number of storeys, etc.), parking regulations and any other general or additional regulations under applicable City By-laws.
- **Component 2: Existing Site Conditions (ESC)**
This component is required for most, if not all Planning applications including Site Plan

Control, By-law Amendment, Consent and applications under the Community Planning Permit By-law. The intent of the Existing Site Conditions component is to illustrate the characteristics of the subject property as it stands at present with respect to the regulations that are in effect. This component also serves as a starting point, allowing preliminary review to identify existing areas of deficiencies and/or legal non-complying elements where appropriate. The applicant is required to provide a complete ESC that forms part of this Terms of Reference. If a proposal does not require relief from Precinct Regulations, the applicant may provide information similar to the **ESC**, but for the proposal in lieu of **Component 3: Proposed Standards**.

- **Component 3: Proposed Standards**

This component is required for Planning applications that require relief which may include By-law Amendment, Consent, and applications under the Community Planning Permit System. The intent of this component is to outline areas of regulations that may require variation or amendment in order to facilitate a proposal. The applicant is required to identify specific regulations where compliance is not achieved and quantify the variation as a percentage increase/decrease relative to the regulation. It is possible that the extent of variation may change as a proposal undergoes the review of the Planning Act file, but the applicant should ensure that the numbers and information provided are accurate for each submission.

- **Component 4: Compliance and Variation**

This component will serve as a summary of items from the proposal that are not in compliance and require variation. The applicant should denote whether the proposal complies with each regulation and if not, the extent of variation being sought.

Development Standards Compliance Matrix Template:

This is a template to assist in preparing a Development Standards Compliance Matrix. Applicants are advised to review all applicable regulations and add/remove rows as appropriate. The template may not be exhaustive of all applicable regulations.

Provision	By-law Section/ Regulations	Precinct Requirement	Existing Site Conditions	Proposed	% Variation	Within Class 2 Staff Variation (Yes/No)
Precinct	<i>Section 8 - Neighbourhoods</i>	8.3				
Permitted Use	8.1	..., <i>Three-unit dwelling, etc.</i>				
Maximum building coverage	8.2	55%				
Minimum lot width	8.2	7 m				
Minimum lot depth	8.2	25 m				
Minimum Building Setback – Front Lot Line	8.2	3 m				
Maximum Building Coverage	8.2	55%				
Required Parking Spaces	<i>Table 5.1</i>	2 / <i>dwelling unit</i>				
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It is recommended that the specific requirements of your application and proposed **Development Standards Compliance Matrix** be reviewed with City staff.

Additional Resources

- City of Peterborough's Website for Planning and Development Services:
<https://www.peterborough.ca/business-building-development/planning-building-and-development/planning-and-development-services/>

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. 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.