
City of Peterborough

Terms of Reference for the Preparation and Submission of an *Existing Conditions Plan*

Introduction

An **Existing Conditions Plan** is a survey or drawing that provides a comprehensive overview of the existing conditions and characteristics of a specific area or site. It may also show the key physical and natural attributes of the surrounding area, including any neighbouring features.

Applications which may require an **Existing Conditions 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

An **Existing Conditions Plan** should be detailed accurately such that application proposals are supported by a comprehensive visual representation of the site in its current state. This includes details such as existing buildings/structures, easements, vehicular navigation areas, grades, boundaries, municipal/private servicing, vegetation and landscaping.

Professional Qualification/Certification Requirements

The **Existing Conditions Plan** can be prepared by an Ontario Land Surveyor or a Professional Engineer. The listed qualified professionals should be registered with the Association of Ontario Land Surveyors or the Professional Engineers Ontario. 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

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 for the submitted **Existing Conditions Plan** to be accepted.

- Illustrate the boundaries, dimensions and site area calculations of the parcel(s) of the site along with any boundaries and dimensions of any abutting lands in which the applicant has an interest;
- Illustrate the existing buildings and structures on subject property;
- Illustrate spot elevations within and along the boundary of the site to provide a general understanding of existing site topography;
- Illustrate the location, width and area of any rights-of-way and easements affecting the site and any elements within the easements;
- Note any prior road widenings and/or land dedications;
- Illustrate the existing location of site circulation area, parking, accessible parking, and driveways. Include location, width, and names of roads within or abutting the site;
- Generally identify any natural features and open spaces within and adjacent to the site;
- Identify any other key components of the existing development site that would assist in the assessment and understanding of current site conditions.

These elements of the existing site will set the basis for the review of the proposed development and inform staff of relevant pre-existing characteristics of the site.

Determining the need and scope

Typically, the need for and scope of an **Existing Conditions Plan** would be determined prior to receiving a Planning Act application during the pre-consultation stage. In the event an application is received in the absence of pre-consultation with City staff, a complete application should be accompanied by a staff-approved Terms of Reference to avoid potential delays and to avoid the risk of an incomplete application

Additional Resources

- City of Peterborough Official Plan: <https://www.peterborough.ca/business-building-development/planning-building-and-development/planning-and-development-services/official-plan/>
- City of Peterborough Zoning By-laws: <https://www.peterborough.ca/en/doing-business/zoning.aspx>

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

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.