

# Landscape Design Guidelines For Site Planning

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Corporation of the  
Municipality of Clarington  
Planning Services Department

LANDSCAPE DESIGN GUIDELINES  
FOR SITE PLANNING

PLANNING SERVICES DEPARTMENT  
THE CORPORATION OF THE MUNICIPALITY OF CLARINGTON

APPROVED BY COUNCIL ON SEPTEMBER 11, 1990

## **PREFACE**

The Landscape Design Guidelines have been prepared as a result of the commitment of the Corporation of the Municipality of Clarington to ensure the enhancement of the urban landscape. As the Municipality grows, there is a need to ensure good urban design which provides for the needs of all citizens, minimizes potential conflicting land uses, integrates the built environment with the natural environment and provides for the “greening” of the urban landscape. Urban environments, by their very nature, progressively become areas where density of development continually increases. As the costs of services dictate a shift to more intensive development, the urban landscape will assume a vital function in making our urban areas a practical, pleasing and attractive environment in which to live. If we do a superb job with the landscape of today, the pattern of spaces will function for tomorrow and several generations to come.

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## **1. INTRODUCTION**

These guidelines have been prepared for the preparation, approval and inspection of Landscape Plans for development proposals subject to Site Plan Control. Landscape Plans for Parks and Street Tree Planting shall be prepared in accordance with the requirements of the Community Services and Engineering Services Departments.

## **2. SUBMISSION AND APPROVAL OF LANDSCAPE PLANS**

### **2.1. SITE PLAN PROCESS**

The following are the generalized procedures for submission and approval of Site Plans as required by the Municipality of Clarington.

#### **2.1.1. Step 1: Preliminary Appraisal**

Prior to submission, the applicant is advised to consult the Development Review Section of the Planning Services Department. The application will be reviewed for official plan and zoning compliance. The applicant will be advised of procedures and policies, which may affect the site plan application.

If vegetation exists on the site, the applicant must notify the department. It may be necessary for the department to undertake an inspection to determine if a tree inventory and Tree Preservation Plan are required. The Tree Preservation Plan (See Appendix A).

**IN ORDER TO ENSURE EFFICIENT PROCESSING OF THE APPLICATION, THE APPLICANT IS ADVISED TO OBTAIN ALL THE NECESSARY REQUIREMENTS FOR A SITE PLAN**

**APPLICATION PRIOR TO SUBMISSION OF CONTACTING THE REGIONAL WORKS DEPARTMENT, THE MUNICIPALITY OF CLARINGTON WORKS DEPARTMENT, THE CONSERVATION AUTHORITY AND OTHER AGENCIES AS REQUIRED.**

#### **2.1.2. Step 2: Site Plan Application**

A complete Site Plan Application should be submitted to the Development Review Section of the Department of Planning and Development with the requisite fee.

Drawings are required to illustrate the following:

- a. site plan
- b. site services plan
- c. site grading Plan
- d. landscaping plan
- e. floor plans of buildings
- f. elevations of buildings

These features can be illustrated on separate drawings or combined depending on the nature and scale of the project.

The Landscape Plan shall be a separate drawing and shall be prepared in accordance with the requirements of Section 4. **IT IS RECOMMENDED THAT THE FIRST SUBMISSION CONSIST OF CONCEPTUAL DRAWINGS ONLY. DETAILED WORKING DRAWINGS CAN BE PREPARED AFTER OTHER SITE PLAN DETAILS HAVE BEEN CONFIRMED, INCLUDING SITE GRADING PLANS.**

Fifteen copies of the drawings are required for circulation purposes.

All drawings are to be folded to 21.6 cm x 35.7 cm (8.5" x 14").

NOTE: THE MUNICIPALITY RESERVES THE RIGHT NOT TO ACCEPT OR PROCESS ANY APPLICATION IF THE INFORMATION REQUIRED FOR THE PLANS AND DRAWINGS IS INCOMPLETE.

2.1.3. Step 3: Site Plan Review

- a. The site plans are circulated by the Planning & Development Department for the agency comments. The various agencies are requested to respond within 30 days.
- b. The comments received are consolidated by a Development Review planner. If necessary, follow-up action is undertaken to ensure comments are submitted and problem areas are clarified.
- c. The Tree Survey is verified and the Tree Preservation Plan will be assessed and approved prior to site plan approval.
- d. Required revisions are noted and the applicant is notified. If they are minor in nature, this will be done as a red line revision. If they are major, the applicant will be asked to submit revised plans.
- e. A revised site plan is submitted to the Planning & Development Department for acceptance. **SIX COPIES OF THE FINAL WORKING DRAWINGS ARE REQUIRED FOR THE SITE PLAN AGREEMENT. THE FINAL WORKING DRAWINGS SHALL NOT BE FOLDED.**

2.1.4. Step 4: Site Plan Approval

A satisfactory Site Plan including the Landscape Plan is approved through the execution of a Site Plan Agreement.

If the site plan is generally satisfactory to the Planning & Development Department, prior to the execution of a site plan, a foundation building permit may be issued at the prerogative

of the Director of Planning and Development subject to a Letter of Undertaking being completed by the applicant. Please contact the Development Review Branch for further information.

2.2. LETTER OF CREDIT FOR LANDSCAPE WORKS

2.2.1. Step 1: Cost Estimate

As required by the Site Plan Agreement, a “Works Cost Estimate” is to be approved by the Director of Planning & Development and the Director of Works to identify the estimated cost of construction of external works and landscaping (including fencing).

As a component of this, the developer is to submit for review to the Municipality of Clarington Planning and Development Department a detailed estimate of the landscape construction work in accordance with Appendix B. The estimate is to be prepared by a landscape architect who is a member in good standing with the Ontario Association of Landscape Architects or a landscape contractor who is a member of good standing with Landscape Ontario.

2.2.2. Step 2: Letter of Credit

The applicant will submit an irrevocable Letter of Credit as a performance guarantee in accordance with the Municipality’s policy for Letters of Credit. The Letter of Credit is to cover 100% of the cost of the landscape works as shown on the approved Landscape Plans or to cover the cost of replacing trees shown on the Tree Preservation Plan.

The Letter of Credit may be issued for the landscape works only or as part of the total “Works Cost Estimate”.

Acceptable letters of credit must be issued by a chartered Canadian bank.

If the Municipality is required to draw down on the Letter of Credit to complete any portion of the work, it will be charged at 200% of the actual cost of the work.

### **3. LANDSCAPE PLAN GUIDELINES**

#### **3.1. APPLICATION OF POLICIES**

- 3.1.1. The landscape plan requirements apply to all developments subject to site plan approval. At the discretion of the Director of Planning & Development, these guidelines can be modified depending on the nature or scale of the proposed development, provided the objectives of these guidelines can be met.
- 3.1.2. The landscape requirements will be applied according to the actual use of the land and not the zoning. As an example, commercial uses in industrial zones shall be required to meet the commercial requirements.
- 3.1.3. The landscape requirements along the property line will be applied on the basis of existing land use or future land use, whichever is greater.
- 3.1.4. The policies and requirements for landscaping contained herein apply generally to development across the Municipality. There are areas where special landscape treatment will be required. These are as follows:

historic downtown areas in Bowmanville, Newcastle Village and Orono.  
new Central Area in Courtice.  
Highway #2 Corridor in the Courtice West Neighbourhood.

#### **3.2. GENERAL REQUIREMENTS**

The following situations require specific landscape treatment:

- a. main entrances to buildings;
- b. pedestrian and vehicular entrances and exits to a site;
- c. pedestrian activity nodes;
- d. outdoor amenity areas;
- e. intersections of municipal roadways; and
- f. parking lots.

##### **3.2.1. Perimeter Planting Criteria**

High-branching deciduous trees are required along the perimeter of any development. Spacing requirements vary depending on the proposed land use and the adjacent land uses. Chart 3.2.1 (below) outlines the required spacings in m.

These requirements are in addition to any landscape screening or parking lot planting requirements. It may be acceptable to provide an equivalent number of trees (determined through the spacing formula) in groups along the perimeter.

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Proposed Land Use	Commercial	Industrial	Institutional	Residential	Municipal Street	Park/Open Space
Commercial	12.0	9.0	9.0	6.0	7.5	9.0
Industrial	9.0	Not Applicable	9.0	6.0	7.5	9.0
Institutional	9.0	9.0	9.0	6.0	7.5	9.0
Residential	6.0	6.0	6.0	6.0	7.5	9.0
Municipal Street	7.5	7.5	7.5	7.5	Not Applicable	Not Applicable
Park/Open Space	9.0	9.0	9.0	9.0	Not Applicable	Not Applicable

**3.2.2. Landscape Screening Criteria**

Landscape screening is to consist of one of the following:

- a. Planting consisting of shrubs and trees with greater than 50% being coniferous tree planting; or
- b. Berming (1.0 metre height minimum with a maximum slope of (33 %) and planting consisting of shrubs and coniferous trees; or
- c. Brick wall (1.0 metre height minimum) with planting consisting of shrubs and coniferous trees.

**3.2.3. Foundation Planting Criteria**

Foundation planting is to consist of shrubs, vines and trees to be planted immediately adjacent to the building. Foundation planting is to be utilized to accentuate entrances to buildings and “break up” large expanses of blank walls that are visible from a roadway.

**3.3. LANDSCAPE POLICIES FOR SPECIFIC LAND USES**

**3.3.1. Applications**

Each application will be judged on its own merits and variances to these standards may be permitted provided the intent of the policies are met.

**3.3.2. Additional Requirements**

In addition to the Municipality’s requirements for tree planting on the boulevards of municipal roadways, a landscape strip shall be required on private property adjacent to municipal roads. It shall not include land to be conveyed to the road authority for road widening, parkland or any other public purpose.

**3.3.3. Minimum Standards**

The following policies indicate the minimum landscape standards for various types of developments, which should be incorporated into the preparation of landscape plans. These requirements are to be applied in addition to the standard landscape requirements for:

- i. perimeter planting of high-branching deciduous trees (Section 3.2.1)
- ii. foundation planting criteria (Section 3.2.3)
- iii. parking lot planting requirements (Section 3.4.7)
- iv. requirements (Section 3.9.1)

Where indicated below, landscape screening is required for all exposed parking, driveways, service and garbage areas adjacent to other uses as shown below.

**3.3.4. Commercial Developments**

- a. On mixed Commercial/Industrial or

Commercial/Residential applications, a combination of the landscape requirements will be applied.

- b. Foundation planting is required near entrances to provide areas of visual interest and in such a manner to break up large expanses of blank external walls from adjacent streets.

<u>Minimum Landscape</u>	<u>Width of Area</u>	<u>Type of Landscaping Treatment</u>
Public Road	4.5 m	Screening
Park/Open Space	4.5 m	Screening
Commercial	1.5 m	Perimeter Planting
Industrial	3.0 m	Screening
Institutional	3.0 m	Screening
Residential	3.0 m	Perimeter Planting

**3.3.5. Service Station Commercial**

- a. Special landscape treatment is required at the intersections of public roads.
- b. The landscaping should allow kiosks to be visible from the street for security purposes. Landscape screening will be required for exposed parking, storage, garage and propane tanks located adjacent to a public road.
- c. Pedestrian walkways to kiosk service stations are to be provided and designed for the handicapped.
- d. Air vents or underground storage tanks are not to be located in the landscaped areas.

<u>Minimum Landscape</u>	<u>Width of Area</u>	<u>Types of Landscaping Treatment</u>
Public Roads	4.5 m	Special Treatment
Park/Open Space	4.5 m	Screening
Commercial	1.5 m	Perimeter Planting
Industrial	3.0 m	Screening
Residential	3.0 m	Perimeter Planting

**3.3.6. Industrial Developments**

- a. Where there are large expanses of blank exterior walls greater than 20 m in length visible from adjacent streets or provincial highways, foundation plantings are required in addition to screening.
- b. Foundation plantings are required adjacent to the main entrance.
- c. Where the requirements of Chart 3.3.6 is not applicable, the building setback is to be landscaped.
- d. On mixed Commercial/Industrial developments applications, a combination of Commercial and Industrial landscape requirements will be applied.

<u>Minimum Landscape</u>	<u>Width of Area</u>	<u>Types of Landscaping Treatment</u>
Highway 401	5.0 m	Screening
Public Road	3.0 m	Screening
Park/Open Space	3.0 m	Screening
Commercial	3.0 m	Screening
Industrial	N/A	
Institutional	3.0 m	Screening
Residential	7.0 m	Perimeter Planting

**3.3.7. Institutional Developments**

- a. Minimum landscape area treatment will be waived for school boundaries adjacent to municipal parks subject to a joint use agreement. Perimeter planting is still required.

<u>Minimum Landscape</u>	<u>Width of Area</u>	<u>Type of Landscaping Treatment</u>
Public Road	4.5 m	Screening
Park/Open Space	4.5 m	Screening
Commercial	3.0 m	Screening
Industrial	3.0 m	Screening
Institutional (Schools)	1.5 m	N/A
Institutional (Others)	3.0 m	Perimeter
Residential	3.0 m	Screening

- 3.3.8. Low Rise Multiple Residential Developments
- a. Landscape screening of the rear yard setbacks is required between privacy areas of townhouse blocks.
  - b. Landscape screening of privacy areas is required from adjacent pedestrian walkways, internal roadways, recreational amenities and services areas. The minimum width is 5.0 m.
  - c. Foundation planting is required near Special landscape treatment is required at the intersections of municipal and internal roadways all entrances.
  - d. Front entrance walks are required from the front entrances of the units. The standard width of a front entrance walk is 1 m minimum and should be of a hard surface other than asphalt.
  - e. Patios, which may include wood decks, are required to be a minimum of 11 square m (not including steps).
  - f. Privacy screens (1.8 m high wood screen fence) are required between the rear privacy areas of the units. The standard length of the screens is 3.0 m between privacy areas and 4.5 m minimum at the ends of the townhouse blocks. (Privacy screens are to screen the entire length of the patio area.)

<u>Minimum Landscape</u>	<u>Width of Area</u>	<u>Type of Landscaping Treatment</u>
Public Road	4.5 m	Screening
Park/Open Space	4.5 m	Screening
Commercial	3.0 m	Perimeter Planting
Industrial	3.0 m	Perimeter Planting
Institutional	3.0 m	Screening
Residential	3.0 m	Perimeter Planting

- 3.3.9. High Rise Multiple Residential Developments
- a. Landscape screening is required of privacy areas from adjacent pedestrian walkways, internal roadways, recreational amenities and service areas. The minimum width is 5.0 m for this item.

Should the minimum landscape area width not be achieved, a masonry wall 1.5 m high is required to screen the privacy area. The masonry wall should be of the same material as the architecture of the building. Wood fencing is not acceptable.

- b. Foundation planting is required near all entrances.

<u>Minimum Landscape</u>	<u>Width of Area</u>	<u>Type of Landscaping Treatment</u>
Public Roads	4.5 m	Screening
Park/Open Space	4.5 m	Screening
Commercial	3.0 m	Perimeter Planting
Industrial	3.0 m	Perimeter Planting
Institutional	3.0 m	Perimeter Planting
High Rise Residential	3.0 m	Perimeter Planting

**3.4. PARKING LOTS AND SERVICE AREAS**

- 3.4.1. All parking lots shall comply with the Comprehensive Zoning By-law 84-63 of the former Town of Newcastle.
- 3.4.2. Vehicular access points are to be defined by a minimum 3.0 m wide landscaped area and may include such special identification features as gateposts.
- 3.4.3. Major internal vehicular routes are to be defined with minimum 3.0 m wide landscaped area. Minor internal vehicular routes are to be defined with minimum 0.5 m wide landscaped traffic islands.

- 3.4.4. Landscaped traffic islands shall be constructed for low maintenance. All hard surface materials utilized for islands are to be of a material other than asphalt.
- 3.4.5. Continuous poured concrete curbing (15 cm high) is required in the following areas:
- i) along internal roadways;
  - ii) around traffic islands;
  - iii) between all asphalt and landscape areas.
- 3.4.6. All parking and service areas shall be well lit. However, light standards greater than 9 m are discouraged. Moreover, lighting redirection and additional screening measures may be required to reduce the effects of lighting glare on adjacent lands or the roadway.
- 3.4.7. All parking lots shall have planting incorporated with their interior as well as perimeter planting. These internal parking planting areas shall be provided at the minimum rate of one tree for each twenty parking spaces. These planting areas shall be designed in such a manner as to soften the visual impact of large parking areas.
- 3.4.8. Service areas should not be located where they are visually prominent from a public roadway or public facility. Where this is unavoidable, special architectural enhancements should be incorporated. Landscaping or other screening measures designed to minimize the adverse audio and visual impact will be required.
- 3.4.9. Hydro transformers, hydrants or similar structures located within or adjacent to parking areas, should be surrounded by bollards or be located on a curbed traffic island.
- 3.4.10. Garbage collection areas are to be adequately screened visually by fences or landscaping and integrated with the architectural style of the project.
- 3.4.11. Landscape elements such as shrubs and trees shall be setback a minimum of 0.5 m from the curb in parking areas.
- 3.5. PEDESTRIAN AREAS**
- 3.5.1. Surfaces for all walkways are to be of a hard surface material other than asphalt, with the exception of park path connections.
- 3.5.2. Pedestrian areas shall be designed to accommodate the physically handicapped and the elderly.
- 3.5.3. Pedestrian sidewalks shall be a minimum width of 1.25 m. Any sidewalk abutting parking spaces shall be a minimum width of 1.8 m.
- 3.5.4. Planters, benches, guy wires, light standards and other site furnishings shall not obstruct the pedestrian walkway. These facilities should be located at the edge of walkways to ensure that a minimum clearance width of 1.25 m is maintained at all times for pedestrian use.
- 3.5.5. Vehicular and pedestrian traffic shall be separated, whenever feasible. Appropriately marked pedestrian walkways and crossings shall be provided across internal roadways where deemed necessary, especially in the vicinity of major buildings, site entranceways or transit stops.
- 3.5.6. Lighting may be required along pedestrian walkways or bikeways where safety or security may be a concern. Walkway lighting shall be appropriately scaled for its purpose.
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3.5.7. Where a private walkway is required to an adjacent transit stop, special landscape treatment shall be required.

### 3.6. PLAY AREAS

3.6.1. Play areas shall be proportionate to the size of the development and the number of children that will be using them. The equipment should reflect the dimensions of the playground and offer a variety of functions conducive to the play experience.

3.6.2. Play areas for younger children should provide the following:

- a. soft surface
- b. proper drainage
- c. edging around the play areas
- d. equipment which is conducive to the play experience and creative in nature
- e. hard surface apron around the play area (minimum 1.2 m width)
- f. sitting areas – benches with back rests
- g. protection from traffic
- h. screening from adjacent units
- i. access to the play area
- j. high branching trees for shade

3.6.3. For multiple unit residential projects greater than 25 units, separate play areas for older children shall be incorporated. Play areas for older children should provide the following:

- a. hard surface for activities like basketball and hockey
- b. proper drainage
- c. backstop for bouncing balls

- d. protection from traffic
- e. screening from adjacent units
- f. access to the play area

### 3.7. ACCESS FOR THE HANDICAPPED

3.7.1. The principal entrance of every commercial and industrial unit shall open to the outdoors at sidewalk level or to a ramp. Flush thresholds are required at the entrances.

3.7.2. Handicapped parking spaces must be located as close to the main entrance as possible, preferably within 15 m. The space must allow immediate access to a walkway without requiring a person to pass behind or between parked cars or across traffic.

3.7.3. The following standards shall be incorporated for barrier-free access design:

Minimum unobstructed width:	920 mm
Maximum slope:	1:12
Maximum length of handicap ramp:	9 m
Minimum size landing for turning:	1.5 m <sup>2</sup>

3.7.4. Handrails are required on at least one side of a ramp. IN ADDITION, PLEASE REFER TO ONTARIO BUILDING CODE, SECTION 3.7 – BARRIER FREE DESIGN

### 3.8. PLANTING POLICIES

3.8.1. The minimum acceptable size for plant material is:

Deciduous Trees	60 mm caliper
Coniferous Trees	2.0 m height
Shrubs	60 cm height and 45 cm width (for screen planting only)

Plant material spacing shall be appropriate to the species and the purpose of the planting.

DECIDUOUS TREES IN HIGH INTENSITY USE AREAS, SUCH AS MULTIPLE RESIDENTIAL DWELLINGS, SHALL BE GREATER THAN THE MINIMUM.

- 3.8.2. Deciduous trees shall be high branching varieties. They shall be true to the character and habit of their species, single stemmed, clear of branches to a height of 1.4m from the ground and be free of any wounds or damage to the bark or branches.
- 3.8.3. Plant material selection should be based on site specific consideration of soil, drainage, exposure and other pertinent conditions. Only nursery stock free of disease, insect infestation, abnormal growth and physical injury shall be used for landscaping purposes.
- 3.8.4. The following standards and specifications shall be adhered to:
  - i. planting and staking specifications shall conform with the Canadian Nursery Trade Association Standards and Appendix F of this document.
  - ii. all plant material is to conform to the Canadian Nursery Trades Association Metric Guide Specifications and Standards.
  - iii. all sod is to conform to the Canadian Nursery Sod Growers Specifications.
- 3.8.5. It is the responsibility of the owner to maintain staking and other protective features.
- 3.8.6. No planting is permitted within a drainage swale.
- 3.8.7. All grassed areas are to be sodded.

### 3.9. FENCING POLICIES

- 3.9.1. When fencing is required, it shall normally be located on private property and shall be constructed and maintained to the satisfaction of the Municipality. Fencing is required as outlined in Chart 3.9.1 on the following page.
  - 3.9.2. The fencing requirements for proposed developments adjacent to active playground areas in parks may exceed the 1.2 metre requirement depending on the nature of the activity. In such cases, fencing of 1.8 to 2.1 m in height would be required.
  - 3.9.3. Notwithstanding 3.9.1, where fencing required by Chart 3.9.2 forms the boundary between a municipality-owned park or open space area and private property, the fencing shall be located on the property line.
  - 3.9.4. All fences required shall be detailed and installed in accordance to the minimum standards described in Appendix G.
  - 3.9.5. Measures such as agreements, covenants on title, easements and specific by-laws may be required to ensure that the integrity of the fencing is maintained (height, colour, materials, form).
  - 3.9.6. Fencing shall be installed six (6) months from the date of issuance of a building permit for the site or as determined in the site plan agreement.
  - 3.9.7. Retaining walls over 1 metre in height will require a safety rail at the top of the wall.
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Chart 3.9.1  
Fencing Requirements  
Existing or Future Land Use

<b>PROPOSED LAND USE</b>	<b>COMMERCIAL</b>	<b>INDUSTRIAL</b>	<b>INSTITUTIONAL</b>	<b>SCHOOLS</b>	<b>RESIDENTIAL</b>	<b>RAILWAY</b>	<b>PARK/OPEN SPACE</b>
<b>COMMERCIAL</b>	N.A.	N.A.	1.8m solid screen fence	1.8m chain link fence	1.8m solid screen fence	1.8m chain link fence	1.8m vinyl chain link
<b>SERVICE STATION</b>	N.A.	N.A.	1.8m solid screen fence	1.8m chain link fence	1.8m solid screen fence	1.8m chain link fence	1.8m vinyl chain link
<b>INDUSTRIAL</b>	N.A.	N.A.	1.8m solid screen fence	1.8m chain link fence	1.8m solid screen fence	1.8m chain link fence	1.8m vinyl chain link
<b>INSTITUTIONAL</b>	1.2m vinyl chain link fence	1.8m solid screen fence	1.8m solid screen fence	1.8m chain link fence	1.8m solid screen fence	acoustic barrier/berm	1.2m vinyl chain link
<b>SCHOOL</b>	1.2m vinyl chain link fence	1.8m solid screen fence	1.8m solid screen fence	1.8m chain link fence	1.8m solid screen fence	acoustic barrier/berm	N.A.
<b>LOW RISE MULTIPLE RESIDENTIAL</b>	1.8m solid screen fence	1.8m solid screen fence	1.8m solid screen fence	1.8m chain link fence	1.8m solid screen fence	acoustic barrier/berm	1.2m vinyl** chain link
<b>HIGH RISE MULTIPLE RESIDENTIAL</b>	1.8m solid screen fence	1.8m solid screen fence	1.8m solid link fence	1.8m chain link fence	1.8m solid * screen fence	acoustic barrier/berm	1.2m vinyl** chain link

\*High-Rise Development abutting High-Rise Development requires only 1.2m chain link fence.

\*\*Residential Development abutting open space areas do not require fencing.

## **4. LANDSCAPE PLAN REQUIREMENTS**

### **4.1. STANDARD REQUIREMENTS**

4.1.1. Landscape drawings shall be prepared by a qualified landscape architect and shall bear the architect's membership stamp of the Ontario Association of Landscape Architects.

4.1.2. All drawings related to the site plan, including architectural landscape or engineering drawings, should be of the same size, scale and orientation, unless enlarged or reduced scale drawings are required showing specific details.

Landscape plans are to conform to the Site Plan. The grading is to conform to the Site Grading and Drainage Plan for the project, as submitted and approved by the Consulting Engineer. (See 4.2.2 Grading Note).

Landscape plans are to be final design and working drawings. All landscape plans are to be drawn in METRIC and FOLDED to 21.6 cm x 35.7 cm (8.5" x 14").

4.1.3. The landscape plan shall clearly identify and document pertinent site information and design details as follows:

- a. Key Plan indicating the exact location of the site with a north arrow
- b. The following grading information:
  - i. natural features which are existing and those which the builder has designated for preservation, shall be indicated;
  - ii. existing and proposed contours;

- iii. regulatory flood, top of bank contours and bottom of bank contours of all water courses within the property;
  - iv. adjacent roads and properties surrounding the subject lands are to be adequately marked with spot elevations to show the slope of the land;
  - v. elevations of proposed walls within the project boundaries are to be marked with "Top of Wall" and "Bottom of Wall";
  - vi. steps shall be shown indicating their number and size; spot elevations are to be shown at the top and bottom of the steps;
  - vii. drainage flow arrows to indicate direction of drainage;
  - viii. all catch basins and sub-drains shall be clearly marked with proposed spot elevations;
  - ix. structures: indicate building entrances and spot elevations at each entrance (door and garages) and show the finished ground floor elevations of all buildings;
  - x. location and elevations of underground structures.
- c. Location of existing and proposed features including walkways, parking lots, screens, protective fencing, exterior lighting, street furniture, hydrants, curbs and existing and proposed ground signs.
- d. Plant material is to be clearly labeled with a key system. A plant list shall accompany each Landscape Plan. A typical plant list shall provide the following type of information:

BOTANICAL NAME	COMMON NAME	CALIPER	HEIGHT	SPREAD	ROOT	REMARKS	QUANTITY
Acer Plantanoides	Norway Maple	60 mm	3600 mm	1800 mm	B&B	Uniform	10
Picea Pungens	Colorado Spruce	--	2000 mm	1250 mm	SP	Specimen	15
Euonymus Fortunei	Emerald Gaiety Euonymus	--	--	500 mm	Potted	Min. 2 years growth	8

- e. The following details and/or specifications are to be included to clarify the drawings.
    - i. planting details – coniferous and deciduous trees, and shrubs (staking, guying, installation, pruning etc.);
    - ii. soil types and additives (fertilizers, peat moss, mulch etc.);
    - iii. landscape structures – benches, play structures, fences, walkways, retaining walls, planters, edgers, stairs, ramps, etc.;
    - iv. surface materials (paving, sodding, etc.);
    - v. any other landscape feature requiring clarification.
  - f. All existing trees to be preserved or removed are to be accurately located and clearly specified as to the type, diameter and condition on plan;
  - g. Type of surface material;
  - h. Type and location of all easements, sight triangles and road widenings;
  - i. Adult and child recreational facilities are to be included , fully designed and dimensioned;
  - j. Show all existing and proposed street trees adjacent to the site.
- 4.1.4. The Title Block of a Landscape Plan shall include the following information:
- a. project title or proposed use of building;
  - b. name of owner;
  - c. project address or location;
  - d. subject of drawing (e.g. Landscape Plan, Detail, Tree Inventory);
  - e. scale;
  - f. name, address and telephone number of designer; and
  - g. professional seal.
- 4.1.5. The Information Panel of the Landscape Plan shall include the following:
- a. date of issue of drawing;
  - b. nature and date of each revision;
  - c. key to symbols and abbreviations; and
  - d. general and specific notes.
- 4.1.6. Landscape Plans shall show adjacent roads and properties for a minimum of 10 m surrounding the subject lands and shall be adequately marked with spot elevations to show the slope of the land. The location and name of adjacent roads shall be shown and the description of adjacent land uses shall be marked on the plans.

**4.2. STANDARD LANDSCAPE PLAN NOTES**

The following notes to be included on the landscape plans are requirements for the approval of the Landscape Plan.

**4.2.1. Owners Note**

- i. to be included on landscape plans prepared by an landscape architect:

We agree to implement the approved landscape plans within 18 months after the execution of Site Plan Agreement and will retain a landscape architect to make periodic site inspections and on completion of the landscape works, we will forward to you a copy of the "Landscape Completion Notification Certificate" from the landscape architect.

Any revision to the landscape plans will be submitted to the Department of Planning and Development of the Municipality of Clarington and before commencement of the works, for review and approval.

We hereby authorize the Municipality, its authorized agents, servants or employees to enter upon our land to which these drawings apply, to carry out inspections from time to time and agree to indemnify the Municipality and its authorized agents and save them harmless from any and all actions arising out of the exercise by the Municipality, its authorized agents, servants or employees of the rights hereby given to them. And we further undertake to notify the Municipality forthwith of any change of ownership of the said lands.

Signature of Owner: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

- ii. Where it has been determined by the Director of Planning and Development that a Landscape architect is not required to prepare the landscape plans, the

following note may be substituted for the first paragraph in the note in 4.2.1(i):

We agree to implement the approved landscape plans within 18 months after the execution of Site Plan Agreement to the satisfaction of the Department of Planning and Development and we will forward to you a copy of the "Completion Notification Certificate".

**4.2.2. Grading Note**

To be included on all grading plans submitted as part of the Landscape Plan submission.

I hereby certify that these Landscape Plans conform to the Site Grading and Drainage Plan for this project, as submitted by the project's Consulting Engineer.

Signature of Landscape Architect: \_\_\_\_\_

Name of Landscape Architect: \_\_\_\_\_

Date: \_\_\_\_\_

**4.2.3. Parkland Note**

To be included on all landscape plans for projects abutting parklands.

We will be responsible to give a minimum one (1) week written notice to the Operations Superintendent, Community Services Department, prior to any construction within or adjacent to the park.

We also will accept responsibility to make the necessary repairs incurred by the construction of the project, to the public lands, to the satisfaction of the Municipality prior to the issuance of the "Landscape Completion Notification Certificate" from the landscape architect.

Signature of Owner: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Date: \_\_\_\_\_

4.2.4. Landscaping On Municipal Boulevards

Should there be any proposed landscaping on the municipal boulevard adjacent to the site plan application, the following note should be included on the Landscape Plans.

The applicant will be responsible to acquire the necessary approvals from the utility companies and the responsible road authority (i.e. Clarington Public Works Department) prior to the installation of the landscape works on the municipal boulevard.

4.2.5. Street Tree Relocation

Should any existing street tree be required to be removed due to the location of the driveway, include the following note on the landscape plan.

The owner is responsible to give a minimum of five (5) days notice to the Municipality of Clarington Public Works Departments, prior to the time the street tree(s) are being relocated, for the installation of the driveway.

---

4.2.6. Protection and Preservation of Existing Vegetation

To be included on all landscape plans for projects with the existing vegetation to be preserved.

All existing trees and other plants which are to remain shall be fully protected with hoarding (i.e. snow fencing) and erected beyond their "drip line" prior to the issuance of the Building Permit, to the satisfaction of the Planning and Development Department. Areas within the protective fencing shall remain undisturbed and shall not be used for the storage of building materials or equipment.

No rigging cables shall be wrapped around or installed in trees and surplus soil, equipment debris or materials shall not be placed over root systems of the trees within the protective fencing. No contaminants will be dumped or flushed where feeder roots of trees exist.

The developer or his/her agents shall take every precaution necessary to prevent damage to trees or shrubs to be retained

Where limbs or portions of trees are removed to accommodate construction work, they will be removed carefully and in accordance with accepted arboricultural practice.

Where root systems of protected trees are exposed directly adjacent to construction work or damaged by said work, they shall be trimmed neatly and the area backfilled with appropriate material to prevent desiccation.

Where necessary, the trees will be given an overall pruning to restore the balance between roots and top growth or to restore the appearance of the trees.

Trees that have died or have been damaged beyond repair, shall be removed and replaced by the owner at his own expense with trees of a similar size, species and of equal value as approved by the Director of Planning and Development. Failure to replace damaged trees to a condition satisfactory to the Municipality shall result in the Municipality exercising its right to draw down on the Letter of Credit.

If grades around trees to be protected are likely to change, the owner shall be required to take such precautions as dry welling, retaining walls and root feeding to the satisfaction of the Director of Planning and Development.

## **5. LANDSCAPE INSPECTION PROCESS**

The following inspection procedure is to be followed upon completion of the landscape works:

### **Step 1**

Upon completion of the landscape works, a "Landscape Completion Notification Certificate" (Appendix C) from the landscape architect is to be submitted to the Department of Planning and Development.

Due to weather conditions, final approval of the landscape works by the Municipality will occur between May 1<sup>st</sup> and October 31<sup>st</sup>.

### **Step 2**

Upon receipt of a "Landscape Completion Notification Certificate", the Municipality will make an inspection to verify that the landscape works are installed in accordance with the approved landscape plans.

### **Step 3**

Should any on-site discrepancies and/or deficiencies be found, an inspection report will be issued to the applicant and the consulting Landscape architect.

Upon completion of the items outlined in the inspection report, the applicant will notify the Municipality for a final inspection.

### **Step 4**

Upon completion of the landscape works to the satisfaction of the Director of Planning and Development, an approval will be issued and the Treasurer will notify the Bank to release eighty

% (80%) of the Letter of Credit. The warranty period begins as of the date of the Municipality's approval.

### **Step 5**

Upon the expiry of the warranty period, the owner shall ensure all staking of plant material is removed. A "Warranty Period Completion Certificate" (Appendix D) shall be submitted to the Municipality, and the remaining twenty % (20%) of the Letter of Credit shall be returned less any monies required for repair or replacement of landscape elements in accordance with requirements of Section 5.5

5.1 Between November 1<sup>st</sup> And April 30<sup>th</sup>, Release Of Any Portion Of The Letter Of Credit Without The Benefit Of A Final Site Inspection Shall Be At The Discretion Of The Director Of Planning And Development.

**A REDUCTION TO A LETTER OF CREDIT DOES NOT CONSTITUTE AN APPROVAL OF ANY OF THE LANDSCAPE WORKS.**

Reductions of the Letter of Credit will be based on the amount of site and landscape works that cannot be assessed due to weather conditions, will be considered outstanding as estimated by the Municipality of Clarington.

To request a reduction to a letter of Credit, "Landscape Letter of Credit Reduction Request" (Appendix E) from the consulting landscape architect is to be submitted to the Department of Planning and Development.

5.2 During all phases of construction, all projects may be subject to periodic site inspection by the Municipality to ensure adherence to the approved Landscape Plans.

5.3 In the event that plant materials cannot be installed as indicated on the plans and no suitable relocation site can be determined, cash-in-lieu may be accepted, equal to the value of the tree installed.

according to their landscape plans and to their professional satisfaction.

Approval requirements for the landscape works are as follows:

- i. The landscape works are to be 100% completed in accordance with the approved landscape plans;
- ii. All landscape works are to be maintained and all plant material is to be in healthy vigorous state of growth; and
- iii. A landscape contractor's plant material guarantee is not acceptable in lieu of replacing dead or poor condition plant material.

5.5 Landscape development is subject to a warranty period to be established in the site plan agreement, usually 12 months. The warranty period shall commence from the date of the approval of the landscape works by the Municipality (Step 4). Upon the expiry of the warranty period, the remaining twenty % (20%) of the Letter of Credit shall be returned less any monies required for repair or replacement of landscape elements.

Where the landscape development has not been completed to the satisfaction of the Municipality within the time period specified, the Municipality may deduct from the Letter of Credit a non-refundable amount at the rate of 200 % of the cost of completing any outstanding landscape development.

5.6 The Municipality of Clarington relies on the professional integrity of consulting landscape architects to ensure that projects are constructed

### **TREE PRESERVATION PLAN**

The purpose of a Tree Preservation Plan is to identify the existing vegetation on site and determine what can be preserved within the proposed site development.

The following information is generally required on the Tree Preservation Plan (Some items may not be pertinent to a particular project; other projects may require additional information).

### **VEGETATION INFORMATION**

- location of each tree exceeding 100 mm D.B.H. (diameter at breast height);
- location of general areas of smaller trees or shrub growth;
- species of plant material;
- size of plant material;
- crown of tree;
- condition (state of health);
- quality of tree;
- quality of tree with regard to species;
- sensitivity of tree to development;
- indicate whether the tree is to be retained or removed.

### **SITE DEVELOPMENT INFORMATION**

- detailed layout of the proposed site plan showing building locations, driveways, parking areas, walkways, etc.;

- existing and proposed grades (contours and spot elevations);
- location and type of services and utilities;
- construction area requirements (area around the proposed buildings required for excavation of foundations and access during construction).

All existing trees allocated for preservation should be properly tagged on site in accordance with the Plan and protected with snow fencing beyond their dripline prior to issuance of building permits.

**MUNICIPALITY OF CLARINGTON  
LANDSCAPE DESIGN GUIDELINES FOR SITE PLANNING**

**APPENDIX B**

Landscape Architect's or Landscape Contractor's  
Company Letterhead

File No.: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Project Location: \_\_\_\_\_

ITEMS	UNIT	UNIT	QUANTITY PRICE	COST
-------	------	------	-------------------	------

1. Plant Material				
a) Name of plant material & size				
b) Name of plant material & size				
c) Name of plant material & size				
			Sub Total	

2. Paving Material				
a) Walkways (Specify type)				
b) Patios				
c) Special surface treatment areas (Specify type)				
			Sub Total	

3. Landscape Structures				
a) Fencing (size & type)				
b) Acoustical walls (size & type)				
c) Screen walls (size & type)				
d) Retaining walls (size & type)				
e) Planters (size & type)				
			Sub Total	

4. Recreation Amenities				
a) Benches				
b) Sitting Areas				
c) Play Areas				
			Sub Total	

5. Fine Grading and Sodding				
6. Park Reinstatement (\$5000 minimum)				
7. Landscape Architect's Fees for supervision (5% Total Cost)				
8. Contingency (15% Total Cost)				

TOTAL

Affix OALA Seal.

\_\_\_\_\_  
Signature of the Landscape Architect

\_\_\_\_\_  
Date

cc: Applicant

**LANDSCAPE COMPLETION NOTIFICATION FORM**

Landscape Architect's  
Company Letterhead

Project Name: \_\_\_\_\_

Municipality's File No.: \_\_\_\_\_

Project Location: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Landscape Contractor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I/We \_\_\_\_\_ hereby notify the Municipality of Clarington Department of Planning & Development that the landscape works have been completed to our satisfaction. We therefore request a landscape inspection by the Municipality of Clarington for approval of the landscape works.

Affix OALA Seal.

\_\_\_\_\_  
Signature of the Landscape Architect

\_\_\_\_\_  
Date

cc: Applicant

**LANDSCAPE WARRANTY PERIOD COMPLETION FORM**

Owner's  
Company Letterhead

Project Name: \_\_\_\_\_

Municipality's File No.: \_\_\_\_\_

Project Location: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I/We \_\_\_\_\_ hereby notify the Municipality of Clarington Department of Planning & Development that the landscape works have been inspected and subsequently approved by the Municipality on \_\_\_\_\_ . The \_\_\_\_\_ month warranty period has now expired and we therefore request a landscape inspection by the Municipality of Clarington and the release of the holdback amount from the Letter of Credit.

\_\_\_\_\_  
Owner's Signature

cc: Landscape Architect

**LETTER OF CREDIT REDUCTION REQUEST**

Landscape Architect's  
Company Letterhead

Project Name: \_\_\_\_\_

Municipality's File No.: \_\_\_\_\_

Project Location: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Landscape Contractor's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

I/We \_\_\_\_\_ hereby notify the Municipality of Clarington Department of Planning & Development that the landscape works have been completed as of the date of this letter.

- 1) \_\_\_\_\_% of plant material
- 2) \_\_\_\_\_% of grading and sodding
- 3) \_\_\_\_\_% of fencing
- 4) \_\_\_\_\_% of hard surface material
- 5) \_\_\_\_\_% of \_\_\_\_\_
- 6) \_\_\_\_\_% of \_\_\_\_\_

Other comments:

Since weather conditions do not permit the Municipality of Clarington to conduct a proper inspection of the landscape works at this time, we request that the applicant be granted a reduction to the letter of Credit.

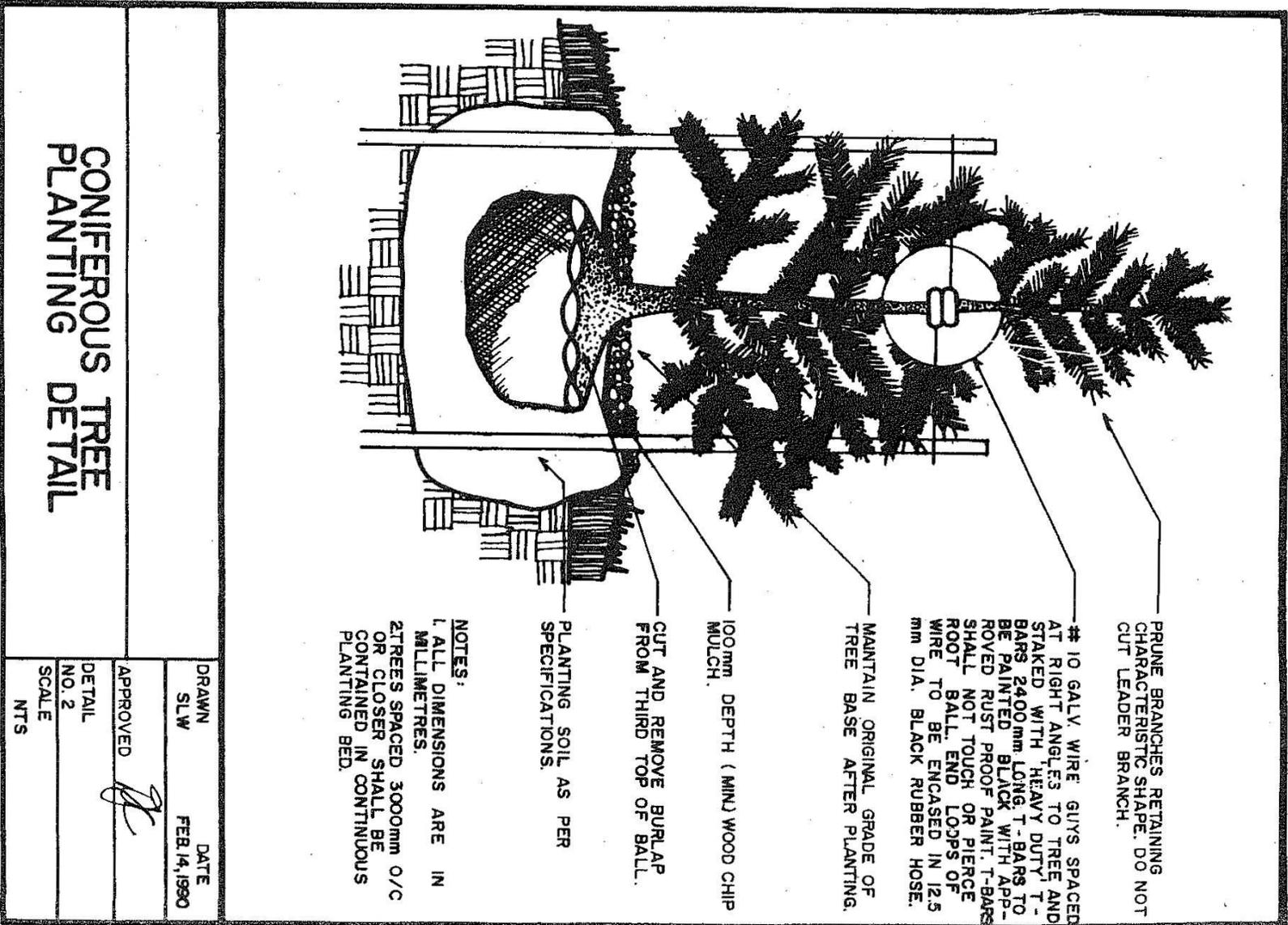
Affix OALA Seal.

\_\_\_\_\_  
Signature of the Landscape Architect

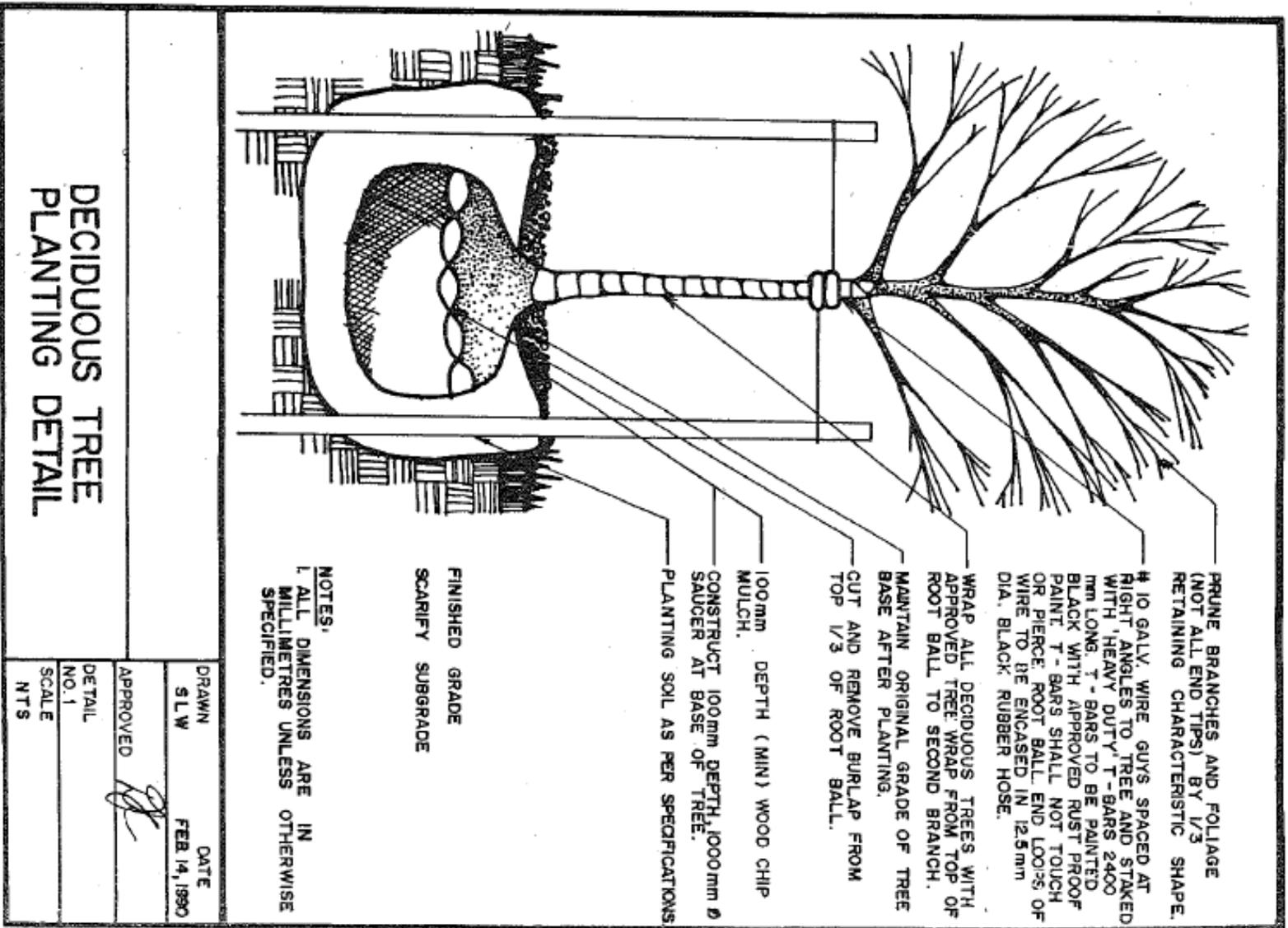
cc: Applicant

\_\_\_\_\_  
Date

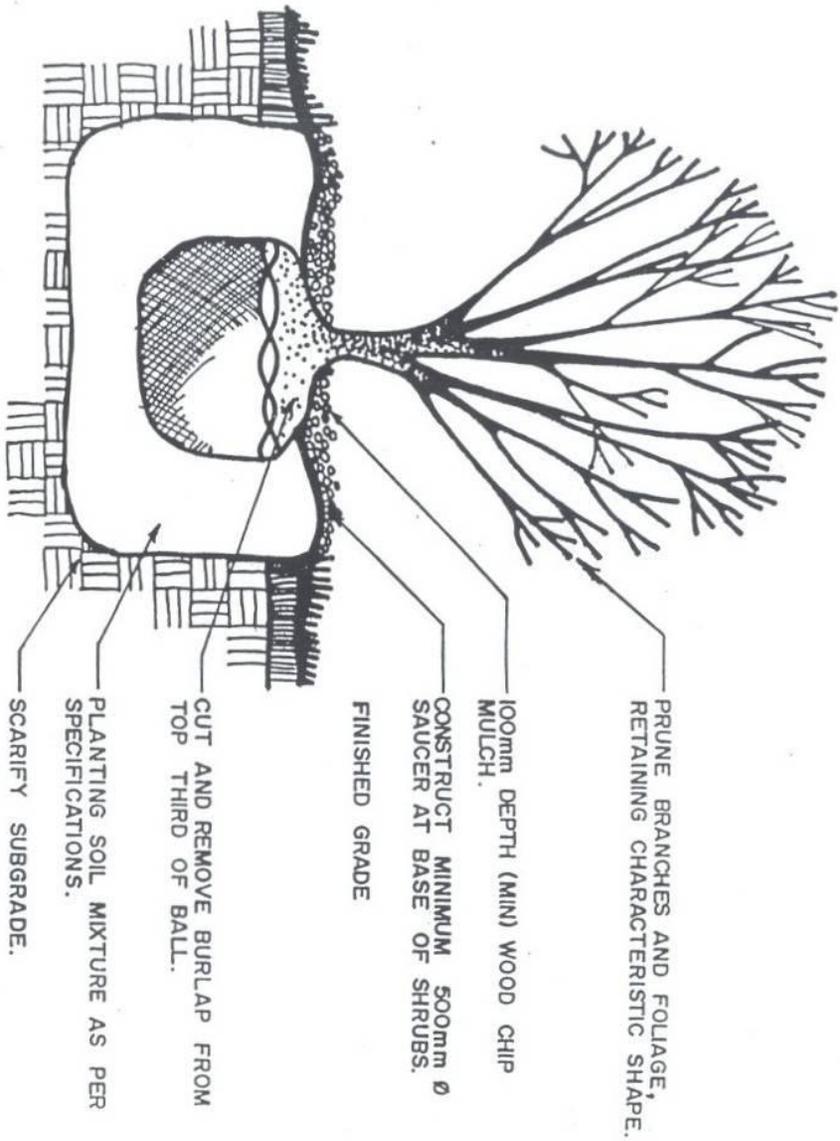
PLANTING DETAILS



CONIFEROUS TREE  
 PLANTING  
 DETAIL



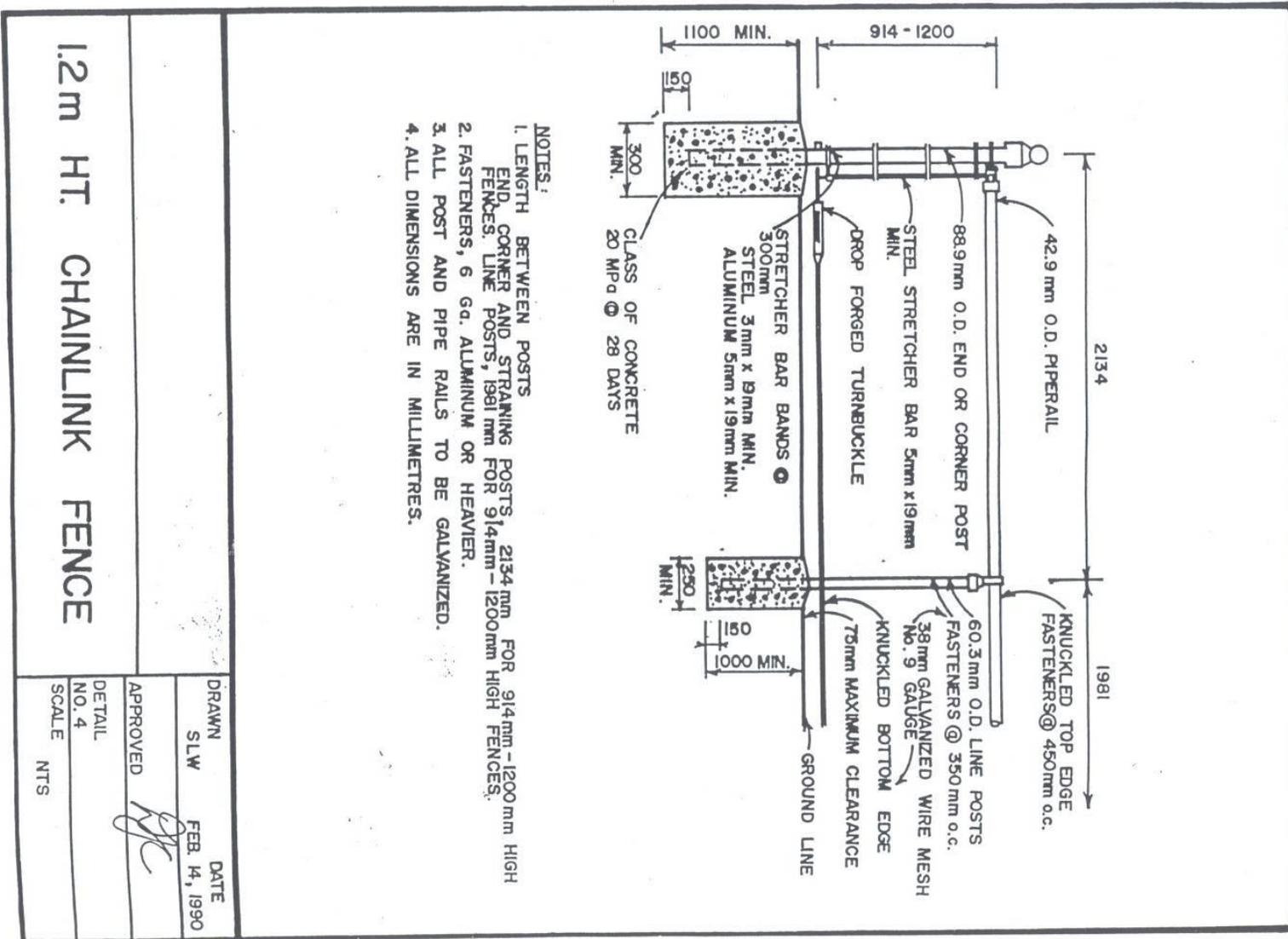
DECIDUOUS TREE  
 PLANTING DETAIL

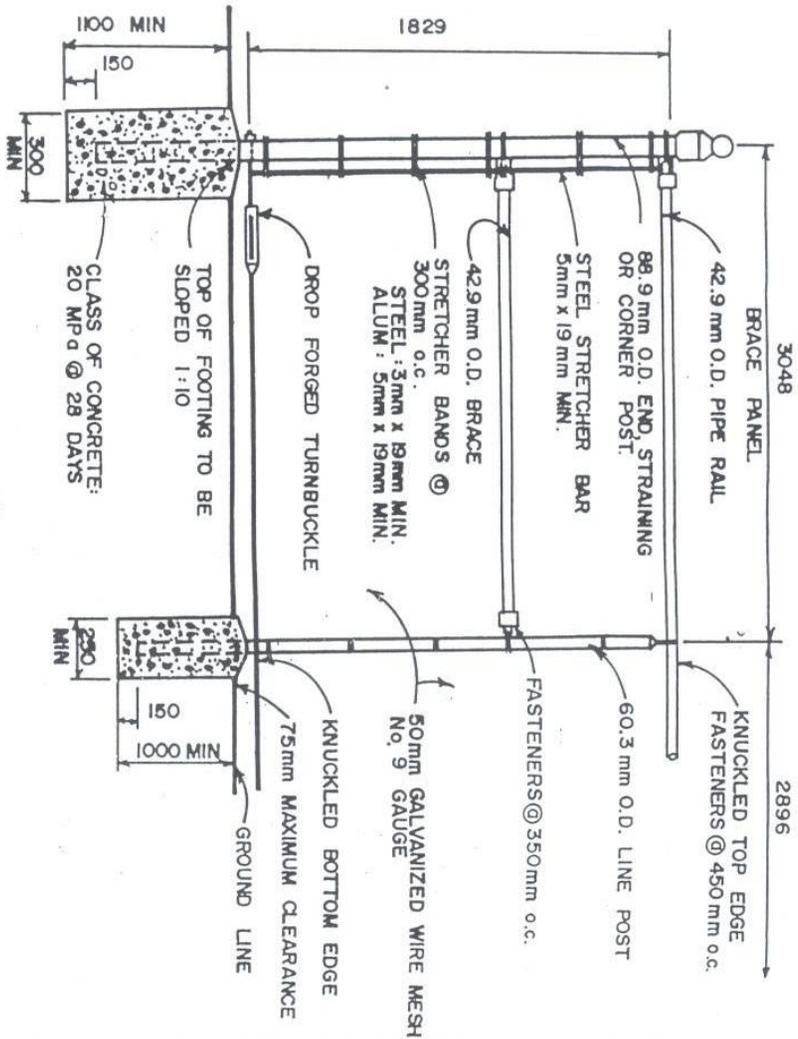


- NOTES:
1. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE SPECIFIED.
  2. ALL SHRUBS SHALL BE CONTAINED IN A CONTINUOUS PLANTING BED.
  3. SHRUBS PLACED GREATER THAN 2300mm o.c. SHALL BE SODDED TO SOIL SAUCER.
  4. ALL DECIDUOUS OR CONIFEROUS SHRUBS TALLER THAN 1500mm SHALL BE STAKED WITH A MINIMUM OF ONE 50mmx50mm POST NOT LESS THAN 2500mm LONG.
  5. SET SHRUBS 50mm HIGHER THAN FINISHED GRADE.

SHRUB PLANTING DETAIL	DRAWN	DATE
	SLW	FEB. 14, 1990
APPROVED		
		
DETAIL NO. 3		
SCALE		NTS

FENCING DETAILS





- NOTES:
1. LENGTH BETWEEN POSTS 3048mm FOR 1829mm HIGH FENCES. END CORNER AND STRAINING POSTS 3048mm FOR 1829mm HIGH FENCE. LINE POST 2896mm FOR 1829mm HIGH FENCE.
  2. FASTENERS, 6 Gd. ALUMINUM OR HEAVIER.
  3. ALL POSTS AND PIPE RAILS TO BE GALVANIZED.
  4. ALL DIMENSIONS ARE IN MILLIMETRES.

<p>1.8m HT. CHAINLINK FENCE</p>	DRAWN SLW	DATE FEB.14,1990
	APPROVED 	
	DETAIL NO.5 SCALE NTS	

