



City of St. John's Corporate and Operational Policy

Policy: 06-01-03 Commercial Development

Status:

Issued By: Engineering and Planning

Revision No:

Revision Date:

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Index: 06 Development

Section: 01 Development

Title: 03 Commercial Development

Purpose

To provide for consistent standards in any commercial development.

Policy Statement

APPROVAL IN PRINCIPLE

General

At this stage the development is reviewed in general terms. The areas of:

- (1) Site access
- (2) Availability of services (i.e. water, sanitary, sewer, storm sewer) are examined to determine if the developments can be accommodated.

Requirements

- (1) Location Plan - 1:1250 scale showing all adjacent properties, streets, existing accesses, etc.
- (2) Site Plan - 1:500 scale showing proposed developments, easements, streams and existing City services along development.

FINAL APPROVAL

General

Final approval is required before a Building Permit can be obtained and before any work can be started.

Requirements

(1) Survey Plan

A legal survey of the property being developed must show the following information:

- (a) Newfoundland Land Surveyors Stamp
- (b) Bearings and distances of property lines with corner points related to the City of St. John's Survey Grid
- (c) Existing and/or proposed service easements
- (d) Ownership of abutting properties

(2) Site Plan

A site plan of a minimum scale of 1:500 must show the following information:

- (a) The stamp of a Professional Engineer or Architect registered in the Province of Newfoundland and Labrador
- (b) The location of the proposed building is to be related to the property lines and the finished grade of the first level or basement indicated.
- (c) Existing and proposed elevations must be shown throughout the entire site. The existing street elevation in front of any access points to the site must be shown.
- (d) The following details must be included in the parking lot layout:
 - (i) All curbs radii and driveway geometrics - Curb radii at access must be a minimum of 8 m and the width of the access at the throat 9 m or less. Sidewalks must be extended around the radius to the tangent point.
 - (ii) Parking stall layout with proper dimensions shown - Parking requirements must be designed as per the City Standard in Appendix I. In principle, all proposed traffic movements must be capable of being completed within the parking area.
 - (iii) Catch basin locations with all drainage patterns outlined - All surface drainage must be intercepted before it reaches City or adjacent properties and directed into the City storm sewer. The access should be designed so that there is a high point between the parking area and the street.

Low points within the parking area should be located in the centre of the lot and away from curbs.

(iv) Type of surface treatment - All parking areas must be asphalted and enclosed with curb.

(v) An oversized parking stall for the disabled should be located near the building entrance and paraplegic ramps are to be constructed where required for complete accessibility.

(e) It should be indicated as to how garbage will be handled on site and the location of any storage and collection points should be shown.

(f) All landscaped areas and buffer zones are to be dimensioned and the type of surface treatment to be indicated. Grading details and finished spot elevations must be shown.

(g) Detail drawings must be included for such items as catch basins, curbing, sidewalk, paraplegic ramps, retaining walls, etc.

(3) Service Plan

A service plan of a minimum scale of 1:500 must show the information given below. The service plan may be combined with the site plan where appropriate.

(a) The stamp of a Professional Engineer or Architect registered in the Province and Labrador.

(b) Estimated storm and sanitary contributions generated by the development.

(c) Water pressure and flows required for domestic use and fire protection.

(d) All reinstatement work required after servicing and site work has been completed must be outlined. Minimum width of asphalt reinstatement is 3 m.

(e) A site lighting layout must be provided showing any street excavation or public utility changes required for the installation of electric or telephone services.

(f) The following details must be included for the on-site water and sewer system:

(i) The types and sizes of pipes to be used throughout the site must be indicated. A minimum of 100 mm diameter is required for sanitary and storm servicing at a 2% slope. Separate pipes for storm and sanitary service laterals are required.

(ii) Invert elevations must be shown at all manholes, catch basins, and points of connection to the building and the City mains. The storm service may be connected to the parking area drainage system providing the connection is at a manhole. Parking area drainage must be connected to a City manhole.

(iii) Methods of connecting to the City mains (manholes, saddles, tapping sleeve and valve, etc.) must be indicated. Sewer services greater than 100 mm in diameter must connect by way of an existing or proposed manhole.

(g) Detail drawings must be included for such items as manholes, headwalls, tailwalls, typical service connections, etc. The City must carry out all work on live watermains. Arrangements can be made by contacting the Assistant Superintendent of Water Works. All connections to the watermain over 50 mm must be by means of tapping sleeve and valve.

(h) Where possible a utility servicing (i.e. power) must be from the rear of the property.

(4) Changes to the approved site plan shall not be made without the approval of the Director of Engineering. The applicants must ensure that all installations are designed and constructed in accordance with current City of St. John's Standards and any other governing agency affected by the proposed development.

(5) When all details of the site and service plans have been completed to the satisfaction of this Office, reproducible drawings of the drawings in the form of "Mylars" must be submitted.

(6) All outstanding assessments and development fees must be paid before final approval is given.

(7) An excavation permit is required before any work is started within the street right-of-way. Permits may be obtained from the Streets Inspector at the Works Depot.

OCCUPANCY PERMIT

General

An occupancy permit, issued by the Building Department, is required before the building can be occupied. The approval of the Engineering Department is required by the Building Department prior to issuing a permit.

Requirements

(1) All site work must be completed.

(2) A letter from a Professional Engineer or Architect, registered in the Province of Newfoundland and Labrador, certifying that all site work has been completed according to the approved site plan and City Standards.

(3) An inspection by the Engineering Department will be carried out to confirm if all site work has been completed. If deficiencies are found in the servicing, occupancy will not be approved. If, however, the deficiencies are in other aspects of the work, the Director of Engineering may accept security covering the outstanding work and approve a temporary occupancy permit. The value of the security will be determined by the Engineer and equal to the cost of completing or correcting the outstanding work.

(4) All outstanding work or deficiencies must be completed within two months of the issuing of a temporary occupancy permit. If, due to climatic conditions, the work cannot be completed, an extension may be granted to July 31 of the following year. If the work is not completed by this

time the City will arrange to have the work completed and deduct the cost from the security.

Application

Responsibilities

Department of Engineering and Planning, Department of Building and Property Management.

Definitions

References/Appendix



Parking Table .pdf

Monitoring and Contravention

Approvals

Regular Meeting of Council, April 11, 1988.

Review Period

Available to Public

☒ Yes

☐ No