



# **Whitby**

## **Guideline to Infill Developments**

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## Introduction

This Guideline to Infill Developments, herein referred to as the '**Guide**' is an accompanying document to and must be read in conjunction with the Town of Whitby **Infill Development By-Law 8067-24**, as amended. Applicants are directed to By-Law 8067-24 for definitions and specific details regarding Infill Development activities, permit conditions and enforcement beyond what is provided in this Guide.

This Guideline also applies if there is an approximate increase beyond 50% of the original building footprint that includes an increase of the impervious surface of the lot, or if there is an alteration of drainage patterns and/or grading of the lot(s).

The Town of Whitby Infill Development By-Law regulates activities related to:

- Grading, servicing, drainage and earthworks for private properties;
- Grading, servicing, drainage and earthworks for the public property, external to subject private properties;
- The import and/or export and quality of fill material, including topsoil;
- The use of public roadways as haul routes; and,
- Construction processes.

In regulating these activities, four areas of concern must be addressed:

1. Potential drainage impacts resulting from the construction activities;
2. Environmental concerns related to the quality of material being imported or exported;
3. Potential nuisance impacts to surrounding residents, such as, erosion, noise, dust, traffic, health, parking, vibration etc.; and,
4. Degradation and damages to public infrastructure.

**This Grading, Servicing, and Drainage Permit is to be applied for and obtained prior to the application for a building permit.**

Application for a Grading, Servicing and Drainage Permit (GSDP) is evaluated using a two-step process as follows:

1. A Pre-Screening Questionnaire shall be completed by the Applicant in order to communicate information to the Town regarding the proposed construction activities. Based on this information the proposed works will either be exempted or require a permit.

Should a permit be required, a list of required supporting documents to be submitted with the Permit Application will be provided to the Applicant.

2. The formal Grading, Servicing and Drainage Permit Application to the Town will include:
  - i. Complete Permit Application
  - ii. Required supporting documents
  - iii. Application fee (to be submitted with application form and supporting documentation – first submission)
  - iv. Required financial securities (provided prior to the issuance of the Permit)

This Guide will provide direction for applicants in completing the Pre-Screening Questionnaire as well as technical details for the required supporting documents.

- Parts 1 to 3 shall be referenced in completing the Pre-Screening Questionnaire. Pre-consultations shall be required in advance of any Grading, Servicing and Drainage Permit application to confirm required documents.
- Should a Permit be required, Parts 4 to 6 will provide direction to the Applicant in submitting a permit application and detail required documents such as required details on supporting documents, and application fee and securities.
- The numbering of various parts of this Guide correspond to the Infill Development Pre-Screening Questionnaire and Permit Application Forms, herein referred to as '**Permit Application**'.

## Part 1 – Site Location, Owner, and Applicant Information

Part 1 of the Permit Application will provide information on the location of the proposed construction works, herein referred to as the '**subject property/site**' within the Town of Whitby and relationship to areas regulated by applicable environmental agencies, if any. Confirmation of property ownership and Applicant details and their respective relationship, if any.

### 1.1 – Site Location Information

Legal address for the subject property shall be provided.

### 1.2 – Property Owner Information

The contact information of the registered Owner of the property shall be provided. The registered Owner shall review, sign and date the declarations and acknowledgements.

Should additional information or documentation be required, append it to the back of the Permit Application. For example, Power of Attorney or Officer of Corporation documents.

## 1.3 – Applicant Information

If the property owner is also the Applicant, check the box indicating so.

If the property owner is not the same as the Applicant, i.e., contractor or agent acting on behalf of the property owner, fill in all required Applicant information, sign and date in the appropriate locations.

## Part 2 – Exemptions

Part 2 of the Grading, Servicing and Drainage Permit Application relates to activities that are exempt from the requirement to obtain a Grading, Servicing and Drainage Permit from the Town of Whitby. Applicants are directed to the Infill Development By-Law 8067-24, Section 4 for details on the criteria for which an exemption would apply.

**Note:** Exemption from the requirement to obtain a Grading, Servicing and Drainage Permit does **not** exempt property owners from responsibility, including but not limited to, damage to public roads, negatively affecting surrounding drainage and/or disturbance to adjacent residents and any other required permits. Remedies and penalties for these actions may be enforced under other applicable Town of Whitby By-Laws and Regulations.

Documents (engineering drawings, photographs, description of work, proposed duration, agrology report, copy of other agency permit, etc.) to support any of the noted exemptions shall be appended to the back of the Permit Application.

Permit exemptions may also be granted at the discretion of Engineering Services, upon the Applicant's completion of the pre-screening process and Engineering Services acceptance of the pre-screening supporting materials submitted.

Additional information for activities covered under the referenced Acts can be found at the following locations:

- Planning Act - [Planning Act, R.S.O. 1990, c. P.13](#)
- Drainage Act - [Drainage Act, R.S.O. 1990, c. D.17](#) or the Tile Drainage Act - [Tile Drainage Act, R.S.O. 1990, c. T.8](#)
- Building Code Act - [Building Code Act, 1992, S.O. 1992, c. 23](#)
- Environmental Protection Act - [Environmental Protection Act, R.S.O. 1990, c. E.19](#)
- Public Transportation and Highway Improvement Act - [Public Transportation and Highway Improvement Act, R.S.O. 1990, c. P.50](#)

## 2.1 – Grading, Servicing and Drainage Permit Exemptions

The Applicant shall provide an initial assessment based on the exemptions listed within Section 3 of the By-law and, if applicable, identify the corresponding Sub-Section in Part 2.1. Documents supporting the exemption due to other agreements, conditions, agency

permits, qualifications etc. shall be provided by the applicant for review and confirmation by the Town.

## **2.2 – Declaration and Indemnification**

Town staff will review and evaluate the documents provided by the Applicant in order to confirm that an exemption (Part 2.1) applies.

Should an exemption apply, the Applicant will be required to review and sign the Declaration and Indemnification in Part 2.2 of the Permit Application.

## **Part 3 - Details of Proposed Infill Development**

If no exemption applies to the proposed construction works, a Grading, Servicing and Drainage Permit from the Town of Whitby will be required. Additional information shall be provided by the Applicant to facilitate further evaluation and processing of the Pre-Screening Questionnaire.

The Applicant shall provide details of the proposed construction activity as itemized in Part 3 of the Grading, Servicing and Drainage Permit Application, such as:

- building and site statistics; and
- proposed work schedule.

This information should be as detailed as possible to allow Town Staff to complete an evaluation of the proposed operation. It will also allow Town Staff to determine if a Grading, Servicing and Drainage Permit is required.

### **3.1 – Building and Site Statistics**

Information such as site area, total building size in ft<sup>2</sup>/m<sup>2</sup>, lot coverage and percentage of imperviousness will be required to be listed for both pre-development and post-development scenarios. Town staff shall confirm any requirements based on the information provided.

### **3.2 – Proposed Work Schedule**

The proposed work schedule provides the Town with an understanding of the expected duration of construction activities for the purposes of issuance of a permit, site inspections, and any permit extensions that may be required.

An approved Grading, Servicing and Drainage Permit is valid for one (1) year.

## **Part 4 – Pre-Screening Summary**

Upon completion of Parts 1 – 3, Town staff will complete Part 4.

Based on the information submitted within and in support of the Grading, Servicing and Drainage Permit Pre-Screening Questionnaire, Town of Whitby staff will make a final

determination regarding the need for any additional approval process that would be required prior to the issuance of the Permit.

If a **Grading, Servicing and Drainage Permit is not required**, Part 4.1 will be completed, and Town staff will verify that the Applicant signed Part 2.2.

If a **Grading, Servicing and Drainage Permit cannot be issued**, Part 4.2 will be completed to identify the reason for the denial. Additional information regarding permit denial may also be contained within the Infill Development By-Law, Section 6.

If a **Grading, Servicing and Drainage Permit is required**, Part 5 will be completed to provide direction to the Applicant of what detailed information and which Fee and Securities must be submitted with a formal permit application.

## **Part 5 – Grading, Servicing and Drainage Permit Application Requirements**

Upon completion of Parts 1 to 3, Town staff will provide guidance on what supporting documents, fees, and securities are to be provided. These items will be identified in Part 5 of the Grading, Servicing and Drainage Permit Application. A detailed listing of the submission requirements is provided and explained below.

The Grading, Servicing and Drainage Permit Application shall be supported, as a minimum, by:

1. Grading, Servicing and Drainage Plans
  - Refer to Section D5.00 Lot Grading and Stormwater Management Requirements for Infill Development of the Town's Design Criteria and Engineering Standards.
2. Stormwater Management Design Brief
  - Refer to the Stormwater Management Design Criteria found in Section 'B' and D5.04 of the Town's Design Criteria and Engineering Standards.
3. Construction Management Report
  - Refer to Appendix 'C' for Construction Management Report Guidelines.
4. Fee and Securities
  - Refer Appendix 'A' (Table A) and to the Schedule 'T' of Consolidated Fees and Charges By-Law No. 7220-17 as amended from time to time.

Applicable fees as following:

- Permit Application Fee for Infill Lots – as per current Fees for Services By-law.
- Engineering Review and Inspection Fee (for External Works only) – based on engineering cost estimate, as per current Fees for Services By-law.

Applicable securities as following:

- Infiltration Trench Deposit
- LID/Retaining Wall Deposit
- Sodding Deposit (Detached, Semi, Link and Street Townhouses)
- External Works Deposit
- Grading, Drainage and Erosion Control Works deposit – Based on size (ft<sup>2</sup>/m<sup>2</sup>) of proposed dwelling

Financial securities/deposits shall be provided in a form acceptable to the Town of Whitby, cheque or letter of credit and shall be released upon receipt of required Lot Grading Certification and satisfactory completion and acceptance of inspection of site services, grading, drainage and LID measures by the Town of Whitby.

### **Other Requirements**

Please be advised that additional permits may be required to be obtained from Town of Whitby Corridor Management Division / Operations Centre (contact the Manager, Right-of-way Services at [ROP@whitby.ca](mailto:ROP@whitby.ca))

Including, but not limited to:

- a. Curb Cut Permit or Culvert Permit
- b. Road Occupancy Permit

## Part 6 – Application Fee

With the formal first submission of the Grading, Servicing and Drainage Permit Application, payment of the Application Fee will be required.

Application Fees, Permit Extension Fees, Engineering Review and Inspection Fees and other applicable fees shall be paid in accordance with the current Fees and Charges By-Law.

Upon review of the submitted information should additional information or documentation be required, a written notice will be provided to the Applicant.

Applicants are advised that pursuant to Sub-Section 6.5 of the Infill Development By-Law, Permit submissions are to be completed within a 6-month timeframe from the date of formal submission. Should the application lapse beyond this time period, the current Application will be closed, and a new Application and all applicable Application fees will be required when the Applicant wishes to pursue construction works on the subject site in the future.

## Part 7 – Permit Approval

Following approval of a Grading, Servicing and Drainage Permit, the following items may become applicable for administration of the permit. An approved Grading, Servicing and Drainage Permit is valid for one (1) year.

### One Time Permit Extension

Should additional time be required to complete the original approved scope of work, the approved permit may be renewed one (1) time to a maximum of one (1) year. The following shall be required:

- The Applicant shall have demonstrated to the Director's satisfaction that all permit conditions are in good standing;
- Any information regarding changes within the original application must be received by Engineering Services prior to the existing permit expiration;
- Before issuance of a permit extension, the applicant shall provide the following:
  - a. Permit Review Fee, 50% of the original Application Fee
  - b. Any changes made to the original application including, but not limited to:
    - Total Building Size in ft<sup>2</sup>/m<sup>2</sup>
    - Lot Coverage
    - % of Imperviousness
    - Certificate of Insurance up to date
    - Erosion Control and Sediment Measures

c. Securities in place

Should additional time be required to complete the original approved scope of work, after the permit extension is expired, the Applicant will be required to apply for a new Grading, Servicing and Drainage Permit.

### **Change in property ownership**

Should a property for which a Permit has been issued be transferred to a new Owner while the permit is still in effect, one of the following options may be exercised by the existing and new Owners. Please note that a Permit cannot be transferred to another site.

#### **Termination of proposed Infill Development works**

Terminate the Infill Development project, provided that the termination does not cause an adverse impact on neighbouring property for matters related to drainage, land grading, erosion control and/or dust mitigation. Submission of post-development survey, summary of works completed, etc. as appropriate will be required in order to terminate the existing permit. Securities held by the Town will only be released upon confirmation by the Applicant that all permit requirements have been satisfied by the Applicant.

#### **No change in scope of Infill Development works**

The current permit conditions and contribution fees may be transferred to the new Owner provided the following is provided to the Town's satisfaction.

- The new Owner shall submit a completed Application Form and make payment to the Town in the amount of the initial permit application to facilitate the changing of records associated with the permit.
- All other fees, if applicable, provided with the original permit may be transferred to the new permit.
- Any existing securities held by the Town will only be released upon replacement of the securities by the new Owner.

#### **Change in scope of Infill Development works**

If the scope of the Infill Development works is to be changed in any way, the existing permit shall be terminated as noted above by the current Applicant. A new permit will be required by the new Owner.

### **Permit Suspension**

Should the permit require a suspension, other than a Town issued suspension, submit to the Town reasoning to its necessity, including duration of suspension. Approval from the Director is required.

The Applicant shall also provide:

- a. Up to date Certificate of Insurance
- b. Proof of Securities in place

Summary of construction activity progress, remaining works and how the site will be protected/stabilized during inactive periods.

# Appendix A – Securities Estimate

## Security Types

Table A below indicates the securities required for Grading, Servicing and Drainage Permit Applications and how they shall be calculated. All Securities shall be provided prior to the issuance of the Permit.

**Table A – Grading, Servicing and Drainage Permit**

	<b>Security Description</b>	<b>Security Amount</b>
<b>a)</b>	Infiltration Trench Deposit	As per current Fees for Services By-law
<b>b)</b>	LID/Retaining Wall Deposit	Based on Engineering cost estimate (100%, as per current Fees for Services By-law)
<b>c)</b>	Sodding Deposit (Detached, Semi, Link and Street Townhouses)	As per current Fees for Services By-law
<b>d)</b>	External Works Deposit	Based on Engineering cost estimate (100%, as per current Fees for Services By-law)
<b>e)</b>	Grading, Drainage & Erosion Control Works deposit per unit	Total Building size is < 2500 ft <sup>2</sup> (232 m <sup>2</sup> ) - \$20,340 Total Building size is > 2500 ft <sup>2</sup> (232 m <sup>2</sup> ) - \$40,680

## Appendix B - Town of Whitby Insurance Certificate

The Applicant covenants that it shall take out and keep in full force and effect throughout the project until completion, and any renewals thereof, Comprehensive General Liability Insurance including premises and all operations. This insurance coverage shall be subject to limits of not less than **\$2,000,000.00** inclusive per occurrence for third party Bodily Injury and Property Damage **or such other coverage or amount** as may be requested as per the Town of Whitby's Certificate of Insurance, attached.

In addition, Automobile liability coverage is to be provided, for all licensed vehicles and equipment, evidencing two million dollars (**\$2,000,000.00**) per occurrence against claims for bodily injury and/or property damage.

Each policy shall include the Corporation of the Town of Whitby as an additional insured in respect of all operations performed by or on behalf of the Applicant. A certified copy of such policy or certificate **shall be provided prior to the commencement of work.** Further certified copies shall be provided upon request.

The Town of Whitby requests your co-operation in having this form completed as is with no amendments being allowed or accepted. The Applicant must carry valid insurance in accordance with the permit for the entire duration of the permit. An original copy with the original signature must be provided and this can be submitted via facsimile, however the original form is to follow promptly thereafter.

A copy of the Town of Whitby's Insurance Certificate can be accessed through the Town's website as noted below:

[Town of Whitby Certificate of Insurance Form](#)

## Appendix C - Construction Management Report Guidelines

A Construction Management Report (CMR) shall include all relevant items, as required by the Director of Engineering Services. The following are typical items to include for a Site Plan or similarly approved development project at the Town of Whitby:

1. Detailed best management practices (BMPs) for dust control, noise control, road/site cleaning, and catch basin protection details.
2. Resident/neighbourhood communication and advanced notification strategy, communication throughout the duration of the construction, referencing all construction activities that may impact the surrounding residents and the neighborhood as a whole.
3. Noise control: No works (including warming up of equipment) may be conducted between 8pm to 7am for construction projects from Monday to Saturday, no work on Sundays, as per the Town of Whitby noise regulations. (By-Law No. 6917-14)
4. Staging, Loading and Parking management plan. All construction vehicles and materials must be contained within the property unless special permissions are granted. Note that no construction vehicle queuing and idling will be allowed on any Town road.
5. A Traffic Control Plan shall accompany each phase within the Construction Management Report. Plans shall be based on the Ontario Traffic Manual (OTM), Book 7. Plans shall be appropriately dimensioned and include a visual representation of all proposed signage.
6. Construction route as approved by Operations, Transportation Services and/or Engineering Services, as applicable.
7. Temporary construction signage such as truck speed limits, appropriate signage and commitment to adhere to all traffic control (e.g., fully stop at stop control and signals).
8. Radar Message Board (RMB's) to be provided, as requested by Transportation Services to support safe operating speeds within the construction zone.
9. Construction schedule for major stages such as, but not limited to, earthworks, servicing, building construction, top works, landscaping and street tree planting.
10. Regular construction update meetings schedule.
11. Special permissions are required for the temporary use of any portion of the road right-of-way, i.e., boulevard, parking lanes, live traffic lanes.
12. 24-hour contact person information.
13. The Construction Management Plan must be updated to be consistent with, and explicitly reference, the Construction Management Report, Traffic Control Plan, and other related and approved materials.

# Table of Contents

The Table of Contents of relevant topics to be included in the Construction Management Report are as follows:

- 1.0 Introduction
- 2.0 Communication Strategy
- 3.0 Working Hours/Noise
- 4.0 Coordination with Surrounding Construction Sites
- 5.0 Construction Site Layout, Truck Access and Trades Parking
- 6.0 Traffic Management
- 7.0 Active Transportation Management Impacts
- 8.0 Erosion, Sediment and Dust Control Measures & Site Cleaning
- 9.0 Hoarding, Fencing and Emergency Access
- 10.0 Crane Locations
- 11.0 Shoring and Tie Backs
- 12.0 Vibration monitoring program and condition assessment
- 13.0 Health and Safety Plan
- 14.0 Anticipated Timelines
- 15.0 Special Permissions from the Town of Whitby
- 16.0 Contacts

Within the context of the development proposal, if a section is not applicable to the construction of the development, the section shall be included with a notation of “intentionally omitted/not applicable”.

Example: A development with no sidewalk frontage and no impacts to the road traffic. In this case, Section 7.0 will have the notation in the Table of Contents and within the body of the Report “not applicable”.

## Appendices:

- A. Construction Management Plan
- B. Erosion and Sediment Control Plan
- C. Notice to Neighbours
- D. Crane Swing Plan
- E. Shoring and Tie Back Plans
- F. Traffic Control Plans
- G. Applicable Construction Details
- H. Anticipated Project Timelines

# Explanation of Report Requirements

## 1.0 Introduction

Provide the address, project scope, Town Planning file number, and fronting Town assets/services impacted by the construction of the development.

## 2.0 Communication Strategy

Communication Plan for the construction of the development shall be provided in relation to the scope of work.

The communication strategy shall address how the construction may impact the businesses and residents in the area. Provide a sample template of the Notice to Neighbours, if applicable.

- How will the construction impacts be communicated to the vicinity businesses and/or residents, including changes and updates?
- Who is the primary point of contact for the public with inquiries regarding the construction?
- Are there any stages of the construction that will require special provisions to not disturb the neighbourhood due to noise, hours of work, safety, equipment encroachment, use of road right-of-way with traffic impacts to active public realm (boulevard), sidewalk, Multi Use Pathway (MUP), bike lane, parking lanes or live traffic lanes? What would be the mitigation plan for these impacts?
- Include special consideration of vulnerable stakeholders such as daycares, children's educational services, public schools, retirement homes, recreation/community facilities.

The communication strategy shall include the project stakeholders.

- Detail the anticipated participants of the preconstruction meeting, and regular meetings during construction, which may include: Town officials/inspectors, Region officials/inspectors, general contractor representatives, utility or other involved parties.
- What will be the regular meeting schedule and who is the lead point of contact for communication?
- Briefly reference any final inspections and/or close out procedures and who will be involved.

## 3.0 Working Hours/Noise

No works (including warming up of equipment) may be conducted between 8pm to 7am for construction projects from Monday to Saturday, as per the Town of Whitby noise regulations, currently governed by By-Law No. 6917-14. No work is permitted on Sundays.

The working hours for the development may require special consideration for the vulnerable stakeholders noted in the Communication Strategy. These concerns may

have been raised through the development approvals public consultations or recognized in the Communications Strategy above.

#### **4.0 Coordination with Surrounding Construction Sites**

Provide a map showing private and public construction projects in the vicinity of the development. Details of anticipated timing and conflicts if required should be included.

#### **5.0 Construction Site Layout, Truck Access and Trades Parking**

Any explanation required with reference to the Construction Site Layout drawing(s) can be included here.

The preference of the Town is for all construction activities to be contained within the private property including staging, storage of materials, and parking of vehicles and equipment. Special Permissions, if a site cannot accommodate all construction activity on site, may be considered as per the Section 15.0 below.

Show construction haul routes on a separate page. All haul routes are subject to Town and, in case of regional roads, Region approval.

For information regarding heavy vehicle restrictions, and half-load restrictions, please see the Town of Whitby website under Traffic Control, reference By-Law No. 1718-84, or call the Operations Centre for more information at 905.668.3437.

#### **6.0 Traffic Management**

The Traffic Control Plans prepared as per Ontario Traffic Manual, Book 7 in the Appendices shall include the existing road right-of-way features and depict impact of the construction stages/operation. Each stage shall have a distinct Traffic Control Plan with the “stage” or “phase” labelling complete with a descriptor as it is related to the construction activity. Show detours required for road traffic.

Traffic Control Plans shall be sealed and signed by a P.Eng., or by someone with a limited licence through the Professional Engineers of Ontario.

#### **7.0 Active Transportation Management Impacts**

This section will detail the special impacts to the pedestrians, cyclists and people movers (autonomous, public transit, school buses), as also shown on the Traffic Control Plans in the Appendices. All detours of these right-of-way users require special considerations as they have unique movement demands and characteristics within the road right-of-way.

Notations regarding active transportation impacts must be shown on the Traffic Control Plans, using the standard Ontario Traffic Manual, Book 7 requirements for construction.

Sidewalk closures and detours shall be provided on the Traffic Control Plan.

#### **8.0 Erosion, Sediment and Dust Control Measures and Site Cleaning**

Detail the Best Practices program of keeping construction mess out of the Town's infrastructure. This includes keeping erosion and sediment out of the storm sewers, mud off the road, and dust out of the air. The Town will collect a specific security from the Developer to ensure the municipal roads are kept clean during the project.

## **9.0 Hoarding, Fencing and Emergency Access**

Show all hoarding, fencing and accesses on the Construction Site Layout Drawing. All sites shall be surrounded by galvanized wire panel fencing i.e.: Fast Fence, as a minimum to delineate the construction area.

Construction Site Layout Drawing shall also show any protection of Town infrastructure and existing trees and vegetation.

## **10. Crane Locations**

A separate crane swing plan, if applicable, shall be stamped by the engineer showing the number and location of crane(s), with the radius of swing shown on the plan, and encroachment clearly identified. The Town of Whitby will require the Developer to obtain a Construction and Licensing Agreement from Legal Services prior to the commencement of works.

## **11.0 Shoring and Tie Backs**

The Construction Management Report shall clearly identify the need for tie backs and encroachments into the municipal right-of-way. Provided the shoring and tie-back proposal is accepted by the Town, the engineer shall provide a stamped set of plans clearly identifying encroachments into the right-of-way, if applicable.

The Town of Whitby will require the Developer to obtain a Construction and Licensing Agreement from Legal Services prior to commencement of works.

## **12.0 Vibration Monitoring Program and Condition Assessment**

A pre-construction survey/assessment, including a vibration monitoring program within the Zone of Influence, on adjacent buildings/structures/properties that may be affected by the construction activity, shall be provided prior to commencing construction. The assessment shall be completed by a Qualified Person to the satisfaction of the Town. The Developer shall discuss the assessment requirements as early in the process as possible with Engineering Services.

## **13.0 Health and Safety Plan**

The Developer will have an Occupational Health and Safety Plan in place in accordance with the requirements of the Ministry of Labour prior to the commencement of construction. This Occupational Health and Safety Plan will be kept within the site office, at all times, and will be available for Town review.

All trades will have their Health and Safety Policy stating compliance with Occupational Health and Safety Plan on site at all times.

## 14.0 Anticipated Timelines

Provide the construction schedule with approximate dates and durations.

## 15.0 Special Permissions from the Town of Whitby

The Owner/Developer/General Contractor is required ensure that all approvals beyond those required by the Planning and Development Department are listed and obtained. This may include:

- Site Servicing and Access Permit and/or Road Occupancy Permit (ROP)
  - To permit any engineering works such as servicing connections or utilities within the Town's road right-of-way. The Road Occupancy Permit (ROP) may be for closure or impacts to the travelled portion of the roadway, sidewalk, MUP or other portions of the road right-of-way. Where an ROP is not required, a Site Servicing and Access Permit is still required to permit the use of the public right-of-way to access sites for construction purposes. See the Town of Whitby website Road Permits for ROP application. ROP and/or Site Servicing and Access Permit shall be obtained prior to commencing any work.
  - Once construction has been limited to on-site works with only deliveries of materials or equipment required, the monthly permit will be considered concluded as verified by Operations Services.
- Access Permit (Town Lands)
  - To permit access/ egress onto or through Town owned lands during construction. Further details can be obtained from [legal@whitby.ca](mailto:legal@whitby.ca)

## 16.0 Project Contacts List

Provide a 24-hour emergency contact

General Contractor, Consultants, Architect, Owner, etc.

# Appendices

## A. Construction Management Plan

Show the boundaries of the construction, the construction site layout, areas for storage and parking and all other relevant information.

## B. Erosion and Sediment Control Plan (ESC)

Insert the approved ESC plan.

## C. Notice to Neighbours

The template to be obtained from Development Engineering.

## D. Crane Swing Plan (if applicable)

Signed engineering plans showing swing path.

## E. Shoring and Tie Back Plans (if applicable)

Signed engineering plans identifying encroachments.

## F. Traffic Control Plans

Provide a separate Traffic Control Plan for each discrete construction activity that requires a change of traffic control within the road right-of-way. Plan to include sidewalk closure signage. Plans shall be signed by a Qualified Person.

## G. Construction Details

Include any details regarding the construction management on site, including but not limited to: mud mat, catch basin, excavation, shoring, right-of-way encroachments (tie-backs, crane swing).

## H. Anticipated Project Timelines

The General Contractor's critical path project timeline shall be included for the gross stages of construction. Schedule shall be prepared by spreadsheet or scheduling software.