

**Town of Osler  
POLICIES**

TITLE: **DEVELOPMENT SUBMISSION POLICY**  
INITIAL EFFECTIVE DATE: **APRIL 26, 2011**  
MOST RECENT AMENDMENT:  
POLICY NUMBER: **OSL.26**

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**Purpose of Policy:**

This policy is intended to set out the generally accepted procedures for Concept Plan submissions for development within the Town of Osler.

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**Policy Statements**

1. Development is intended to reflect the long term plans of the Council and be consistent with the Official Community Plan prepared by the Council of the Town of Osler.
2. Treatment of proposed development should be consistent throughout the community.
3. Pressure on communities north of Saskatoon with respect to rapid growth have generated much interest in our community and Council wishes to ensure a structure that is similar to that in neighbouring communities.
4. Schedule "A" attached sets out the procedure regarding submission of proposed development within Town limits.

**Accepted as Policy by the Council of the Town of Osler  
Date: April 26, 2011**

**Amended by the Council of the Town of Osler  
Date:**

## SCHEDULE "A"

### Town of Osler Concept Plan Submission Guidelines

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Concept plans provide land uses, access and servicing, and policy direction for specific neighbourhoods or areas of the Municipality. The principles and objectives established in each plan guide growth of future neighbourhoods by setting out general locations for major land uses (e.g. residential, commercial, industrial, schools and parks), major roadways, utility servicing, trail systems and potential population density.

#### **Submission Components**

1. Application Form
  2. 10 paper copies of the Concept Plan Report
  3. One CD with :
    - Full report in PDF format
    - PDF and DWG files of all figures in report
    - Digital copies of Appendix Supporting Documents
- \* Applicant will be responsible for advertising fees for required public notice.
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#### **Report Topics**

A general list of topics to be included into the report is listed below. All topics may not apply to every Concept Plan submission. Additional topics may also be added if necessary.

##### **Introduction**

- Purpose of this Plan
- Timeframe of the Plan

##### **Existing Features**

- Existing Land Uses and Ownership
- Adjacent Land Uses
- Existing Utilities

##### **Transportation and Servicing**

- Transportation Impact
- Road Classifications
- Highways and Interchanges
- Multi-use Trails (Pedestrian and Bicycle)
- Water
- Water Reservoir
- Sanitary
- Storm
- Overhead Electrical
- Shallow Buried Utilities
- Solid Waste and Recycling
- Development Phasing

##### **Background**

- Land Location and Description
- Basic Planning Statement

##### **Physical Characteristics**

- Topography
- Soil Types and Erosion
- Vegetation, Wildlife, Natural Areas
- Historical and Archaeological Resources
- Ground Water
- Potential Site Problems

##### **Proposed Residential Neighbourhoods**

- Residential Uses Including Residential Care Homes
- Commercial Uses (Neighbourhood Commercial / District)
- Population Density and Dwelling Units
- Open Space and Municipal Reserve
- Natural Areas (Environmental Reserve)
- Schools and Community Centres
- Recycling Depot
- Affordable Housing

##### **Proposed Commercial or Industrial Area**

- Commercial or Industrial Land Uses
- Employment Density
- Amenities
- Design Guidelines, etc.

## Town of Osler Concept Plan Submission Guidelines

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### **Figures**

- Study Area
- Existing Features with Airphoto and 1m Contours
- Land Use Concept
- Transportation (Including right-of-way widths)
- Servicing (Sanitary, Storm, Water)
- Phasing

### **Tables**

- Land Use Calculations
  - Land Use Category Areas
  - Estimated Number of Units of Commercial Floor Area
  - Estimated Population or Employment Density
  - Estimated School Population
  - Land Use Split
  - Municipal Reserve Calculations
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### **Appendix Supporting Documents**

The following documents may be required as part of the Appendix:

- Natural Area Screening (Vegetation, Wildlife, Wetlands)
- Multi-Modal Transportation Impact Study
- Phase 1 Environmental Site Assessment
- Historical and Archaeological Review
- Pedestrian and Bicycle Circulation Plan
- Development and Servicing Agreement signed by land owners
- Preliminary Park Design

**Note:** At Council's discretion Appendix documents may be waived based on special circumstances. Such circumstances should be discussed during preliminary meetings with the Council. Additional information may be required.

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### **Report Format Requirements**

The report text should be printed of 8.5 X 11 paper and the Figures should be no larger than 11 X 17. Appendix documents should be attached to the back of each report and a CD.

### **Figures**

All report figures are required to have the following:

- North Arrow
- Date
- Scale (concept plan scale must be legible)
- File Number
- Title
- Legend

The land use map legend categories must be chosen from the following list:

- Single Detached Dwellings
  - Street Townhouses / Townhouses
  - Semi-Detached Dwellings / Two Unit Dwellings
  - Multi Unit Dwellings
  - Commercial
  - Institutional
  - Light Industrial
  - Heavy Industrial
  - Municipal Reserve
  - Buffer
  - Environmental Reserve
  - Stormwater Area
  - School and Community Centre
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