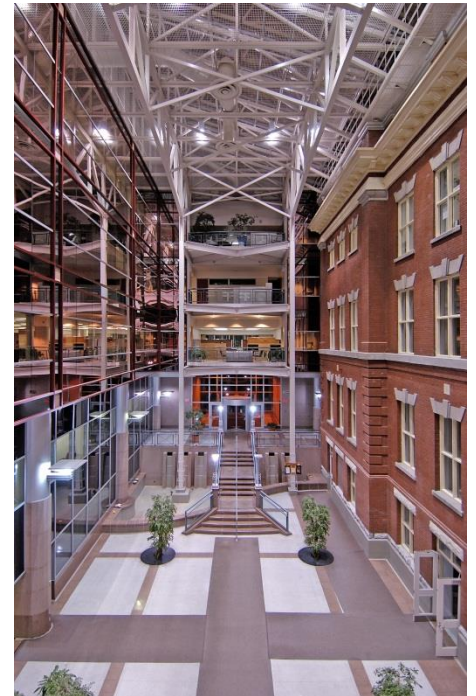


Development Handbook



A guide to land use and development in the

City of North Bay

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Mayor's Message – Welcome to the City of North Bay

Thank you for choosing to invest in our great City.

Our staff is here to assist you in the approval process related to your development project. We encourage you to meet with staff to review this handbook, ask any questions you may have and determine any specific requirements regarding your project.

The goal is to provide clear and consistent information to the development community while streamlining the application review process. The handbook will assist you in navigating through our development approval process by providing insight and direction through all aspects of your project - from contact lists and permits required, to costs and development charge information. It is our hope that by compiling this comprehensive package, it will enable anyone wishing to build in our city easy access to answers.

I encourage you to speak to staff and visit the City's website at northbay.ca to learn more.

Mayor Peter Chirico

For more information on developing in the City of North Bay please contact us at:

200 McIntyre St. E.
North Bay, Ontario
P1B 8V6

DART@northbay.ca
(705) 474-0400 x 2409
1-800-465-1882 x 2409



Our goal at the City is to make your development project as simple as possible. Staff is here to assist you as you navigate through your regulatory responsibilities for your project. Please ask us if you have any questions.

The purpose of this handbook is to identify the information that might affect your project. Through discussions and pre-consultation, staff can help to explain and narrow down the specific requirements.

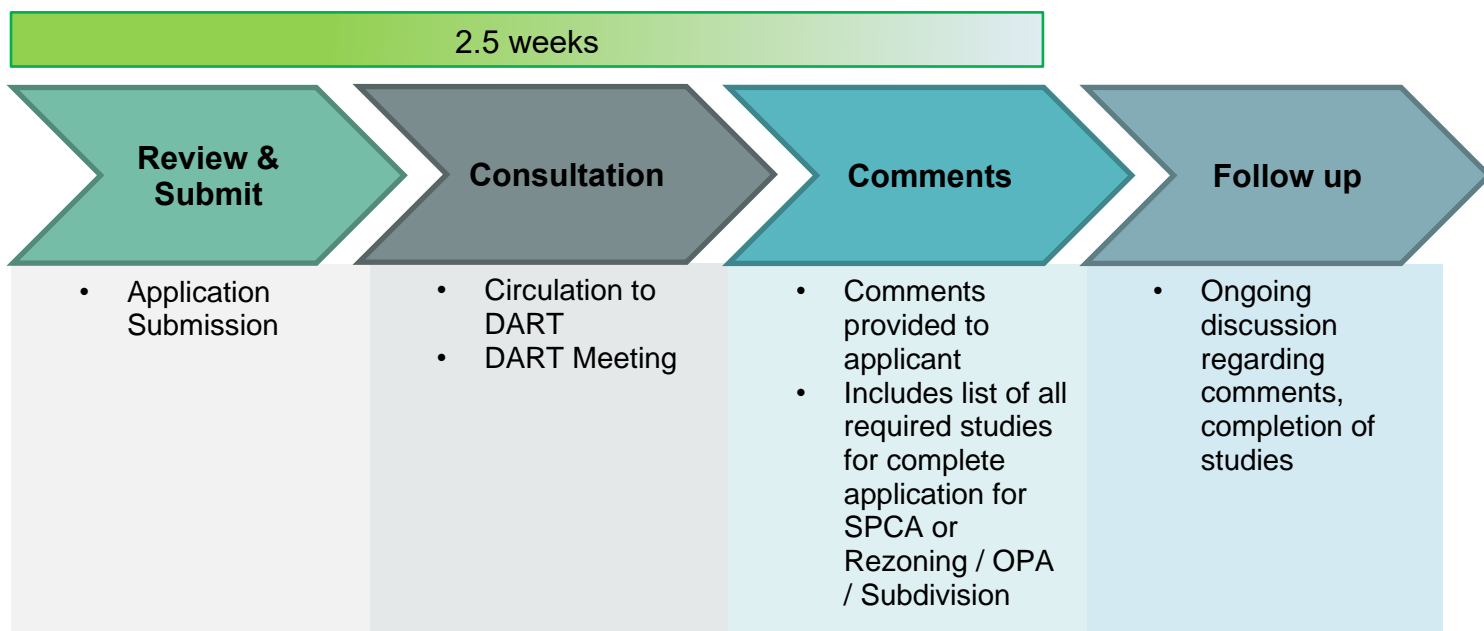
The Development Application Review Team (DART)

The Development Application Review Team (DART) reviews and provides feedback on development proposals prior to entering into a Site Plan Control Agreement (SPCA) or undertaking a *Planning Act* application. The DART is made up of representatives from internal City departments and many external agencies that would normally comment on proposals as part of the approval process.

Any required studies (Stormwater Management Plan, Traffic Study, etc.) should be submitted concurrently. The goal of DART is to establish timelines for the efficient review of proposals, identify any major issues early on, and to cut through the red tape of the development approval process by having all City departments and other approval bodies at one table.



Pre-Consultation Process



Site Plan Control Agreements

Applicants who are proposing projects on certain lands within the City are required to have a Site Plan Control Agreement before a building permit can be issued. Zoning designations that are currently subject to Site Plan Control include:

R4	RM1	RM2	RM3	R6	
	C1	C2	C3	C4	C5
C6	C7	M1	M2	M3	M4
M5	MAP-A	MAP-G	MBP	N	RN
RMC	RC	RME	RRL	RRC	Special Zones

Note: All lands shown as 'hatched' on the Schedules to the City of North Bay's Zoning By-law No. 2015-30 are lands that are regulated by the North Bay-Mattawa Conservation Authority (NBMCA). These lands are also subject to SPCA's and in most cases require additional studies and permits prior to development or redevelopment. Please consult with City or NBMCA staff in these instances.

Site Plan Requirements

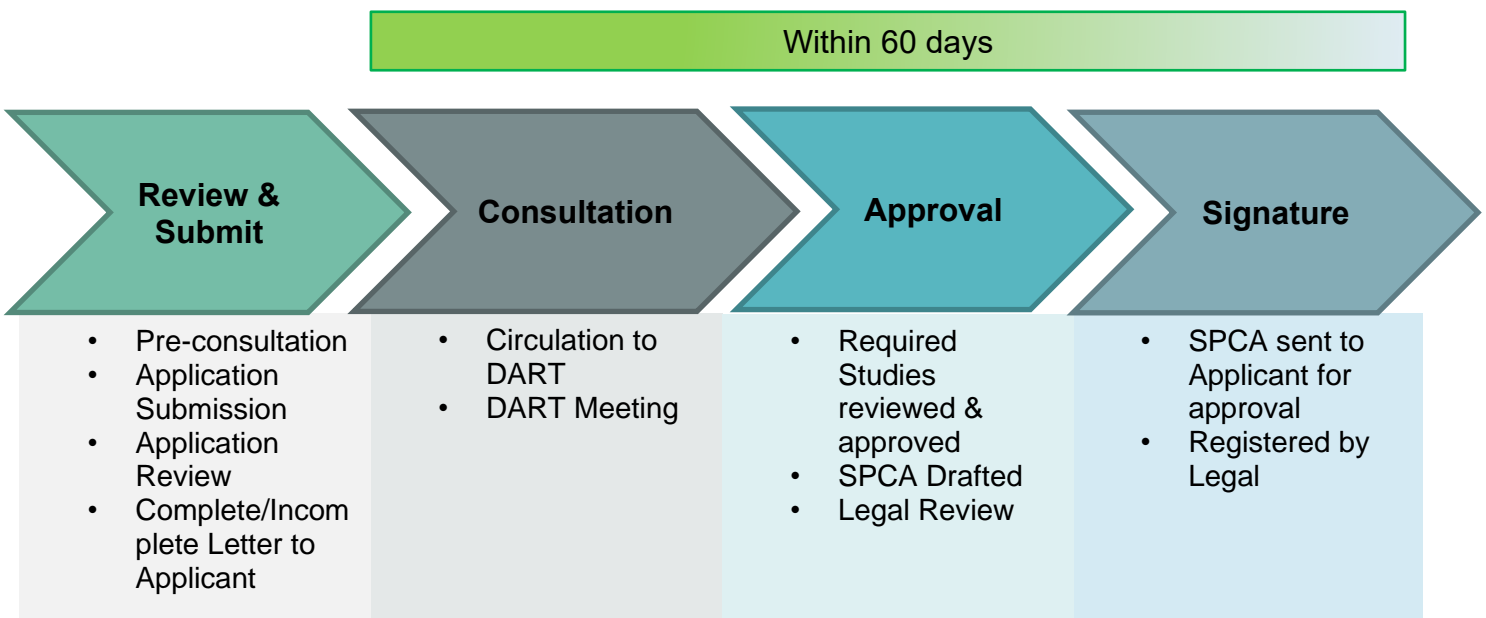
If your project requires a Site Plan Control Agreement (SPCA), there are several items you will need to submit with your application. This section outlines the information required to help make the approval process as easy as possible. Staff is here to answer any questions you may have about this process and requirements.

When you submit your application, please provide the City with the following documents:

- Site Plan showing the proposed development (x2 copies)
- Existing site condition plan showing what is currently on the property (e.g., driveways, buildings, wells & septic systems, etc.)

A checklist is provided at the back of this handbook that outlines the information that should be included on your Site Plan. If you have any questions about information to be provided, please speak with a Planning Staff member.

Site Plan Approval Process



Building Services

When considering construction, it is suggested that you discuss your plans with a Building Services Staff member before starting. This will assist you in becoming aware of other permits or approvals you might require. Applications for building permits can be made at the Building Services counter on the 2nd floor at North Bay City Hall.



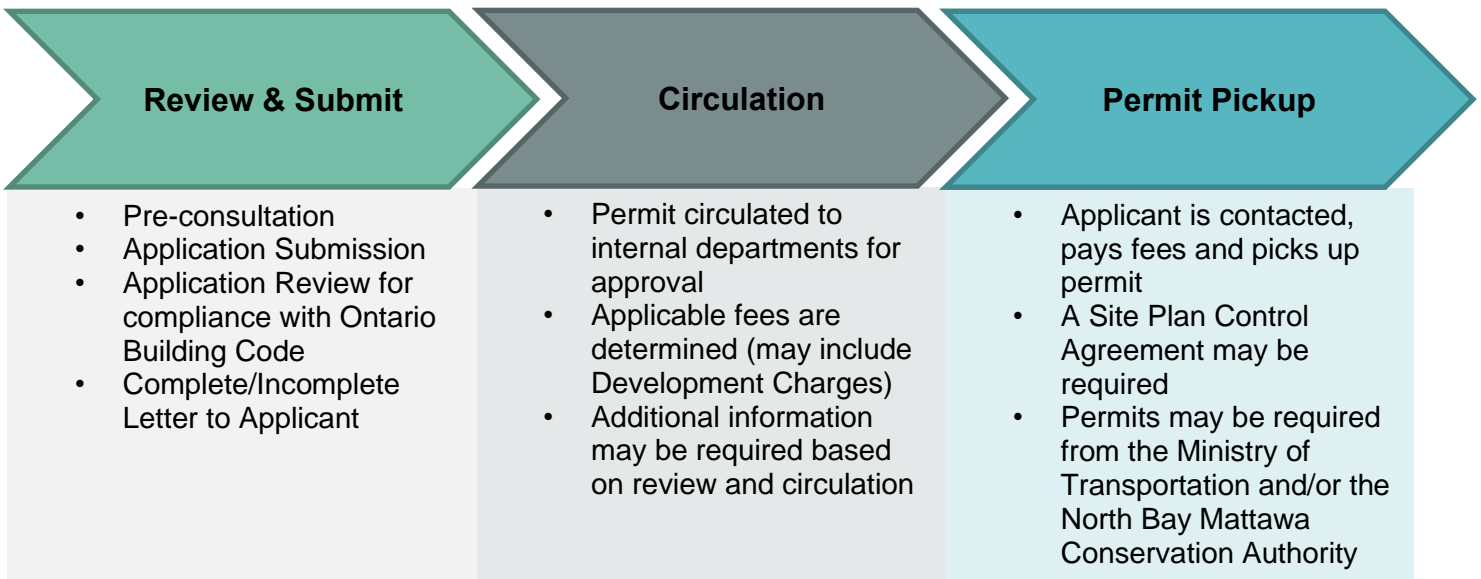
When Is A Building Permit Required?

Under the *Ontario Building Code Act*, a building permit is required for the construction or alteration of any structure over 10 square metres (108 sq. ft.). The following is a list of typical projects that require a permit:

- Excavating or constructing a foundation
- Construction of non-load bearing basement walls
- Basement or main floor walkouts
- New fireplaces and woodstoves
- Installation or changes to plumbing
- Decks, porches, sunrooms, solariums, carports, attached or detached garages
- Fences
- Dormers, new or structural alterations to windows or doors
- Adding or removing most wall-siding, material alterations
- Additions or repairs to a building, one or two storey additions
- Constructing any new building or structure on your property
- Renovating or converting an existing building (change of use and occupancy)

A Building Permit cannot be issued until acceptable drawings (architectural, structural, electrical, and mechanical) have been reviewed and approved, permit fees and development charges have been paid and all pre-building permit conditions applied through the site plan approval process have been satisfied.

Building Permit Application Process



Building Permit Application Requirements

- Two sets of plans drawn to scale as follows:
 - Site Plan (complete with drainage information):
 - Foundation Plan
 - Floor Plan (complete with plumbing fixtures)
 - Cross Section
 - Building Elevations
 - Residential Mechanical Ventilation Information (includes Design Summary & Symbols on Plans)
- Ontario New Home Warranty Program Declaration
- Approvals by other authorities having jurisdiction, if applicable:
 - North Bay-Mattawa Conservation Authority
 - Ministry of Transportation
 - Others (as required)
- Special Requirements:
 - Special Designs
 - Guard Details (Design/SB-7)
 - Radiant in Slab Heating
 - Pre-Engineered Roof Truss & Floor Truss Shop Drawings
 - Other

Construction Obligations

Building permits will list inspections that are required under the *Ontario Building Code*. These inspections are carried out by a building inspector, who will check the major phases of your construction. Please contact the City before a desired inspection time to set it up. If digging is involved appropriate utilities must also be contacted. Upon completion and acceptance of all work a "Certificate of Completion" will be issued by the Building Department to certify legal use.



Development Charges

The *Development Charges Act, 1997, S.O. c. 27*, enables a Municipality to pass By-laws for the imposition of Development Charges against new development. Development Charge rates must reflect current programs and future anticipated capital needs. Development Charges apply to all land within the City of North Bay.

Development charges are payable prior to issuance of a building permit; however, there are some uses that are exempt from development charges or receive reductions in rates. This will be addressed during pre-consultation meetings with the Municipality.

Planning Services

Planning Staff is here to help facilitate your application within the regulatory framework of the *Planning Act*. The following information is a high-level overview of some different aspects of Planning and the Planning Process. Feel free to reach out to Planning staff if you have any questions about this information.



Official Plan and Zoning By-law Amendments

An Official Plan is a statutory document which sets out uniform development policies intended as a guide to consistent and rational decisions regarding future development within the municipality.

A Zoning By-law regulates the use of land by implementing the policies of a community's Official Plan by putting specific regulations and figures in place. This includes things like permitted uses, property sizes, and building setback regulations.

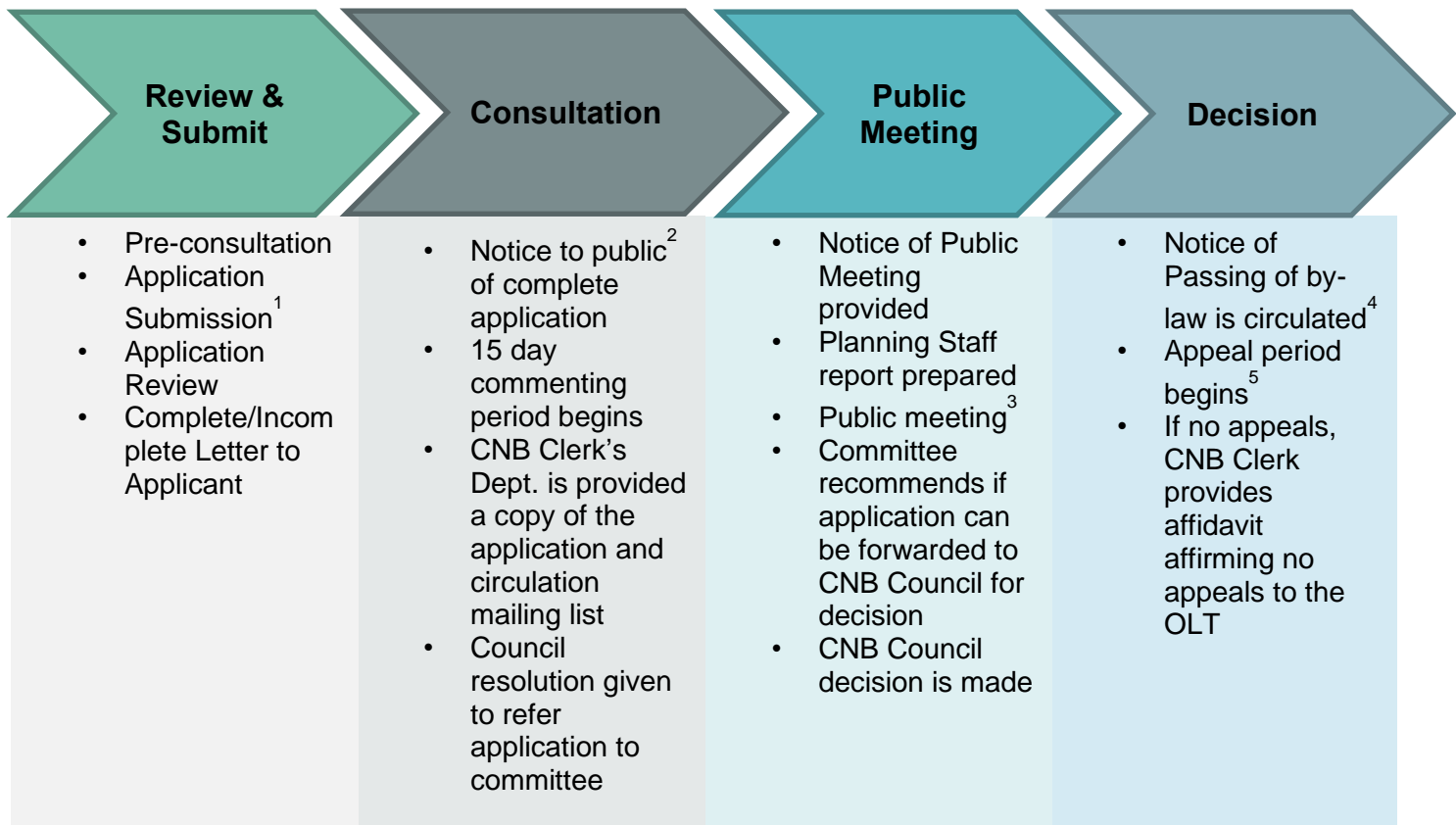
A development may require an amendment to either the Official Plan or Zoning By-law depending on the nature and intent of the project. Planning Services Staff is always available to help guide you through this process.

Consent to Sever and Minor Variance Applications

The City of North Bay Committee of Adjustment, which is a quasi-judicial committee appointed by Council, is empowered to hear both Consent to Sever and Minor Variance applications. Consent to Sever applications are used to separate a parcel of land to create 2 or more new lots. Minor Variance applications deal with small variations to the zoning by-law which, under the *Planning Act*, are considered minor in nature. Planning Services staff will be able to advise you whether either of these is necessary for your project.

Official Plan and Zoning By-law Amendments Process

Within 90 days for Rezoning or 120 days for Rezoning & OPA



1. Once the initial application has been submitted, Planning Staff have 30 days to deem the application complete as legislated by the Ontario Planning Act
2. Planning Staff have 15 days to issue the public notice as legislated by the Ontario Planning Act
3. Public notice must have been circulated for a minimum of 20 days before the public meeting can occur as legislated by the Ontario Planning Act
4. Notice for passing of by-law must be within 15 days as legislated by the Ontario Planning Act
5. The Appeal Period is 20 days as legislated by the Ontario Planning Act

Plans of Subdivision or Condominium

If you are interested in applying for a Plan of Subdivision or Condominium, it is important for you to meet with a member of the Planning Department who can identify the steps and procedures which must be followed. The completion of some special studies in support of the application may be necessary in order to facilitate the processing of the application. The Plan of Subdivision/Condominium must conform to the Official Plan, Zoning By-law and other applicable policy documents. A member of the Planning Services Staff will provide in-depth information and help explain the process.



Model Homes

If you have a draft approved Plan of Subdivision and have entered into a Pre-Servicing Agreement with the City, you may be eligible to enter into a Model Home Agreement.

If model units are desired, the builder and/or owner is required to enter into a Model Home Agreement with the City after a Pre-Servicing Agreement is negotiated with the City's Engineering Department. The Pre-Servicing Agreement includes all municipal servicing requirements with accepted technical standards and must set out the terms of the Model Home Agreement.



Sign Permits

Sign permits are required for almost all new signage within the City. Obtaining a sign permit ensures that any proposed signs in your development meet the requirements of the Sign By-Law 2006-143. If you are proposing a sign that does not comply with the By-Law, please contact a Planning Staff member to review your options regarding a sign variance.

Important Contacts

- **The City of North Bay**

200 McIntyre St. East
North Bay, ON P1B 8V6

Tel: (705) 474-0400

Extensions:	Planning Services	ext. 2414
	Building Services	ext. 2415
	Legal Services	ext. 2508
	Economic Development	ext. 2417
	Engineering and Environmental Services	ext. 2320
	Financial Services	ext. 2259

Email: DART@northbay.ca

- **North Bay-Mattawa Conservation Authority**

15 Janey Ave.
North Bay, ON P1C 1N1
Tel: (705) 474-5420 ext. 2007
Fax: (705) 474-9793
Web: www.nbmca.on.ca

- **Ministry of Transportation**

Northeastern Region
447 McKeown Avenue, Suite 301
North Bay, ON P1B 9S9
Corridor Management Planner
Tel: (705) 472-7900
Fax: (705) 497-6926
Web: www.mto.gov.on.ca

- **North Bay Hydro**

74 Commerce Crescent
North Bay, ON P1B 8Y5
Tel: (705) 474-8100
Fax: (705) 474-4634
Web: www.northbayhydro.com

Appendix A – SPCA Checklist

Checklist for Planning Services

1. Application Form
2. Site Plan that shows the following:
 - a. Dimensions of property
 - b. Location and dimensions of building
 - c. Lot coverage calculation
 - d. Setback from property line
 - e. Location and number of parking spaces (including dimensions of aisles leading to parking spaces and loading spaces)
 - f. Location of landscaping
 - g. Location and dimension of garbage facilities
 - h. Location and materials of fencing
 - i. Location of lighting
 - j. Signage
 - k. Location and dimension of entranceways
 - l. Location of septic system (if applicable)
 - m. Gross floor area
3. PIN Sheet – Showing correct corporate name and signing officer name

Checklist for Engineering

1. Site plan that shows (required from everyone)
 - a. Location of the proposed property
 - b. All existing and proposed accesses to the roadway
 - c. All proposed curbs, curbs radii, dimensions or any other proposed information
 - d. All easements (existing and proposed)
2. Site services plan (required case by case)
3. Existing and proposed Site grading/ drainage plan (required case by case)
4. Stormwater management report (required case by case)
5. Traffic Study/ Analysis (required case by case)
6. Services contract - if any work required on City property such as pipe culverts etc. (required case by case)
7. SPCA security (required case by case)

8. Geotechnical Report (required case by case) (retaining walls, work within road allowance)

Checklist for Tax and Water

1. Please list roll numbers associated with all individually assessed parcels of land required to accommodate the proposed development
2. If the required parcels are under the same ownership and have merged on title under the Planning Act, the City will requests a PIN consolidation in order to correctly reflect the parcels under one roll number for assessment and taxation purposes

Checklist for North Bay Hydro

1. Drawings or site plans need all North Bay Hydro equipment referenced: Hydro Pole numbers, Padmount transformer numbers, etc.
2. Drawings to be sent over to North Bay Hydro in CAD files and not hand drawn sketches
3. Meter locations and outdoor sign locations need to be approved by North Bay Hydro
4. Any Easements (pending ones as well) need to be shown/referenced
5. Any service greater than 200A requires an underground service
6. North Bay Hydro distribution service is limited to a maximum of 1000kVA after which a customer-owned 44kV substation is required
7. Only one service per property is permitted
8. Clearance requirements:
 - a. Padmounted transformer (Green Boxes)- 5ft. from the back and sides, and 10 ft. from the front where the doors are located
 - b. No trees or signs beneath or above Hydro lines, duct banks or any other North Bay Hydro owned infrastructure. Minimum clearance of 15ft around all North Bay Hydro overhead lines must be maintained at all times

Checklist for Building

1. Site plan with complete dimensions of:
 - a. Buildings/structures on site
 - b. Property lines
 - c. Setbacks (some overlap with other departments' criteria)
 - d. Property and/or privacy fencing
 - e. Fire access routes
2. Building area and gross floor area of building; indicate number of storeys and/or mezzanine; if residential construction, indicate number of dwelling units
3. Occupancy type and occupant load of building
4. Location of fire hydrant/storage tank on site and Siamese connection location on building; indicate if building has sprinkler system
5. Confirm if Record of Site Condition required

Checklist for the North Bay-Mattawa Conservation Authority (NBMCA)

1. Consult the NBMCA if the property is located within any of their regulated areas
2. Development, Interference with Wetlands and Alterations to Shorelines and Watercourses (DIA) Permit (if necessary)