

Block Plan/Comprehensive Development Plan

A Block Plan/Comprehensive Development Plan provides a conceptual and comprehensive idea of development on the block and a framework to evaluate proposed development.

It will inform Official Plan Amendments, rezoning, plans of subdivision and other planning processes. The Block Plan will illustrate and analyze the development proposal in both existing and planned context for an area larger than the development site itself, regarding the layout and design of public streets and other pedestrian and cycling connections, parks and open spaces and built form issues such as building type, location, organization and massing.

Required by Legislation

The Local Official Plan.

Who should prepare this plan?

A Block Plan must be prepared and signed by a Registered Professional Planner (RPP), Registered Architect, Professional Engineer, or Registered Landscape Architect.

Why do we need this plan?

A Block Plan is required to:

- › Show how the physical form of the proposed development fits within the existing and planned context
- › Show how the proposed development conforms to the policies of the Official Plan and implementation tools including site specific and other guidelines
- › To guide development on:
 - › Multiple parcels of land
 - › Large development sites
 - › Sites with a context of large open spaces and few public streets Apartment Neighbourhood sites and mixed-use shopping centres
 - › Sites adjacent to heritage or natural features, ravines, woodlots, the waterfront, or public parks
 - › Sites with proposed new, alterations to or adjacent to a higher order transit station
 - › Demonstrate conformity to any applicable by-laws or Official Plan policies
 - › Sites where the development potential on adjacent properties may be impacted by or could be integrated into the proposed site.

How should this plan be prepared?

A Block Plan/Comprehensive Development Plan will review provide direction for development taking into consideration existing and proposed context to ensure orderly development and conformity with the Strategic Plan, Official Plan and relevant guidelines.

A Block Plan/Comprehensive Development Plan should at a minimum contain the following:

Introduction

- › Address of the subject property
- › General site location of the subject property
- › Project Name (if applicable)
- › Applicant and owner's contact information

How should this letter/report be prepared? (continued)

Introduction (continued)

- › Author name, title, qualifications, company name and appropriate stamp
 - › Brief description of the proposal
 - › Overview of the study area
 - › Purpose of the study
 - › Location and context map
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Proposal Description and Context

- › A description of the proposal, development statistics (such as number of units, site area) type of development proposed, height, parking areas, access points, location of amenity areas, proposed phasing
 - › A description of the existing on-site conditions as well as surrounding areas, roads, natural areas, buildings, parking areas
 - › Concept plan for the development including building location, parking, access, amenity areas, grading, natural features and any natural hazards including setbacks/buffers and/or restoration areas as applicable.
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Investigation/Evaluation

Items to be addressed in the Block Plan/Comprehensive Development Plan include but are not limited to the following:

- › The existing topography and a conceptual grading plan
 - › The location of natural features including mature trees and vegetation and strategies to protect them
 - › The layout and design of existing and proposed streets in plan and section including dimensions for sidewalks, trees and other street furniture in order to achieve Complete Streets, complete communities and ROP policies
 - › The location of existing and required parks and trails
 - › The location of existing and proposed open spaces, school yards, and other accessible open spaces
 - › The pedestrian circulation network including public sidewalks and other walkways through existing and planned parks, accessible open spaces including midblock connections
 - › The location of existing and future public destinations including parks, schools, transit, community services and retail streets
 - › Existing and proposed cycling routes on public and private land
 - › The location of existing or potential cultural heritage resources and strategies to protect them
 - › Existing and possible locations for public art
 - › The pattern of existing and proposed building types
 - › The layout of development parcels including setbacks and building entrances
 - › Proposed service areas including public lanes, service courts, shared driveways, ramps and loading areas
 - › Building massing including heights, step-backs and tall building elements
 - › Density and heights illustrating shadow impacts, transition in scale between areas of differing intensity of use and spacing dimensions between buildings on a block
 - › Phasing of development.
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How should this letter/report be prepared? (continued)

Impacts and Mitigation Measures

- › A summary of the major considerations that informed the plan to address any opportunities, constraints, plans and policies.
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Recommendations

- › Summary and conclusions of the studies and how they support the development and any special considerations or conditions that should be imposed
 - › Any recommendations, or conditions that should form part of a decision on the matter.
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Drawings and Supporting Information

- › Provide a list of the supporting studies that informed the plan.
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What else should we know?

The scope of the study should be discussed with the community planner and or other staff or agencies as part of the pre-consultation process.

It is important that the study not be finalized until the results of other studies are completed such as but not limited to Environmental Impact Study, Environmental Site Assessment, traffic, heritage any hazard related studies, servicing, and grading.

The Block Plan/Comprehensive Development Plan should be included in the Planning Justification Report.

Additional Terms

To be identified by the local municipality where proposed development is located.

Study Submission Instructions

To be identified by the local municipality where proposed development is located.

What other resources are there?

Ontario Professional Planners Institute (OPPI) – [Hire an RPP](#)

Professional Engineers of Ontario – [Why employ a professional engineer?](#)

About these Terms of Reference

These Terms of Reference were developed as a joint effort with participation by representatives from all York Region municipalities and the Region. The Terms of Reference are in widespread use across the Region, with local requirements added as prescribed by each municipality at the pre-consultation stage.

The need and scope for this study will be decided by a municipality during initial pre-consultation process with input from partner agencies. This pre-consultation process may include:

- Determination if this study is applicable
 - Confirmation of criteria within these Terms of Reference that are appropriate for your development project
 - Identification of specific technical components that need to be addressed
 - Identification of detailed standards to be met
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Notes:

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the changes and whether or not the recommendations and conclusions are the same (Note: this is subject to the extent of the revisions).

A peer review may be required. The cost of the peer review will be borne by the applicant.

If the submitted study is incomplete, is authored by an unqualified individual or does not contain adequate analysis, the applications will be considered incomplete and returned to the applicant.