SUBDIVISION DESIGN REVIEW
1ST SUBMISSION MANIFEST

THE CORPORATION OF THE CITY OF LONDON
PLANNING AND DEVELOPMENT
HOUSING AND COMMUNITY GROWTH

Subdivision Approval Process

For clarification of requirements or any questions regarding your application, please call the Planning & Development Division at 519-661-CITY (2489), 8:30 a.m. to 4:30 p.m. or e-mail subscondosubmissions@london.ca.

1. A complete submission, including this completed form, is required. Incomplete and poor-quality submissions **WILL NOT BE RECEIVED FOR REVIEW**.

2. Submissions **WILL NOT BE RECEIVED FOR REVIEW** unless the draft plan of subdivision has received all approvals, including Ontario Municipal Board (OMB) / Local Planning Appeal Tribunal (LPAT) / Ontario Land Tribunal (OLT) rulings on appealed draft plans.

3. The Consultant and Owner (Developer) will be notified of submission completeness within 2 full business days.

4. Under the File Manager Process, a standard Subdivision Design Review Package is expected to take six (6) weeks. Timelines may be reduced if the file went through Design Studies Review.

This commitment to consistent review times is central to the Subdivision Approval Process but can only be successful if submitted drawings and supporting analysis documents are complete, clear and free of unresolved design issues. Submission process time for designs may take longer for more complex designs and is dependent on adequate City resources.

Please fill in the MANIFEST and submit a copy as part of your submission.

Consultation	Draft Approval	Design Studies	Design Review	Final Approval

SUBDIVISION INFORMATION

SUBDIVISION NAME/PHASE:

FILE NUMBER: 39T –

LOCATION:

AREA (HECTARES):

NO. OF LOTS:

NO. OF BLOCKS: (EXCLUDES 0.3 M RESERVES):

OWNER/DEVELOPER INFORMATION

OWNER/DEVELOPER NAME:

STREET ADDRESS:

CITY/ PROVINCE/ POSTAL CODE

TELEPHONE NUMBER/ FAX

E-MAIL:

ENGINEERING CONSULTANT INFORMATION

ENGINEERING CONSULTANT:

STREET ADDRESS:

CITY/ PROVINCE/ POSTAL CODE

TELEPHONE NUMBER/ FAX

DESIGN ENGINEER: E-MAIL:

DESIGN TECHNOLOGIST: E-MAIL:

ENGINEER SIGNATURE:

DATE:

SECTION A

If any report/documentation is required but not attached to this manifest, please indicate where this information can be found (e.g. Other City Divisions or Areas).

DRAFT PLAN &FILE MANAGER APPROVALS	DATE	YES/NO

1) Was the Draft Plan appealed?
   If **YES**, complete the following,
   a) OMB/LPAT/OLT Decision Date
   b) OMB/LPAT/OLT Decision attached?
	YYY-MM-DD	☐
		
		☐

2) Are External Land, Easements and/or Permissions required? If **YES,** explain:		☐

3) Is this Plan within a UTRCA regulated area?
 	
   a) If **YES**, is the area identified on the drawings?
   b) Will the owner or their engineer circulate to UTRCA and satisfy their comments/concerns?
		☐
		
		☐
		
		☐

SECTION B

Requirements for a Complete 1st Submission

REPORTS / DOCUMENTATION / DRAWINGS	INCLUDED N/A
1) Complete Set of Drawings, drafted as per Chapter 18 in the City's DSRM	☐
2) Standard drawings to be included in a complete set a) Cover Sheet / Index Sheet	☐
b) Master Plan of Services	☐
c) Storm Area Plans	☐
d) Sanitary Area Plans	☐
e) Water Distribution Plan	☐
f) Storm Design Sheets	☐
g) Sanitary Design Sheets	☐
h) Subdivision Plan & Profile Drawings	☐
i) Lot & Block Grading & Park Grading Plans	☐
j) Erosion / Sediment Control Plan(s)	☐
k) Street Lighting Plan(s)	☐
l) Pavement Marking and Signage Plan(s)	☐
m) General Notes, Details	☐
3) Other Drawings that may form a complete set a) External Storm Sewer Area Plan(s)	☐
b) External Sanitary Sewer Area Plan(s)	☐
c) External Plan & Profile Drawings	☐
d) Pavement Marking Plan(s)	☐

SECTION B continued

Requirements for a Complete 1st Submission

REPORTS / DOCUMENTATION / DRAWINGS	INCLUDED N/A
e) Traffic Management Plan(s)	☐
f) Noise Attenuation Drawings & Details	☐
g) Tree Preservation Plan(s)	☐
h) Parking Plans	☐
i) Landscaping Plans	☐

4) Standard Engineering Design Studies
   a) Water Servicing Report including
      i) Water Quality Analysis
      ii) Water Network Analysis
      iii) Water Distribution Plan
	☐

b) Stormwater Servicing Report including
      i) Overland Flow Route Cross-Sections and Capacity Analysis
      ii) Storm Area Plan(s)
      iii) LID Design
      iv) Infiltration Targets
      v) Erosion/Sediment Control Plan
	☐

c) Wastewater Report including
      i) Sanitary Area Plan(s)
      ii) Master Plan of Services
      iii) Inflow/Infiltration and Water Table Analysis
	☐

d) Geotechnical Report	☐
e) Hydrogeological Report	☐

SECTION B continued

Requirements for a Complete 1st Submission

REPORTS / DOCUMENTATION / DRAWINGS	INCLUDED N/A
5) Other Design Studies	
a) Tree Management Plan	☐
b) Site-specific Servicing Strategies	☐
c) Urban Design Guidelines & Concepts	☐
d) Hazard Tree Assessment	☐
e) Methane Gas Report	☐
f) Record of Site Condition	☐
g) Environmental Impact Study and/or Addendum	☐
h) Environmental Management Plan	☐
i) Noise/Dust and/or Vibration Report	☐
j) Traffic Impact Assessment/Traffic Study Report	☐
k) Other (attached separate list if required):	
i)	☐
ii)	☐
iii)	☐
6) Additional Information	
a) Canada Post Letter identifying CMB Locations	☐
b) London Transit Letter identifying Bus Stop Locations	☐
c) Education Package for Homeowners adjacent to Natural Heritage	☐
d) Operation / Maintenance Guide for non-standard Design Features included in the Subdivision	☐

SECTION B continued

Requirements for a Complete 1st Submission

REPORTS / DOCUMENTATION / DRAWINGS	INCLUDED N/A
7) CSRF Minor Works Work Plan	☐
8) Security Calculations	☐
9) Draft 33M-Plan	☐
10) Draft Reference Plan	☐
11) Digital Copies of all Reports and Drawings (pdfs are to be flattened and have no layers present)	☐
All files follow the City of London naming convention found under "Subdivision and Condominium Applications" at the following location: Digital File Naming Convention for Subdivisions	☐

Drawing Review Fees:
Please e-mail subscondosubmissions@london.ca to confirm the required fees, in accordance with the City's Fees and Charges By-law | City of London.

**NOTE: ALL SITE-SPECIFIC DESIGN CRITERIA LETTERS AND THE APPLICABLE PLANS AND/OR REPORTS MUST BE SUBMITTED WITH THE 1ST SUBMISSION. ALL FILES SHALL BE NAMED USING THE ABOVE-MENTIONED NAMING CONVENTION. PLEASE DO NOT USE THESE SPECIAL CHARACTERS IN FILE NAMING: & " ? < > # { } % ~ / **