



Inter-office Memo

TO: PLANNING DIVISION
FROM: BY-LAW DIVISION
RE: STANDARD COMMENTS/PROVIDE TO APPLICANT 204 Hollingsworth Drive
DATE: October 25th, 2024

Objective:

This memo provides a list of general comments in effort to proactively addressing common by-law and nuisance type complaints, related to construction and development.

We ask that Planning Staff, and any owner/applicant responsible for development in King, kindly take these comments into consideration and further, take steps to avoid and/reasonably mitigate any problems due to by-law violations or nuisances for the community. Further that contact information for responsible parties be identified early, and be maintained current and in a central location to be used, as required.

Signs:

1. Signage is subject to the Sign By-law, as amended, including review, approval and permitting. Identify and provide proposed signage, locations, and any details early in development planning stages.

Municipal Number Identification:

2. A municipal address number sign (known as a green number sign) must be erected and clearly visible from the highway identifying the property in accordance with municipal records.

Noise:

3. Construction type noise/sound is subject to the Noise By-law 81-142, as amended.
 - a) No construction (related noise) on Sunday anytime or, Monday-Saturday (9:00 pm and 7:00 am.)
 - b) There is **zero** tolerance for related complaints.
 - c) Consider your neighbors and try to avoid construction related noise on statutory holidays and avoid the use of generators, if possible.

Garbage:

4. Ensure adequate garbage/disposal system on the property.
5. Garbage on the property during construction, to be maintained including stored properly so as not to create an unsightly appearance and to ensure is not lose and blowing around.

Fencing:

6. Fencing is subject to the Fence By-law, as amended, including but not limited to: height, location, pool enclosures, etc.
7. Privacy Screening/Noise Attenuation Barriers and exterior yard fencing constructed so as not to be climbable and in accordance with the pool enclosure requirements on both sides.

Road:

8. Road allowance (including boulevard, grass, highway and sidewalk) to remain free and clear of: debris, mud (e.g. mud tracking) equipment and/or any type of materials.
 - a. Activity within the municipal right of way is prohibited and there will be zero tolerance of any fouling and encumbering of a roadway.
9. Half loads or reduced loads may be in place on roads; ensure to abide by load restrictions.
10. Ensure entrance rules, (e.g. measurements, locations) are discussed/ reviewed and communicated to the home owner in the early staged (note- conflict in driveway widths private property versus municipal property to be resolved.)

Parking

11. Adequate parking spaces to be allocated on the site for the proposed uses including during the project.
12. On-street parking is subject to parking by-law, included but not limited to: loading/unloading, facing the direction of traffic, not exceeding 3 hours, interferes with snow removal, or during winter restrictions.
 - a. All trades/contractors to park on one side of the street subject to parking restrictions.
 - b. Traffic and parking plan to be coordinated to determine requirements for on-street parking during construction and paving later on during the projects, and if parking exemptions will be necessary through by-law (AIMS.)
13. In the case of private property and where parking lots are proposed that parking signage be displayed, at all entrances/exits; giving authority for enforcement for parking offences, as may be required.
14. Ensure roads in the vicinity of the project and the property are evaluated for potential or necessary parking restrictions as may be required due to the development. Consider parking restrictions on the same side or in the vicinity of the development and/or implement lay by lane parking.
15. Consideration of on-street parking restrictions in the vicinity of development area (e.g. where high traffic visitors.).
16. Ensure adequate parking signage is installed prior to occupancy and consider:
 - a. fire routes, accessible parking, no parking in the isle lanes, parking only in designated parking stalls/spaces, parking by permit only and at all entrances a sign that reads: all unauthorized vehicles parked will be tagged and/or towed at owners expense.
 - b. Ensure visitor parking is provided.

Agreement:

17. Include comments in the agreements that all development must comply with all applicable laws.
 - a. Ensure that any agreements or security deposits obtained/retained by the municipality includes a condition that said security/deposit will not be released unless it is proven that the property and works are in compliance with all applicable law. (For example if pool constructed a fence must be installed in accordance with by-laws.)
18. Ensure the property is in compliance with all applicable laws and that as built drawings are provided and in compliance with all submissions and applicable laws.

Other:

19. No works to commence on the property until all approvals and permits have been obtained and/or clearance has been provided by the Township.
20. Site alteration outside the building envelope is not permitted without approval.
21. Ensure all submitted drawings are clear, and illustrate where site alteration activities proposed to take place and in such cases a detailed and approved grading plan is to be provided by a qualified person showing pre-existing grade and final grade, confirming drainage is maintained on the subject property and all fill is clean, in the event of reported complaints.
22. Easements and encroachments to be reviewed to ensure, not impeded or affected.
23. Ensure 'uses' and/or proposed 'uses' of the property and structures are in accordance with the Zoning By-laws, and recorded properly by MPAC.
24. Dust measures should be taken into consideration throughout the construction period so as to ensure adjacent properties are not unreasonably affected.
25. Ensure existing trees are protected.

Snow:

26. Consider dedicated snow storage areas away from adjacent properties to avoid flooding or drainage complaints.

Adjacent Properties:

27. In-fill lots must have additional restrictions in place to avoid and address all nuisances (e.g. road damage deposits.)
 - a. Ensure adjacent properties are not affected due to: construction activities, debris, height, location, setbacks, drainage and/or lighting.
 - b. Ensure that the construction site is fenced to avoid problems on adjacent properties and ensure all works is contained on the site.
 - c. Ensure all lights are not directed towards adjacent properties.

INTERNAL COMMENTS FOR REVIEW:

Key Contact:

28. Ensure that key contact information (email, office/cell numbers) of persons responsible for overseeing any works on the property and as well as the property owner, is readily available to the by-law enforcement division through Land Manager and Laser Fiche, etc.

Financial:

29. Obtain a security deposit and confirm the applicant understands that during development and the duration of the construction they must comply with all municipal by-laws, failing which there will be zero tolerance and any security deposit obtained will be utilized to bring matters into compliance promptly through remediation.
30. Ensure to check with all departments for any outstanding violations prior to signing off or returning security/deposit.

Workflow:

31. Ensure the works undertaken at the property are per the approved plans before releasing any securities. Ensure staff are clear on what is permitted in the event enforcement is required.
32. In the event of complaints the planner/property owner will be contacted by Engineering to identify and concern any issues and Planning/Engineering will work with the owner/applicant and will request the assistance of By-law as may be required.
33. Consideration of using Land Manager, Laser Fiche and GIS to identify property/file numbers/key contact information for all responsible parties.

Traffic:

34. Ensure by-law amendments for applicable road related restrictions (e.g. speed, stopping, and parking) are enacted through by-law amendment and that required signs are installed accordingly and before occupancy.