

January, 2018

# ***PROCESS FOR DEVELOPING A PERMANENT TRUCK PARKING FACILITY***

This guide has been prepared to assist in developing a permanent truck parking facility on sites where the transportation industry is a permitted use (IL, IH and some CD zoned sites). This relates to the parking of trucks only and does not include any other ancillary uses such as repairs, washing or the construction of a building. This document is for general guidance only. It does not replace by-laws or other requirements.

## **General requirements to construct a truck parking facility:**

The following items must be addressed as part of the construction of the truck parking facility:

- a. The site must be of a size that will allow all turning movements on-site; vehicles will not be permitted to back into the site;
- b. The site shall be graded in order to dispose of all surface water through a water quality control facility before it enters the City's storm sewer;
- c. Flow control or on-site detention will be required if there are any downstream drainage capacity issues;
- d. Safety measures and setbacks are required to ensure the preservation of the water course if there are fish bearing water courses within 30 metres of the area intended to be used for truck parking;
- e. The access to the site must be of a sufficient size to accommodate the type of vehicles using the facility (including fire trucks) and must be located at a location acceptable to the City;
- f. The entire developed portion of the site must be paved and a queuing area up to a maximum length of 24.0 m must be provided (length determined by the City). No gates are permitted within the queuing area;
- g. A Qualified Environmental Professional (QEP) shall be retained to review the site conditions and implement all environmental mitigation measures if the site falls within the areas identified on the Vulnerable Aquifer Map;
- h. The parking stalls shall be visually delineate and numbered; and

- i. The truck parking facility must be screened to a height of not less than 1.5 m by landscaping strips or solid fencing along the property lines which abut a roadway or a residential lot (excluding the driveway).

### **Pre-Application Meeting**

Prior to applying for permits a pre-application review meeting is required. Pre-application meetings help identify key issues early on in the development process and provide early feedback on the application. To book a meeting, call 604-591-4448 and leave a message with the civic address. A preliminary site plan will be required for the meeting.

### **Permits and Process**

A development permit and truck parking facility permit are required prior to the construction of all permanent truck parking facility in zones that permit the transportation industry. Additional permits to facilitate the construction of the facility will be identified during the review process. The development permit will be processed by the Planning Division and the truck parking facility permit along with necessary electrical and plumbing permits will be processed by the Building Division. The development permit must be issued before a truck parking facility permit can be issued.

The application packages shall contain the following:

### ***Documents and Fees*** (2018 rates)

- a. Land development permit application form and Letter of Authorization (\$647 min. additional fees may apply);
- b. Soil Contamination Questionnaire;
- c. Tree Survey & Arborist Report (if applicable);
- d. Truck Parking Facility Permit Application (\$1,620 permit fee), select “other” on the building permit application form;
- e. Damage Deposit Form (\$2,500 damage deposit);
- f. Soil Deposition Letter (if any soil is to be removed from the site);
- g. Qualified Environmental Professional (QEP) assessment and mitigation plan (applicable to sites on an unconfined aquifer); and
- h. Letter of Assurance (Schedule B – Civil) signed and sealed by a Registered Professional and a copy of the liability insurance.

### ***Drawings/Plans***

All plans must be prepared by a Registered Professional; however, the initial submission does not need to be signed and sealed. Once the development permit has been issued, four original sets of drawings are required for the truck parking facility permit application.

The correct civic address shall be displayed in an obvious location on each drawing sheet and the lot grading/drainage drawings are to be signed, sealed and dated by the Registered Professional. Site servicing

drawings shall include grid lines. The truck parking facility permit review process cannot be started until the signed and sealed drawings are received.

- a. Site plan showing the following:
  - Driveway location and dimensions;
  - On-site paving;
  - Queuing storage
  - Landscaping plan (site screening);
  - Storm connection;
  - Parking space dimensions, delineation and numbering;
  - Hydrant location (on and/or off-site);
  - Location of lighting (if proposed to be installed); and
  - Fencing and gate details (if proposed to be installed);
- b. Lot grading/drainage drawing showing the following:
  - The lot draining to a City storm sewer fronting the site; and
  - The location of the water quality control facility prior to the site flows exiting the lot;
- c. Drawing showing on-site turning movements and circulation;
- d. Storm water management plan to include:
  - Fish bearing watercourse within 30m of parking area;
  - Pre and post development flows from the site;
  - City storm sewer capacity including potential impacts of increased runoff;
  - Water quality control facility details with maintenance plan; and
- e. Legal Survey.

**NOTE:** The above are typical documents/drawing required. Additional items may be requested from the applicant as determined during the pre-application meeting and/or review process.

### **Additional Permits**

The application will be circulated for reviews to the various internal/external stakeholders and based on the outcome of the application review process additional permits may be required. A qualified contractor must apply for the applicable permits. The costs associated with any other permits will be in addition to the development permit fees, truck parking facility permit fee and damage deposit. Some or all of the following permit listed may be required:

- a. Driveway Permit;
- b. Erosion and Sediment Control Permit;
- c. Tree Cutting Permit;
- d. Traffic Obstruction Permit;
- e. Storm Water Connection Permit;
- f. Plumbing Permit; and
- g. Electrical Permit.

## **Restrictive Covenants**

Prior to the issuance of the truck parking facility permit, restrictive covenants will be registered against the property for the following:

- a. Restriction against constructing a building until a building permit is obtained;
- b. Payment of development cost charges (DCC's) for the entire developed area identified and constructed as part of the truck parking facility permit when a building permit is obtained on the lot or when the lot is subdivided;
- c. The maintenance of the water quality control facility; and
- d. Restriction against conducting repairs, maintenance and/or truck washing.

## **Construction**

Once the truck parking facility permit has been issued, contractors must complete all the requirements identified as per accepted permit drawings. These items may include some or all of the following:

- a. The lot shall be graded (if required) in accordance with the accepted lot grading plan and a connection to the City storm system fronting the lot if a suitable connection does not exist;
- b. A flow control device to meet release rates specified by City where there are downstream capacity constraints in the storm sewer system and an on-site surface detention;
- c. A water quality control facility acceptable to the City if one does not exist in the location shown on the accepted grading plan;
- d. Preservation measures to ensure any fish bearing water courses are protected from the use;
- e. Implement the measures identified by the QEP if the site contains an unconfined aquifer;
- f. Access to the lot in a location determined by the City, if there is no existing access or the existing access is not suitable for the intended use;
- g. Landscaping or solid fencing to screen the site;
- h. Pave the developed portions of the site excluding any landscaped areas; and
- i. Visually delineate and number the parking spaces.

## **Final Approval**

Upon completion of construction, the contractor will place a request for an inspection (604-591-4231). Final approval will be provided by Building Inspections Section for the truck parking facility and the damage deposit will be returned less any draws once all requirements are met.

The truck parking facility operator **must obtain a business license** from By-law and Licensing Services (604-591-4370) prior to occupying the site for parking any trucks. The business license **must be renewed annually.**