



City of Saint John Development Manual

VERSION 1
MAY 2023



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Foreword

The objective of the Development manual is to provide guidance, clarity, and predictability to anyone undertaking Development within the City of Saint John. It is intended to provide transparency and understanding of the Development process from concept to completion. The Development manual outlines the City of Saint John's requirements at each stage of the Development application review process to support an enhanced customer experience and timely permit delivery.

The Development manual references many City of Saint John documents, manuals, and By-laws as well as provincial legislation. The Development manual was drafted using the most current versions of these publications at the time of issuance; however, these publications are subject to change. City staff will use the most recent versions when reviewing a Development application. To ensure you are using the most up to date version of the Development manual, please consult the City of Saint John's website.



1 DEVELOPING IN SAINT JOHN



1.1 DEVELOPING IN SAINT JOHN

Every Development has a team of professionals working together to ensure the proposed Development is a success. Anyone undertaking Development of any kind is considered a Developer and the City of Saint John has the role of both a facilitator and regulator. Each of these roles has a set of responsibilities that make for efficient processing and quality project delivery.

1.1.1 The Development Team

The Development Team refers to everyone involved in the Development process, including City of Saint John staff, the Developer, and other professionals that the Developer or City of Saint John may hire. This section provides a description of each role that may make up the Development Team.

1.1.1.1 Developer

A Developer is a person or company who invests in and develops a project, through redevelopment by changing existing buildings or by subdividing the land and then building residential, industrial, institutional, or commercial space. The Developer may hire a variety of professionals and consultants to support them throughout the project lifecycle.

1.1.2 Professionals/Consultants

Many Development and redevelopment project designs require professional sign-off and stamping of designs as part of the permitting approval process. City of Saint John staff will advise on the specific requirements based on the Development project; however, some common triggers for professional sign-offs include:

- Structural elements or changes;
- Part 3 building over \$25,000 in construction value;
- Stormwater management plan; and
- Engineering reports (i.e.: geotechnical, structural, stormwater).

Professional sign-offs must be completed by an individual who is qualified and registered in the appropriate field. Depending on the nature of the Development, these individuals may be Architects, Engineers, Planners, Interior Designers, Code Experts, Contractors, or Land Surveyors. This section provides a description of each role:

1.1.2.1 Architect

An Architect is a person who plans, designs, and oversees the construction of buildings. In determining a design plan, Architects will also consider other items such as the site, environment, culture, and history, which may be subject to local and federal regulations, building codes, and local planning and zoning laws. The Architect will make recommendations regarding the type of building



materials to use that fit the client's requirements as well as the budget. An Architect must be qualified and registered to practice in the Province of New Brunswick.

1.1.2.2 Engineer

An Engineer submits required plans and documents for structural building submissions, water, stormwater, and wastewater systems as part of a Development application. These plans are sometimes referred to as “Issued for Construction” or “Approved Drawing” and will be stamped with the Engineer’s professional seal. In some cases, the Engineer will also be required to inspect the work for compliance with the approvals and the Engineer must sign off on the installation of the system as designed. “As Built” or “Record Drawings” are stamped and submitted after construction is complete. An Engineer is licensed to practice in the Province of New Brunswick by the Association of Professional Engineers and Geoscientists of New Brunswick.

1.1.2.3 Planner

A Planner is an individual registered or eligible to be registered as a Member of the Canadian Institute of Planners. A Developer may choose to hire a Planner to oversee their application process.

1.1.2.4 Interior Designer

An Interior Designer is a person qualified by education, experience, and examination, who identifies, researches, and creatively solves problems pertaining to the function and quality of the interior environment of a building; performs services relative to interior spaces, including programming, design analysis, space planning, and aesthetics, using specialized knowledge of interior construction, building systems and components, building codes, equipment, materials and furnishings and/or prepares drawings and documents relative to the design of interior space in order to enhance and protect the health, safety and welfare of the public.

1.1.2.5 Building Code Expert

A Building Code Expert can help the Developer navigate the complex landscape of regulatory agencies to reduce delays, decrease costs, and expedite construction. Building Code Experts are usually members of provincial and national regulatory organizations, using knowledge of code and regulatory requirements early in the design process to identify potential compliance issues and develop effective and efficient solutions that meet design intent. By engaging a Building Code Expert at the key stages of design, they can assist with identifying and resolving issues and develop solutions to save time and cost in the design and construction phases. Some engineering firms have this expertise within their organization, or they can be sourced independently.

1.1.2.6 Contractor

The Contractor is responsible for managing the on-site activities of a Development project. A Contractor may be the Developer or may be hired by the Developer. A Contractor should ensure



that necessary permits and approvals are obtained before construction begins. They coordinate the timing of any subcontractor requirements and required inspections by the Engineer and Building Official. Contractors are typically the main point of contact for City of Saint John Inspection staff during construction activities.

1.1.2.7 Land Surveyor

The Land Surveyor is responsible for measuring and mapping the shape of land. A Land Surveyor gathers data for property Development and construction projects so that accurate site plans can be drawn. A Land Surveyor must be a member of the Association of New Brunswick Land Surveyors.

1.1.3 The City of Saint John Development Team

Saint John offers a wide variety of opportunities for both first time and experienced Developers by providing a team of experienced staff committed to facilitating sustainable Development to enhance the community. The City of Saint John Development Team is made up of a multidisciplinary group of professionals ready to assist from concept to completion.

1.1.3.1 One Stop Development Shop

The One Stop Development Shop supports permitting needs for any type of Development project. Community Planning, Building Inspection, Heritage Conservation, and Infrastructure Development come together under a single umbrella to provide an integrated approach to permitting and Development related services. They are the first point of contact when considering Development opportunities in Saint John.

The One Stop Development Shop team can help with:

- Zoning Confirmation Letters
- Building Permits
- Water and Sewerage Permits
- Change of Use Permits
- Street Excavation Permits
- Development Permits
- Conditional and Temporary Use Applications
- Demolition Permits
- Variance Applications
- Street Occupancy Permits
- Heritage Permits
- Rezoning Applications
- Municipal Plan or Zoning By-Law Amendments
- Plumbing Permits
- Subdivision Applications
- Sidewalk Café Permits
- Pre-Application Meeting Requests



Developers can contact the One Stop Development Shop for any permitting and Development needs that they may have.

1.1.3.2 Customer Service and Operations Manager

The Customer Service and Operations Manager oversees the permit intake, application and issuance processes, working with each service area throughout the approval process. They solicit customer feedback and address concerns regarding the permitting and application process with a focus on initiating process improvements. This collaborative approach ensures the City of Saint John continues to deliver a positive customer experience while also meeting the needs of the community.

1.1.4 Building Inspection Team

The Building Inspection Team reviews and inspects all Development for compliance with the City of Saint John's Building By-law and the National Building Code of Canada. The Building Inspection team follows a proposed Development opportunity from application through construction to occupancy. They inspect each Development to ensure construction has been conducted in conformance with the Approved permit and the appropriate Codes, Acts, and Regulations.

The Building Inspection Team is there to support the Developer at each stage of the Development project. They are the technical team that balances long-term public safety with Development expectations. They can answer questions related to the technical aspects of building, including:

- Does the Development require Engineer-stamped drawings?
- Do sprinklers need to be installed?
- Where the building can be placed in relation to the property line?
- When does non-combustible construction need to be used?
- Does fire separation need to be considered in this renovation?
- How many accessible dwelling units are required?
- Does this business need an elevator?

Members of the Building Inspection team include:

1.1.4.1 Chief Building Inspector

The Chief Building Inspector is a Building Official appointed by the Common Council. They coordinate and oversee the enforcement and application of the City of Saint John Building By-law, the provincial *Local Governance Act*, *Building Code Administration Act*, and National Building Code of Canada. The Chief Building Inspector sets policy and procedures to align the City of Saint John's response to Development with these codes and regulations. They may delegate their authority to another Building Official, including the Deputy Building Inspector, who is also authorized by Common Council to administer and enforce the Building By-law.



1.1.4.2 Building Official

The Building Official, more commonly known as a Building Inspector, is responsible for completing a review of each application for compliance with the City of Saint John Building By-law, *Building Code Administration Act (BCAA)*, and other appropriate regulations, and to ensure construction is executed in general conformance with the Approved permit and the National Building Code of Canada. The Building Official provides recommendation to the Chief Building Inspector and approves certain permit applications under the authority of the Building By-law and *Building Code Administration Act*.

1.1.5 Community Planning Team

The Community Planning team is responsible for the long-term land use vision of the City of Saint John. The team manages the City of Saint John's planning framework for community Development through the City of Saint John's Municipal Plan, Neighbourhood Plans, Zoning By-Law, and Subdivision By-law.

The Community Planning Team can answer questions pertaining to the regulation of land, including:

- How is the land designated in the City's Municipal Plan?
- How is the land Zoned?
- What type of land uses are permitted on a property?
- What are the required setbacks from a Street or property line?
- Can the land be split into multiple Lots?
- What does the Central Peninsula Neighbourhood Plan envision for the neighbourhood?
- How many parking spots are required?
- What kind of landscaping is required?
- How large can a garage be in the area?
- How high can a building be in the area?
- What can a Developer do if they want to build something that is not permitted by the Zoning By-Law?

Members of the Community Planning Team include:

1.1.5.1 Development Officer

The Development Officer is appointed by the Common Council. The Development Officer coordinates and oversees the enforcement and application of the City of Saint John's Municipal Plan, Zoning and Subdivision By-laws, and the *Community Planning Act*. The Development Officer is responsible for the administration of the Community Planning program and the Municipal Plan, Neighbourhood Plans, and Zoning and Subdivision By-laws. The Development Officer can also grant certain Variances from the requirements of the By-laws. This authority is delegated to other City of Saint John planning professionals.



1.1.5.2 Community Planner

A Community Planner is an individual registered or eligible to be registered as a Member of the Canadian Institute of Planners. A Planner may also be delegated the same authority as the Development Officer. A Planner is responsible for reviewing each application for compliance with the Municipal Plan, Zoning By-Law, the Province's Community Planning Act, and any other appropriate By-laws or regulations. Their recommendations are provided to the Development Officer, Planning Advisory Committee, or Council, as the case may be. They may also approve Development Permits and certain Variances from the Zoning or Subdivision By-law standards as provided for in the Community Planning Act.

1.1.5.3 Planning Advisory Committee

The Planning Advisory Committee is an appointed body by the Common Council under the authority of the *Community Planning Act*. They support the Development process by reviewing applications for amendments to the Municipal Plan and Zoning By-Law and by providing their input and recommendation to Council. They are the decision-making authority for non-conforming use, conditional use, similar or compatible use, temporary approvals, and Variance applications.

1.1.6 Heritage Conservation Team

The City of Saint John's approach to Heritage Conservation is to identify, protect, and promote the rich architectural history that helps define the image and culture of the City of Saint John. The Development, redevelopment, and exterior maintenance of Heritage buildings and structures are guided by the Heritage Conservation Areas By-law. The By-law is administered by the City's Heritage Officer and the Heritage Development Board.

The City of Saint John has 10 designated Heritage Conservation Areas including site-specific designations and broader areas which are subject to design and material standards outlined in the Heritage Conservation Areas By-law. Properties within these areas may also carry other designations or recognitions such as Provincial Heritage Places, National Historic Sites, Federal Historic Buildings, or Local Historic Places.

Maps of each Heritage Area are available on the City of Saint John's website. For a link to the Heritage Conservation area map please click [here](#).

The Developer can also contact the Heritage Officer who will provide them with information about their Heritage Area and direct them to additional helpful resources. A Developer can also find Heritage designations registered on their property title.

Members of the Heritage Conservation Team include:

1.1.6.1 Heritage Officer

The Heritage Officer manages the City of Saint John's approach to Heritage Conservation through the application of the Heritage Conservation Areas By-law, the *Heritage Conservation Act*, and



Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada. The Heritage Officer oversees and provides recommendations to the Heritage Development Board and Common Council when appropriate. They may also approve specific Heritage Permits as provided under the Heritage Conservation Areas By-law.

1.1.6.2 Heritage Development Board

The Heritage Development Board is a municipally appointed body by Common Council under the *Heritage Conservation Act*. They are the decision-making authority for applications within a Heritage Conservation Area with respect to infill, demolition, alterations beyond maintenance/replacement, and alterations proposing the use of non-traditional materials. They also support the Development process by providing their views and recommendations to Council with respect to amendments to the Heritage Conservation Areas By-law.

1.1.7 Infrastructure Development Team

On behalf of the Chief City Engineer, Infrastructure Development administers municipal infrastructure and servicing requirements for sustainable Development, and approves Engineering Drawings, municipal servicing plans, drainage systems, and utility installations.

Responsibilities of Infrastructure Development include:

- Advising on engineering standards necessary for reliable, effective, sustainable municipal infrastructure;
- Approval of the municipal engineering component of building permits, water and sewerage permits, Street occupancy permits, and Street excavation permits;
- Engineering input on Development applications for Municipal Plan amendments, Zoning By-Law amendments, section 59 conditions, Subdivisions, and various use permits;
- Approval of new utility installations within the City of Saint John;
- Utility locates for municipal infrastructure as part of "Call Before You Dig";
- Inspection services related to Development and maintenance projects;
- Policy Development, recommendations, and administration related to municipal infrastructure; and
- Liaising with other levels of government, utility companies, and others on infrastructure and engineering issues.

Members of the Infrastructure Development Team include:

1.1.7.1 Municipal Engineer

The Municipal Engineer manages the inspections of connections to municipal infrastructure and works with Developers to ensure municipal infrastructure and private infrastructure is managed appropriately during Development activities. The Municipal Engineer reviews and approves Municipal Water, stormwater, wastewater, and roadway designs, and develops policy and procedures to effectively implement the City of Saint John's General Specifications. The Municipal



Engineer approves Developments and designs on behalf of the City of Saint John's Chief City Engineer. Municipal Engineers are qualified and registered to practice in the Province of New Brunswick by the Association of Professional Engineers and Geoscientists of New Brunswick.

1.1.8 Plumbing Inspector

The City of Saint John's Plumbing By-law requires a plumbing permit for the installation, extension, alteration, renewal, or repair of plumbing systems. Permits must be applied for by a licensed plumbing Contractor prior to beginning any plumbing work. Requests for inspection by the City of Saint John's Plumbing Inspector should be scheduled just after construction and prior to the installation of any coverings to avoid additional costs associated with requirements to uncover for inspection.

The Plumbing Inspector is a licensed plumber, who examines and tests plumbing systems to ensure they comply with the National Plumbing Code. They review plans and issue permits for plumbing installations repairs and alterations in addition to investigating complaints. They identify deficiencies and provide guidance regarding what updates are required to ensure code standards are met.

1.1.9 Common Council

Common Council is the decision-making authority on Development applications requiring amendments to City of Saint John By-laws. Common Council's role is to make Development decisions, in the best interest of the community, in-line with the intentions of the City of Saint John's regulatory Acts and By-laws.

1.1.10 Third Parties

There are additional agencies and departments within the municipality and the province that may need to be engaged or consulted throughout the Development process and may require specific Fees, permits, or approvals. These include, but are not limited to:

- the Provincial Fire Marshal;
- the City of Saint John Fire Department;
- the New Brunswick Department of Justice and Public Safety;
- Envision Saint John; and
- the New Brunswick Department of Environment and Local Government.

1.1.10.1 Provincial Fire Marshal

The Office of the Fire Marshal delivers provincial fire prevention and protection programs with the goal of reducing loss of life, injury, and property due to fires.

The submission of plans to the Office of the Fire Marshal is recommended at the time of the Development application but must be submitted to the Fire Marshal prior to construction. Fees are



payable to the Office of the Fire Marshal for a plan review. If the submission is not required under the *Fire Prevention Act*, then the Fire Marshal will not review the plans or levy a fee.

Once plans have been submitted, the Fire Marshal may issue changes. A letter outlining the changes will be sent to the Contractor, Architect, or owner, with a copy sent to the Regional Fire Inspector and/or the Fire Department. Plan submission to the Office of the Fire Marshal is strongly encouraged to reduce construction delays and costly re-work. Prior to any construction or demolition, a construction fire safety plan must be prepared, submitted to the Fire Department for review and approval.

1.1.10.2 Fire Marshal Inspections

Inspections pertaining to a Fire Marshal's plans review are facilitated by the City of Saint John's Fire Department. Inspections will be conducted near the end of the construction period to ensure the requirements of the National Fire Code of Canada, the National Building Code of Canada, and the Office of the Fire Marshal Plans Review directives have been met.

To schedule a plans review inspection, or to ask questions related to plans review inspections, please email fireprevention@saintjohn.ca.

1.1.10.3 Department of Justice and Public Safety

The Department of Justice and Public Safety is responsible for aspects of a Development related to electrical wiring. The primary role related to Development in this department is the Chief Electrical Inspector, who is responsible for administering and approving the following:

1.1.10.3.1 Electrical Wiring Permits

Electrical Wiring Permits authorize Contractors to conduct electrical installations and are applied for and administered by the Chief Electrical Inspector with the Province of New Brunswick.

Electrical Wiring Permits must be obtained before construction begins and before a utility power connection is made. Working without a permit will result in a special inspection fee in addition to the cost of the permit.

1.1.10.3.2 Electrical Inspections

The Chief Electrical Inspector may require an inspector to review any electrical installation at any location, or any electrical appliance, fitting, cable, cord, or other electrical equipment intended for use, disposition, or sale at any place of business.

Inspections are conducted on an auditing basis, according to risk priority. Specific requests for an inspection are subject to availability and may be subject to special inspection Fees.



1.1.10.3.3 Electrical Plans

An electrical plan approval is required by any person, firm, corporation, company, partnership, or electrical Contractor attempting to install a Type III electrical installation.

The plans must comply with the requirements of the Canadian Electrical Code and Regulation 84-165 of New Brunswick's Electrical Installation and Inspection Act. Orders that changes be made shall be incorporated into the construction of the electrical installation and no other changes shall be made without the prior approval of the Chief Electrical Inspector. The electrical Contractor must ensure that a copy of the Approved plan and specifications are available on site.

1.1.10.4 Envision Saint John

Envision Saint John - the regional growth agency, facilitates larger Developments. The agency is available to assist in a variety of ways including land acquisition, funding application Development, and project management assistance. They work with the Development community and stakeholders to target potential Development projects that will have a large and lasting impact on Saint John and surrounding region's Development and economic growth.

1.1.11 Department of Environment and Local Government

For certain types of Developments and/or certain sites, the Province of New Brunswick may require supplemental applications or permits. When these are required by the Province of New Brunswick, the City of Saint John cannot issue permits until the Developer can demonstrate that they have obtained the appropriate approvals from the Province of New Brunswick. These applications and permits include:

1.1.11.1 On-Site Sewage Disposal System

Installation, construction, repair, or replacement of an on-site sewage disposal system (septic tanks and subsurface disposal fields) requires an application to be made by a licensed installer.

For detailed information on this application, please contact the Technical Inspection Services branch of the New Brunswick Department of Environment and Local Government.

1.1.11.2 Watercourse and Wetland Alteration Permit

Watercourse and Wetland Alteration (WAWA) Permits are required by any person intending to do work (construction, demolition, clearing land, landscaping, etc.) within thirty metres of a Watercourse or Wetland.

For detailed information on these applications and permits, and to make an application, please contact the Saint John regional office (Region 4) for the Department of Environment and Local Government or visit gnb.ca/environment.



1.1.11.3 Well Construction

If drinking water is being provided through the construction of private wells, the following requirements are outlined by the Province of New Brunswick:

- Setbacks from various structures and contamination sources (“Water Well Regulation”);
- Use of a licensed New Brunswick water well Contractor and licensed well driller for all new well construction, deepening of existing wells and well abandonment (“*Clean Water Act*”); and
- Mandatory testing of water quality of all newly drilled or redrilled wells (“Potable Water Regulation”).

For detailed information, please contact the source and surface water management branch of the Department of Environment and Local Government or visit gnb.ca/environment.

1.1.12 Designating a Project Manager

Having a designated project manager increases the likelihood a project will be seamless. On behalf of the Developer, project managers are tasked by the Developer with the planning, coordination, budgeting, and supervision of the construction project. They are the point of contact and are responsible for all communication between the project team and other stakeholders. It is recommended that the owner designate a project manager to ensure effective communication between the City of Saint John and the Developer.

A project manager can aid in managing costs, managing time, work schedules, organizing delivery of project supplies from various vendors, scheduling subcontractors, working with Building Officials and gathering all related documents to close the project.

1.1.13 When should a Professional be involved?

Professionals should be involved whenever technical reports or design drawings require a stamp or signature. Additionally, professionals should be engaged in instances where the owner or project manager is not able to clearly demonstrate that the proposed Development meets all the requirements under the relevant codes, legislation, and other applicable by-laws through the submitted design drawings. Professionals will ensure Developments meet the codes, by-laws and legislation, ensure public safety, and are required to provide sign-offs upon completion.

1.1.13.1 Designing the Development

In advance of designing a Development, the City of Saint John requires that plans (i.e. structural, civil, electrical, plumbing, mechanical, geotechnical, storm drainage, and/or architectural) be stamped by qualified professionals licensed in the Province of New Brunswick.

It is important to choose professionals that understand the Development’s needs. It is advisable that the Developer selects an individual or firm that has worked on similar Development projects, is familiar with various building designs and site conditions, and has a proven history of success.



The City of Saint John requires commitment and confirmation of completion forms for construction projects falling under Part 3 of the National Building Code of Canada except for projects less than \$25,000 in construction value that do not pertain to structural modifications, exiting, fire separation or life-safety. The confirmation of commitment forms must be completed by all engaged professionals prior to a building permit being issued. The confirmation of completion form must be signed by all engaged professionals and submitted to the City of Saint John prior to the issuance of an occupancy permit or certificate of successful completion.

The One Stop Development Shop offers a pre-application meeting where staff can provide feedback on infrastructure, building, heritage, and planning aspects of the preliminary design. For more information on pre-application meetings see Section 2 of this manual.

1.1.13.2 How do I find a Professional?

Professionals can be found by referring to any of the following organizations:

1.1.13.2.1 Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB)

Every person or firm engaged in the practice of engineering or geoscience in the Province of New Brunswick must be a registered member of the Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB). APEGNB protects the public interest by regulating engineering and geoscience professions and to protect and serve the public interest. To find a person or firm licensed in New Brunswick, visit www.apegnb.com.

1.1.13.2.2 Architects' Association of New Brunswick (AANB)

The Architects' Association of New Brunswick (AANB) is a corporate self-regulating body for the purpose of advancing and maintaining the standards of architecture in New Brunswick. To find AANB members visit www.aabb.org.

1.1.13.2.3 Interior Designers of New Brunswick (IDNB)

Interior Designers of New Brunswick (IDNB) are committed to promoting and furthering the knowledge, skill and proficiency of its members, and the profession. Members governing the practice of Interior Design licensed in the Province of New Brunswick can be found at www.idnb-dinb.ca.

1.1.13.2.4 New Brunswick Association of Planners (NBAP)

The New Brunswick Association of Planners (NBAP) is the provincial regulatory body for professional planners in New Brunswick. To find NBAP members visit <https://atlanticplanners.org/provincial-associations/new-brunswick/nb-registry-of-professional-planners/>



1.1.13.2.5 Canadian Association of Heritage Professionals (CAHP)

The Canadian Association of Heritage Professionals represents members who are professionally and actively engaged in the identification, conservation, preservation, interpretation and sustainable use of cultural and natural heritage. To find CAHP members visit <https://cahp-acecp.ca/membership-account/directory/>

1.1.14 Minimizing Permitting Costs and Delays

Project delays can be costly and there may be pressure to submit unfinished design drawings or start work prior to permit approval. These actions can lead to additional costs for design resubmission, doubling of permit Fees and/or having stop work orders issued at the Development site. Engaging with City of Saint John staff early in the design process can help Developers minimize delays and associated costs related to the permitting and approval process.

1.1.14.1 Building and Demolition Permit Deposits

A deposit for Development and building permits is required for medium to large scale Developments. This is meant to cover the cost of resubmission Fees and inspections where additional work is required to achieve an approval. By coordinating all inspections with the Building Official and minimizing the number of plan resubmissions, the Developer can reduce the chance that their deposit will be used to cover the cost of additional inspections or plans reviews.

The refundable amount of the deposit for building and Development Permits can be found in the fee schedule on the City of Saint John's website [here](#).

1.1.14.2 Double Permit Fees

When work is undertaken without an issued building permit, the building permit fee is doubled to a maximum of \$25,000.00. This is also applicable to Developments where a building permit has been issued but work is undertaken that is not covered under the scope of the existing permit. The double permit fee is meant to cover any additional costs associated with work starting without a permit.

1.1.14.3 Land Gazette

In addition to the above, undertaking work without a building permit or failing to correct outstanding deficiencies could result in a notice attached to the parcel of land through land gazette in the Province of New Brunswick's land registry system. If left uncorrected, land gazette flags have the potential to disrupt refinancing of a property or the future sale of a property. Please contact the One Stop Development Shop for more information about land gazette notices.



2 THE DEVELOPMENT PROCESS



2.1 THE DEVELOPMENT PROCESS

This section provides an overview of all phases of the Development process, from the conception of an idea for Development to professional sign-off. The steps outlined in this section are intended to guide a Developer through the Development process.

2.1.1 Idea

When a Developer has an idea for a project, it can be helpful to attain baseline information needed to understand how to build an idea into a concept. This may include how the Development will be defined as a land use, how the City of Saint John's guidelines and standards may interact with it, and what can be expected in the application stage.

A Developer's first step should be to determine if their idea for how the land will be used is permitted by the Municipal Plan and the Zoning By-Law, and what past approvals have been granted for the specific site. This information will determine how to proceed through the Development process and the types of applications and approvals needed to make the concept a reality. The One Stop Development Shop can provide information about Land Use Designations and zoning, including any conditions or special considerations of the site.

Municipal Plan and Zoning By-Law information, including [mapping tools](#), can be found on the City of Saint John's [website](#).

A Development concept may include:

- A site plan with approximate dimensions;
- Renderings showing the proposed site and building design of the proposed Development;
- A written description of the proposed Development including the types of land uses;
- Illustrations or photos of Developments that have inspired the proposal;
- A surveyed site plan including setback measurements, designed water, sanitary and storm systems, and complete renderings; and
- Expected occupancy and number and classification of units in each phase of Development.

The Development process for all Developments takes place over a linear path: an application is submitted, the application is reviewed, the application is Approved, and construction begins. Some Development's will require several approvals before construction can begin. Approval processes can range from simple to complex, but the process steps remain the same. The more complex the Development, the more complex the review process. Some applications will require committee or Common Council review and approval, others will be Approved by the Building Inspector, Development Officer, Municipal Engineer or Heritage Officer. In almost all cases, all necessary approvals are required before construction can begin.



2.1.1.1 Development and Concept Scenarios

Some Development and conceptual scenarios that may be relevant in the “idea” phase of a Development include:

2.1.1.1.1 Land without a Development idea

If a Developer has a site in mind, they will need to know:

- Is the land use permitted by the Municipal Plan and Zoning By-Law?
- Is the site in a Heritage Conservation Area?
- Is the site in a Flood Risk Area?
- Are there conditions limiting the use of the site?
- What are the Development standards and guidelines for the area?

2.1.1.1.2 Development idea but no land

If a Developer is searching for a site for their Development, they will need to know:

- Where is the proposed land use permitted?
- Where is the proposed land use not permitted?
- What are the Development standards and guidelines for the proposed Development?

2.1.1.1.3 Land and a Development idea

If the Developer has land and a Development idea in mind, they still must ensure the proposed Development is compatible with the land use:

- Has a Development Officer been contacted to confirm that the proposed Development meets the requirements of the Municipal Plan, Zoning By-Law and Subdivision By-Law?
- Will a rezoning be required to accommodate the proposed Development?
- Have appropriate timelines been built into the project plan to allow for this approval process?

2.1.1.2 Existing Buildings

Though establishing a new business or use in an existing building may at first appear to be straightforward, there may be additional requirements which may become costly if overlooked in the preliminary stages of a Development. These requirements could include building code issues, such as adding a sprinkler system and/or fire alarm system, undertaking additional renovations to meet fire separation requirements, undertaking additional renovations to construct a required exit, ensuring that suitable and adequate servicing exists, or the installation of an elevator to meet barrier free requirements.

It is strongly recommended that Developers contact the One Stop Development Shop to discuss a pre-application meeting early in the process if they are considering buying or renting an existing building and



establishing a new business or use in a building This will provide an understanding about what requirements will be in place once the Developer moves forward with the Development.

2.1.1.3 Developments not Aligned with City Requirements

In the Idea phase of a Development, Developers may notice that some elements of their proposed Development do not align with code, legislation, or City of Saint John by-laws. This may require additional discussions, conceptual changes, Common Council and committee approvals and public hearings before the Development can move forward. While these may not prevent the Development from advancing, they may impact Development financial feasibility, timelines and require additional professional engagement. As the idea evolves, it will be important to identify these issues and engage with City of Saint John staff early to ensure that these issues can be overcome and that the site is an appropriate location for the proposed Development.

2.1.1.4 Before the Application

The One Stop Development Shop offers a complimentary pre-application service to help Developers define their concept and prepare for the Development process. This service is optional but is helpful for larger Developments. The pre-application service allows for Development concepts to be reviewed by Community Planning, Building Inspection, Infrastructure Development, and Heritage Conservation, if applicable, in advance of application submission. The pre-application team confirms the application and assists in preparing a concept to enter the Development process and prepare for construction.

2.1.1.5 Pre-Application Meetings

A pre-application meeting is a voluntary review of proposed Developments at the preliminary or concept design stage. Developers, Contractors, and Designers of all experience levels are encouraged to participate in the pre-application meeting process.

The purpose of a pre-application meeting is to:

- Highlight current applicable regulations, standards, requirements, codes and policies;
- Identify potential issues;
- Identify any planning applications required and the schedule for approval through the Community Planning staff, Planning Advisory Committee, and Common Council;
- Identify any heritage approvals required and the schedule for approval through the Heritage Officer, Heritage Development Board, and Common Council;
- Provide direction regarding the Development process, including complete application submission requirements; and
- Help limit iterations with City of Saint John staff thereby improving overall review and process times.

A pre-application meeting does not begin the process of applying for a permit, and would not impact the status of any permit applications. The pre-application meeting is not intended to be a comprehensive review of a proposal and is for information purposes only; the information provided would not equal the advice of a designer, Engineer, Architect, lawyer, or any other professional. Once a Development



application has been deemed complete, additional requirements may be identified that were not flagged during the pre-application meeting.

2.1.1.5.1 When is a pre-application meeting needed?

Development projects where a pre-application meeting is strongly encouraged include:

- Commercial, industrial, institutional, and multiple unit dwelling construction;
- Municipal Plan amendments;
- Zoning By-Law amendments;
- Community Planning Section 59 amendments;
- Subdivisions with major servicing impacts including those requiring new infrastructure construction or stormwater management plans;
- Adaptive reuse projects;
- Alternative solution proposals under the National Building Code;
- Projects requiring extensive Heritage Conservation approvals, such as infill Development in Heritage Conservation Areas;
- Major renovations, additions, or new as-of-right construction;
- Buildings having a floor area of 30,000 square feet or greater; and
- Change of use proposals resulting in a major change to the site, such as an enlarged parking lot.

2.1.1.5.2 What is needed for a pre-application meeting?

To maximize the benefit of the pre-application meeting, the Developer is strongly recommended to provide the following information, if available, in advance of the meeting:

- Preliminary site plan;
- Preliminary building floor plans and elevation drawings;
- Preliminary servicing plans including proposed water and sanitary Development flows; and
- Contact information of attending project team members.

2.1.1.5.3 After the Pre-Application Meeting

Following the Pre-Application Meeting the Developer will receive a summary of meeting notes from the City of Saint John with details from all service areas on the information discussed. This is meant to help the Developer maximize the value from the meeting as many different topics are commonly discussed. The Pre-Application Meeting and meeting notes help to ensure that the proposed Development is set up for the best chance of success.

2.1.1.6 Identifying Major Challenges Early

As a proposed Development moves through the permitting process, City of Saint John staff collaborate with Developers to facilitate successful project implementation. However, there have been instances where the intended Development and desired location are out of alignment. This may require a change



to the project scope or location to maintain financial and logistical feasibility of the proposed Development.

Major challenges may include:

2.1.1.6.1 Municipal Plan and Zoning Alignment Challenges

Each parcel of land within the City of Saint John has been identified and zoned for a specific use. While Developers may request an amendment to the Municipal Plan and/or the Zoning By-Law, if the change differs from the surrounding zoning and intended land use, the request may require additional discussion. If the land parcel is not currently zoned for the intended use, the Developer should discuss the proposed development and required land use changes with a City of Saint John Planner to determine feasibility.

2.1.1.6.2 Municipal Infrastructure Capacity

When considering a Development which will leverage or connect to existing municipal infrastructure, it is important to discuss the proposed Development with the City of Saint John's Infrastructure Development team to ensure there is sufficient capacity in the existing municipal systems. If the required capacity to support the Development is not available, the Developer may be required to provide the necessary infrastructure improvements to support the Development. Providing conceptual design flow information early on in a Development project will enable the City of Saint John to review existing municipal capacities and provide feedback to the Developer on the proposed demands and model review completed by the City of Saint John. This initial review will provide feedback to the Development Team on existing available flows, pressure and capacity. This can have significant cost or feasibility implications for a proposed Development and should be discussed as early as possible in the project lifecycle.

2.1.1.7 Public Engagement

When a large and/or complex Development is being proposed within the community, it often draws the attention of local citizens who are interested in learning about the proposed Development and how it may impact them. These Developments often require approval from the Planning Advisory Committee and Common Council. Through the Planning Advisory Committee Meeting and the public hearing at Common Council, all interested individuals can provide feedback on the proposed Development through written submissions and verbal presentations. The feedback can highlight community concerns and support for a Development and can also impact the decision rendered by either the Planning Advisory Committee or Common Council.

2.1.1.7.1 What are the benefits?

While the City of Saint John does not have a formal requirement for a Developer to facilitate public engagement events, it is in the Developer's best interest to engage with the community prior to the formal approval process. Public engagement events provide an opportunity for the Developer to engage



directly with interested community members, answer their questions, and gather feedback that can be incorporated into the proposed Development. Some of the benefits may include:

- Describing the Development and its features;
- Early identification of community opposition and/or support;
- Opportunity for the Developer to address community concerns and to consider potential updates to the proposed Development prior to the application being before the Planning Advisory Committee and/or Common Council;
- Reducing the risk of Planning Advisory Committee tabling their decision and/or requiring substantial amendments to the proposed Development;
- Reducing the risk of Planning Advisory Committee and/or Common Council establishing additional section 59 conditions to address concerns raised by the public; and
- Indicating to the Planning Advisory Committee and Common Council that the Developer has done their due diligence to understand and address citizen concerns.

2.1.1.7.2 When and how should the public be engaged?

Meaningful engagement should not only include the dissemination of information, but it needs to incorporate the collection, consideration, and implementation of input obtained from residents of the adjacent neighbourhood to the proposed development. (where applicable). The engagement strategy should be determined early in the project plan. To identify the level of engagement needed, it is important to determine whether public input may impact the final design, location, materials, etc., for the proposed Development and the level of influence that feedback may have on the Development. This will determine whether the engagement method will reach the stages of inform, consult, or collaborate. Some options for engagement tools in each stage include:

- *Inform*: fact sheet, website, open houses, information sessions, pamphlets, social media
- *Consult*: focus groups, surveys, public meetings, comment forms
- *Collaborate*: Advisory committees, consensus building, workshops, task forces

For the majority of potential large and/or complex Development projects initiated by the private sector, the Developer should consider options presented in the inform and consult categories. Where consultation and collaboration are warranted, it is important to identify who should participate in engagement activities and which participants have a stake in the Development. This will help narrow down the list of participants and ensure feedback provided is balanced accordingly.

There are several resources available which outline techniques and tools for conducting meaningful engagement. Some of these include but are not limited to:

- IAP2 Canada: [IAP2 Canada / AIP2 Canada - Home](#)
- City of Fort Saskatchewan Public Engagement Framework: [FS Engagement Framework DRAFT2 March 16-1](#)



2.1.1.8 Permits and Application Types

All permits and approvals are managed by the One Stop Development Shop. Permit applications are provided in **Appendix A** for reference. The Development manual will be updated regularly; however, up to date versions of application forms, checklists, and Fees can be found on the City of Saint John's [website](#) or by contacting the One Stop Development Shop.

Application Fees are subject to change and should be confirmed prior to application submission.

2.1.1.9 Application Review

Applications and plans will be reviewed to confirm that the proposed Development is in compliance with the National Building Code of Canada and all applicable by-laws and regulations. The review process may include:

- **Community Planning plans examination:** staff will check for compliance with the regulations and provisions of the Zoning By-Law such as proposed use, minimum setback requirements, Lot coverage and building height, architectural design requirements, etc.
- **Building Code plans examination:** staff will review the proposed construction to ensure compliance with the National Building Code, and applicable laws.
- **Infrastructure Development plans examination:** staff from the Infrastructure Development team will review the proposed design for compliance with City of Saint John specifications, Storm drainage design criteria manual and applicable by-laws.
- **Heritage Officer plans examination:** staff from the heritage office will review the proposed application and relative drawings for compliance with City of Saint John Heritage Conservation Areas By-law.
 - The Developer may be required to get a Building Permit and/or a Development Permit at this stage of the Development process. For more information on what is required for these permits, refer to **Section 4** and **Appendix A** of this manual, or the City of Saint John's [website](#).

2.1.1.10 Complete Applications

Ensuring completeness of an application can increase the speed with which review can be finished. The review of an application begins when the application is deemed to be complete. Please refer to **Section 3** and the associated application checklists for additional details regarding submission requirements.

2.1.1.11 Contact between Staff and Developer

During the review process, staff members from various service areas may contact the Developer with questions or to request additional information, clarification, or documentation. While the City of Saint John does attempt to identify all application requirements from the outset, some items are unable to be identified as required until review is underway. Staff will inform whether review of the application will continue while waiting to receive this information, or whether review will be placed on hold.



2.1.1.12 Applications Placed on Hold

If during the review process, additional clarification is required or deficiencies are identified, the Developer will be notified by email of the required changes, modifications, or missing information. If the application requires this information in order to continue the review, the application will be placed on hold. This email will be sent to the designated representative that is identified on the initial application form, so it is important that the Developer identifies a project lead early on and ensure that their contact information is correct.

It is important to ensure that the requested information is re-submitted and clearly addresses each request. Depending on the type of information required, the issuance of the permit could become delayed until all the requested/required information is received and compliance is determined.

2.1.1.13 Document Resubmission/Revisions

If a drawing needs to be resubmitted due to design changes or modifications, the Developer is required to complete the Drawing Resubmission Form (**Appendix A**) and summarize any changes.

2.1.1.14 Processing Times

Processing times vary depending on complexity of the application, volume of applications, completeness of an application. Staff at the One Stop Development Shop will advise of the projected time for permit issuance.

2.1.2 Approvals

The more closely the Developer's application aligns with the requirements and expectations of the applicable by-laws, plans and codes, the more straight-forward, and often shorter, the review and approval process will be. When an application requires approval by a board, committee, or Common Council, or requires a Variance or an amendment to a plan or By-law, approval timelines can lengthen, as does risk around Development acceptance. Most applications and permits are reviewed and issued at a staff level.

2.1.2.1 Planning Approvals

Planning approvals either fall within the jurisdiction of Common Council, the City's Planning Advisory Committee or the Development Officer. Common Council's jurisdiction includes amendments to Municipal or Secondary Plans and amendments to the Zoning By-Law. The City's Planning Advisory Committee has jurisdiction over certain matters related to land uses and variances, with the Development Officer having jurisdiction over variances.



2.1.2.1.1 Common Council Approvals

2.1.2.1.1.1 *Municipal Plan and Secondary Plan Amendments*

A Municipal Plan amendment is required when a proposed Development does not align with the intended land use or policy direction established in the City of Saint John's Municipal Plan and future land use map. In some cases, a Municipal Plan amendment is required due to site specific considerations and to ensure transparency of the process in areas of community value.

A Municipal Plan amendment is a legislative process undertaken pursuant to the Community Planning Act. The process requires public notice, and public meetings, with the Common Council as the decision-making authority. The process is linear, requiring review and feedback by the Development Officer, Planning Advisory Committee, Common Council, and the public.

A Municipal Plan amendment application may generate the need for a Zoning By-Law amendment, specifically a rezoning application. The rezoning amendment can only occur once the Municipal Plan amendment has been complete.

2.1.2.1.1.2 *Zoning By-Law Amendments and Rezonings*

A Zoning By-Law amendment is required when the Zoning By-Law text does not contain the language needed to support the proposed Development. A rezoning, which is an amendment to the zoning map contained in schedule A of the Zoning By-Law, changes the zoning of a site to one more compatible with the proposed Development.

A Zoning By-Law amendment is a legislative process undertaken pursuant to the Community Planning Act. The process requires public notice, and a public meeting, with the Common Council as the decision-making authority. The process is linear, requiring review and feedback by the Development Officer, Planning Advisory Committee, Common Council, and the public.

2.1.2.1.1.3 *Section 59 Amendments*

Section 59 of the Community Planning Act allows the Common Council to attach terms and conditions to a Development site by way of registering these conditions to the property title. Section 59 conditions are often imposed as part of a Zoning By-Law Amendment or rezoning. Should section 59 conditions become outdated, inapplicable, or a barrier to developing on the site, an application to amend the conditions may be made to the Common Council.

2.1.2.1.1.4 *Satisfactory Servicing*

Common Council may prohibit the Development of any building or structure if of the opinion that satisfactory servicing arrangements have not been made for the supply of electric power, water, sewerage, street, or other services or facilities. A Developer may apply to the Common Council to prove satisfactory servicing at a site.



2.1.2.1.2 Planning Advisory Committee Approvals

Planning Advisory Committee (PAC) applications include variances, temporary uses, conditional uses, similar or compatible uses, and aspects related to non-conforming uses.

2.1.2.1.2.1 *Variances*

The Community Planning Act authorizes the Planning Advisory Committee to vary based on a numerical standard described in the Zoning By-Law if they are of the opinion that the Variance is desirable for the Development of a parcel of land, building, or structure and is in keeping with the general intent of the Municipal Plan and Zoning By-Law. The Committee also can issue variances related to provisions of the Zoning and Subdivision By-laws including the excavation and filling of land and provisions related to the architectural design of buildings.

2.1.2.1.2.2 *Similar / Compatible Use*

In some cases, the Planning Advisory Committee may permit, a similar or compatible use for a proposed Development that is otherwise not permitted in the Zoning By-Law. This may occur if the proposed use is sufficiently similar to, or compatible with, a use permitted in the Zoning By-Law for the Zone in which the Development is situated.

2.1.2.1.2.3 *Temporary Use*

Planning Advisory Committee may, subject to terms and conditions it considers fit, authorize a temporary use of a Development otherwise not permitted in the Zoning By-Law for a period of time not exceeding one year. The Planning Advisory Committee may extend the temporary authorization one additional year if a rezoning application has been made on the same land.

2.1.2.1.2.4 *Conditional Use*

Conditional uses are described in the Zoning By-Law. The Planning Advisory Committee may impose terms and conditions on any conditional use contained in any Zone in the Zoning By-Law. They may also prohibit such a use where compliance with the terms and conditions cannot reasonably be expected. Terms and conditions, in this case, are limited to those intended to protect properties within the Zone or in abutting Zones, or the health, safety, and welfare of the public.

2.1.2.1.2.5 *Non-Conforming Use*

A non-conforming use is a land use that was legally established through a previous issuance of a permit but is no longer permitted under the existing Zoning By-Law for a property. A non-conforming use can become a legal use through the successful rezoning of the property. The Planning Advisory Committee may authorize:

- The recommencement of a non-conforming use that has been discontinued for a consecutive period of 10 months;



- Permit the repair or reconstruction of a building or structure containing a non-conforming use which has had at least half of the building damaged (not including the foundation);
- The extension of a non-conforming use into a portion of a building that was constructed after the date the use became non-conforming; and
- The change of a non-conforming use to a similar non-conforming use.

Under the Community Planning Act, Common Council may require that any land, building, or structure containing a non-conforming use shall be maintained and kept in a condition appropriate to the area in which it is located. If these standards are not complied with, the Common Council may execute the work necessary to comply with those standards, at the expense of the landowner, or terminate the use. A non-conforming use application reinstates or applies standards to a non-conforming use.

2.1.2.1.3 Development Officer Approvals

The Development Officer has jurisdiction to approve reasonable variances from certain requirements of the Zoning and Subdivision By-Laws. This jurisdiction includes dimensional setbacks such as variances from property lines, lot areas, and lot dimensions and by-law standards related to general provisions such as those regulating parking, signage and landscaping.

The Development Officer is also responsible for endorsing that the permit application conforms to the requirements of the Zoning By-Law.

2.1.2.1.4 Subdivisions

Depending on the type of subdivision, Common Council, the Planning Advisory Committee or the Development Officer can have jurisdiction over a subdivision approval.

Type 1 subdivisions, those including boundary adjustments and the creation of new Lots along an existing Street and do not involve the construction or extension of a street, typically only involve the approval of the Development Officer.

Type 2 subdivisions, involving the construction or extension of a street involve the City's Planning Advisory Committee who make a recommendation to Common Council regarding Council's assent to the proposed Public Street(s).

Once the necessary assents have been given, the Development Officer issues an approval of the tentative plan of Subdivision. This approval is valid for a twelve-month period and may be revalidated once it has expired.

2.1.2.1.4.1 Land for Public Purposes

The Subdivision By-law requires that a percentage of the land where a Subdivision occurs be vested to the City of Saint John as land for public purposes. When Land for Public Purposes dedications are determined by the City of Saint John to be surplus, the Community Planning Act authorizes Common Council to release these lands through a Common Council application process. There are four



alternatives for Land for Public Purposes dedications as a condition of approval of a Subdivision plan including:

- Land in the amount of 10% of the area in the proposed Subdivision exclusive of public streets, at such location as assented to by Common Council, is to be set aside as Land for Public Purposes and so indicated on the Subdivision plan.
- Money in lieu of Land for Public Purposes in the amount of 8% of the market value of the site.
- With consent of the Developer and the City of Saint John, Land for Public Purposes dedications may be made in an area of the City of Saint John other than the area proposed to be subdivided.
- The Developer or the City of Saint John may consider a combination of land and cash-in-lieu.

Consistent with the direction established in the City of Saint John's parks and recreation strategic plan (PlaySJ) and the Subdivision By-law, Common Council is accepting money in lieu of lands for public purpose in the amount of 8% of the market value of the site, with land only accepted in limited circumstances. This amount is calculated by the Development Officer using assessment information from service New Brunswick. If an independent appraisal is requested by the Developer to determine the land value upon which the cash-in-lieu of land Fees is based, all costs shall be paid by the Developer.

In certain Subdivisions, a land dedication may be accepted if it aligns with the policies established in MoveSJ and provisions of the Subdivision By-law.

Section 3 of this manual provides a general list of information required for a Land for Public Purpose release application. Each application is reviewed on the specifics of its situation and may require additional information. Please consult Community Planning staff prior to submission.

This process also involves the City of Saint John's real estate service area who represent the City of Saint John through land negotiation and transaction process.

2.1.2.2 Infrastructure Approvals

Infrastructure-related permits refers to permits that affect the structures and facilities in the City of Saint John that are typically publicly owned, such as streets, and drainage systems. These permits include:

- Street Excavation permits;
- Street Occupancy permits;
- Water and Sewerage permits;
- Sidewalk Café permits; and
- Special Move permits;

For more information on when these permits need to be obtained, and what the application process entails, refer to Section 4 and Appendix A of this manual, or the City of Saint John website.



2.1.2.3 Heritage Approvals

Heritage Conservation is a key element of the Development process that must be considered by a Developer for Development or maintenance activities. The City of Saint John has processes specific to Heritage Conservation, including a suite of heritage permits. Heritage permits are issued under the City of Saint John's Heritage Conservation Areas By-law, either by Heritage Officer or the Heritage Development Board. **Table 1** outlines the types of heritage permits and who approves them:

Table 1: Heritage Permits and Approvals

Application Type	Approver
Alterations to Existing Buildings	Heritage Officer or Heritage Development Board
Infill Development (New Construction)	Heritage Development Board
Demolition	Heritage Development Board

Refer to **Section 4** and **Appendix A** of this manual, or the City of Saint John [website](#) for more information about when to apply for these permits, and what is needed to acquire them.

2.1.2.4 Building Inspection Approvals and Permit Issuance

When the review of the Developer's application is complete and all requirements have been met, the Developer will be notified by email with a copy of the permit approval and Approved plans. If the Developer did not provide an email, they will be notified by phone and a copy of the Approved permit and plans will be provided.

2.1.2.5 Commencement of Construction

For construction to begin, the following requirements must be met:

- Required plans, Engineering Drawings, supporting documents and reports have been reviewed and accepted by the City of Saint John;
- Required permits, licenses, certificates, etc. have been issued by the various Municipal, Provincial, and Federal Departments or Agencies, for all work to be undertaken in the construction of the proposed Development (see **Section 4** for an overview of all permits that may be required);
- Environmental concerns and issues have been addressed to the satisfaction of all Provincial and Federal Regulatory Agencies as well as the City of Saint John.

During construction, the safety and convenience of the public and of the residents along streets affected by Development activities must be provided for as much as possible or practical. Suitable access to driveways, houses and buildings along the Street must be maintained wherever possible. Access to commercial and specifically designated properties shall be maintained at all times.



Fire hydrants must always be readily accessible to the fire department and Saint John Water. No material or obstruction should be placed on any municipal structures, catch basins, valve boxes or valve chambers, which must always be accessible to City of Saint John staff.

2.1.2.6 Appeals

Development permits and Heritage permits are open to appeal in the 15 days following the final decision on an application (issuance or denial of issuance). Appeals can be filed by the Developer or by any member of the public for any of the following reasons:

- Failure to issue a permit;
- Issuance of a permit;
- Disagreement with a term or condition of a permit;
- Failure to include a term or condition; and
- Failure to follow legislative procedure.

For building permits and Development permits, work may begin during the 15-day appeal period, however this period must elapse before work may begin for any item covered under a heritage permit.

2.1.2.7 Modifying a Permit

If the Development needs or requires any modification to the original Approved permit application, including material or product changes, please contact staff as additional approvals and Fees may be required. This may include providing a completed drawing resubmission form or the submission of a new permit application. Work related to the proposed modification should not be conducted until the revised submission has been reviewed and Approved by City of Saint John staff as either an amendment to an existing permit or a new permit.

2.1.2.8 Building Permit Delivery

Once Approved building permits are delivered to the permit holder by email, the Building Official will contact the permit holder to discuss required inspections and project timeline.

2.1.2.9 Scheduling Inspections

For medium to large Developments, inspections are scheduled by contacting customer service (506-658-4455) a minimum of 48 hours in advance. When booking a building inspection by phone, the Developer should be ready to provide the following information:

- Their name;
- Return phone number;
- Address of the construction project;
- Permit number;
- Their inspector's name (If known); and
- Date the inspection must be conducted to ensure there are no delays.



To cancel a scheduled inspection, please contact customer service as soon as possible.

2.1.3 Occupancy Permits

Occupancy permits are issued when a Development project has successfully completed all required inspections under the Approved building permit and has satisfied the requirements of any other regulatory body, as applicable. Note that occupancy permits are only issued for construction of a new building or when there is a change of occupancy in a building.

Following the successful completion of the final inspection, the inspector will verify that all signoffs and testing documentation has been received. If partial occupancy of a building is requested, the permit holder may request that a conditional occupancy permit be issued by following the procedure for requesting a conditional occupancy permit (COP). The path to occupancy document listed in **Appendix A** outlines the steps that must be completed before a partial or full occupancy can be granted.

Once all inspections have been signed off and all documentation has been received, the inspector will issue the occupancy permit and request that the deposit be refunded back to the permit holder less any outstanding charges. A copy of the occupancy permit will be sent to the permit holder by email.

NOTE: If a building has a single occupancy type, an occupancy permit is issued for the building. If the building has multiple occupancy types or if a new unit is going into an existing building, an occupancy permit would be issued for the space.

2.1.3.1 Conditional Occupancy Permits

Conditional occupancy permits are issued when a Development project is substantially complete, there are no outstanding life safety issues, and all conditions of the permit are being met. Typically, conditional occupancy permits are issued for partial occupancy of a large-scale Development or when a building is complete but final documentation remains to be submitted.

NOTE: Conditional occupancy permits are issued for a period of six months. Enforcement action may begin at any time following this timeframe if there are still outstanding issues.

2.1.3.2 Certificates of Successful Completion

Certificates of successful completion are issued for all building permits which would not require an occupancy permit but are Successfully Complete. This could include renovations, additions, or the construction of accessory buildings.

2.1.3.3 Professional Signoffs

Professional signoffs (known as “Schedule C” documents) are required for all Part 3 buildings as defined by the National Building Code prior to an occupancy permit or certificate of successful completion being issued. For more information on the requirements for professional signoffs see **Section 1**.



3 CONSULTANTS (SUMMARY OF REQUIREMENTS)



3.1 CONSULTANTS (SUMMARY OF REQUIREMENTS)

The following section describes required drawings and plans from a professional's subject to federal, provincial, and municipal regulations.

3.1.1 Applicable Standards/Codes

All submitted plans are reviewed for adherence to the following codes and requirements. While other authorities may provide approval for certain plans, all drawings must be submitted to the City of Saint John as part of a complete application.

Table 2: Standards/Codes

Drawing Set	National Building Code of Canada 2015	Barrier Free NB Regulation 2021-3	National Plumbing Code	National Fire Code	Canadian Electrical Code	Submitted to City of Saint John	Reviewed and Approved By
Architectural	•	•				•	City of Saint John
Mechanical						•	City of Saint John
Electrical					•	•	Province of New Brunswick
Plumbing			•			•	City of Saint John
Fire Safety*	•			•		•	Office of the Fire Marshal
Structural	•					•	City of Saint John

*Fire safety includes all requirements related to safe exiting, fire alarm systems, fire suppression systems, and more. For more information on when plans should be submitted to the office of the Fire Marshal please see **Section 1**.

3.1.1.1 Code Matrix

The code matrix is a brief document which organizes and summarizes the essential information and assumptions that form the basis of a proposed Development in relation to the National Building Code of Canada. Developers can use the key information in this matrix to review whether a proposed Development complies to the National Building Code in a smooth and convenient way.

3.1.1.2 Alternative Solutions

If a proposed Development does not comply with the prescriptive requirements in the National Building Code of Canada, a Developer may propose alternative solutions to meet the Code requirements. This option requires a qualified professional to demonstrate that the proposed alternative solution will perform at least as well as the prescriptive Code requirement. The objectives and functional statements of the acceptable solution must identify the areas of performance where this equivalence will be demonstrated.



3.1.1.3 Changes to Plans

Any changes to a proposed Development, including but not limited to site plans, floor plans, elevations, cross-sections, materials, occupancy, number of floors/units, requires a completed drawing resubmission form for review by all relevant service areas. This form will help to determine whether the proposed changes meet all applicable codes, by-laws, plans and standards. In some instances, proposed changes may require additional approvals or applications. The drawing resubmission form can help prevent unnecessary delay and cost to the project because of unapproved changes.

Please note that proposed changes cannot be completed until they have received formal written approval. Additionally, while a proposed change may comply with the requirements of one service area, there may be additional requirements or considerations through other service areas.

3.1.1.4 Professional Signoffs

Developers must provide stamped construction drawings that are prepared by qualified professionals for proposed Developments with a construction value greater than \$25,000 and for proposed Developments less than \$25,000 in construction value which affect fire separations, structural components and are required for large construction projects (Part 3 of the National Building Code of Canada). In this instance, a qualified professional may refer to a Registered Professional Engineer, a member in good standing with the Architects' Association of New Brunswick, or a Registered Interior Designer.

3.1.1.5 Confirmation of Construction Field Review (Schedule C)

Following completion of the large Development project (Under Part 3 of the National Building Code of Canada) a confirmation of field review (Schedule C) for each discipline and/or service provider must be submitted by the qualified professional or service provider indicating that the work completed is in general conformance with the Approved plans. A sample is provided in **Appendix A**.

3.1.1.5.1 Records and Product Specifications

Records of testing and product listings may be required for certain aspects of a construction project. The following documentation may be required to be submitted:

- Attic insulation record for commercial construction under 300m²
- Integrated testing report with confirmation documents including (but not limited to):
 - Fire alarm testing
 - Sprinkler system testing
 - Emergency power/lighting
 - Elevator recall (where applicable)
- Limits to smoke movement confirmation report (required for high buildings, Section 3.2.6 of NBC)
- Compaction testing record
- Soil testing record



- Structural product specifications
- Material listings
- Flame spread ratings
- Product specifications

3.1.2 Flood Risk Areas

New Developments are required to adhere to the Flood Risk Areas By-law, which Developers should review before submitting a proposal. The Flood Risk Areas By-law defines the limits of four flood risk areas, creates a number of sub areas, and puts in place land use controls for those defined areas. The designated areas include:

- the Lower Marsh Creek Flood Risk Area
- the Glen Falls Flood Risk Area
- the Mystery Lake Flood Risk Area
- the Kelly Lake Flood Risk Area

NOTE: The four flood risk areas can be viewed on the City of Saint John's open [data portal](#).

The By-law also controls the maintenance within the defined floodway, requires the conservation of flood water storage capacity within the defined areas, and lays out the standards to be followed for new Development. The Flood Risk Areas By-law does not address river flooding, but instead regulates:

- the alteration of land levels;
- the resurfacing of any area;
- the erecting or placing of any building or structure; or
- the placing or dumping of fill in a Flood Risk Areas as defined under the Flood Risk Areas By-law.

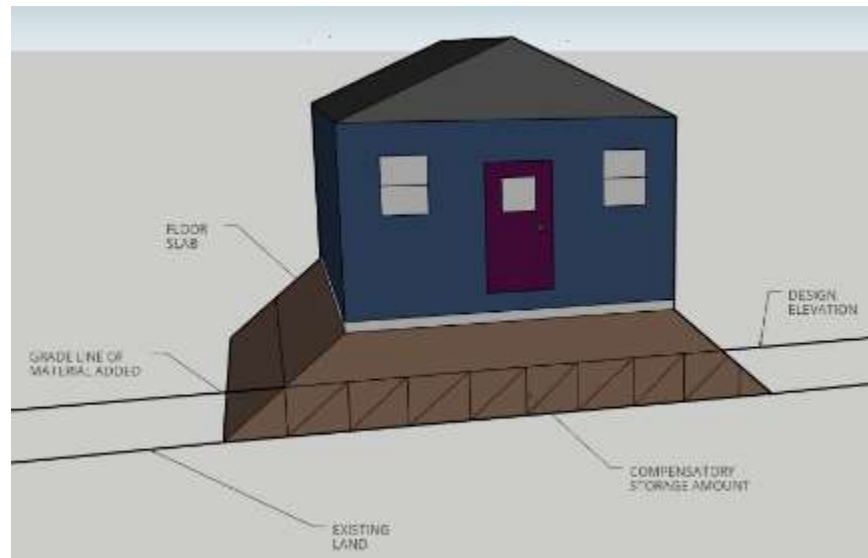


Figure 1: Flood Risk Area Calculation Visual

In order to gain approval to undertake a Development in a Flood Risk Area, the Developer must obtain a Flood Risk Areas Development Permit for the activity within the area, or the Approved building permit must include a condition related to flood risk.

3.1.3 Community Planning

The Community Planning Service Area is responsible for reviewing Development applications (including building permit applications, rezoning applications, etc.), for compatibility and alignment with the City of Saint John's Plans and Policies that direct future growth and Development. The submission of a complete and detailed application package enables staff to undertake a full assessment of the proposal and to provide the best guidance to the Developer in regards to additional information required.

As each proposed Development is unique, the submission requirements may vary, and it is recommended that the Developer engage with the Community Planning Team in advance of submitting more complex applications. Planning applications requiring review and/or approval by the Planning Advisory Committee and/or Common Council necessitate a more comprehensive submission often including more detailed design renderings and supporting studies or documents to help illustrate the vision of the final Development and to identify any potential impacts the Development may have on the surrounding area.

3.1.3.1 Design Requirements

All Planning applications involving the Development of a new building or the extensive exterior renovations of an existing building, will require the submission of elevation drawings and coloured building renderings. Elevation drawings and coloured renderings are used by the Community Planning staff to assess the compatibility of the building within the existing neighbourhood context. When reviewing these drawings, staff will be determining if the proposed building aligns with the design



requirements established in the Municipal Plan, Zoning By-Law, and the appropriate Secondary (Neighbourhood) Plan. Considerations will include a variety of topics such as:

- Cladding materials and use of clear glazing;
- Property setbacks and compatibility with the existing Streetwall; and
- Compatibility with adjacent properties (e.g., Height).

The Community Planning team recommends that Developers familiarize themselves with the applicable sections of the above-mentioned plans, to ensure that their proposed design aligns with the requirements of those plans.

3.1.3.2 Site Plans

All planning applications involving the alteration of a property will require the submission of a detailed site plan. The site plan is used by the Community Planning team to ensure that the proposed Development aligns with the requirements laid out in the City of Saint John Zoning By-Law including those outlined within the property's Zone. The following is a list of some of the items which should be included in a submitted site plan. As each proposed Development is unique, staff may request additional information to be included.

- Location of buildings and their setbacks to the property lines;
- Parking stalls including any accessible parking stalls;
- Landscaping (what is being maintained and what is proposed); and
- Any internal Walkways or pedestrian connections.

3.1.3.3 Timelines for Planning Applications

The timeline required for each process varies depending on the type of planning application and the complexity of the proposed Development. When planning for a Development, please reach out to the Community Planning team to discuss the type of applications required for a proposed Development. Staff will be able to provide timelines for the planning approvals associated with proposed Developments.

For instance, Municipal Plan amendments take the longest of any planning application and will take a minimum of four months to go through the legislative requirements. A Development Officer Variance has a much shorter processing time. It should be noted that any timeline outlined by staff is based on the receipt of a complete application and a scenario where no issues or concerns arise during the process. It is always recommended to build additional time into the project schedule in the event of any delays occurring.

3.1.3.4 Complete Planning Applications

The Community Planning team can collaborate with Developers to determine what will constitute a complete application for Developments. As mentioned earlier, as each Development project is unique, certain scenarios may require the inclusion of additional studies, documents, and information to help ensure that the proposal addresses different technical requirements.



Staff can support the Developer in a variety of ways including through the Pre-Application process, or through a dedicated meeting with members of the Community Planning staff. Based on the proposal, staff can help guide the Developer in preparing their applications. Occasionally, additional information may be requested by other services areas during the review of the application. Staff will advise the Developer of any additional requirements as early as possible in the process.

Depending on the complexity of the proposed Development, it might be beneficial to engage professionals early in the process to get their assistance in preparing any detailed design documents or technical report requirements.

3.1.3.5 Challenges and Obstacles

Occasionally, Development projects may increase in complexity during the staff review process, due to the discovery of new information, identification of site-specific challenges or through other scenarios. Staff will collaborate with the Developer to help determine what additional information might be required to address these challenges and to provide professional feedback on any solutions the Developer may propose.

3.1.4 Heritage Conservation

The Heritage Conservation service area is responsible for ensuring that Development projects are compatible and align with the City of Saint John's Heritage Conservation Areas By-law and for alignment with the standards and guidelines for conservation of historic places in Canada. This is undertaken by reviewing building permit applications, issuing heritage permits, and by presenting recommendations to the Heritage Development Board. The submission of a complete and detailed application package enables staff to undertake a full assessment of the proposal and to provide the best guidance to the Developer regarding additional information that may be required.

As each proposed Development is unique, the submission requirements may vary, and it is recommended that the Developer engage with the Heritage Officer in advance of submitting complex applications. Heritage permit applications are all reviewed by the Heritage Officer. The Heritage Officer can render decisions on a variety of applications; however, certain applications will require review and approval by the Heritage Development Board and Common Council. Submissions will vary depending on the nature of the application but may include a site plan, elevation drawings, detailed and scaled renderings of architectural features, coloured renderings, colour or material samples, and a heritage impact statement.

3.1.4.1 Design Requirements

As heritage permit applications are focused solely on work being undertaken to the exterior of the building, elevation drawings and coloured building renderings are typically required. Elevation drawings and coloured renderings are used by the Heritage Officer to determine if the work being proposed aligns with the standards and guidelines for the conservation of historic places in Canada and ensuring that they uphold the integrity of the character defining elements for the structure. Considerations will include a variety of topics such as:



- Materials being proposed;
- Colour palette;
- Impact on Character Defining Elements.

The Heritage Officer recommends that Developers familiarize themselves with the applicable sections of the standards and guidelines document, the statement of significance for their property, any previously developed conservation plans and the City of Saint John's Heritage Conservation Areas By-law, to ensure that their proposal aligns with the requirements of those documents.

3.1.4.2 Site Plans

All heritage permits involving the change of the building footprint, including the replacement of existing stairs and decks, will require the submission of a site plan. The site plan is used by the Heritage Officer to determine the impact the change in the building footprint will have on the character defining elements of the property. The following is a list of some of the items which should be included in the submitted site plan. As each proposed Development is unique, staff may request additional information to be included.

- Location of existing and remaining buildings and structures;
- Location of the impacted portion of the structure, and any change in size.

3.1.4.3 Timelines for Heritage Permit Applications

The timeline required for each process varies depending on the type of heritage application and the complexity of the proposed Development. When planning for a Development, please reach out to the Heritage Officer to discuss what items are required for the proposed Development.

In general, applications that require only Heritage Officer approval will have a shorter turnaround time for issuance. In comparison, Developments which require approval by the Heritage Development Board and Common Council will take the longest of any heritage application (i.e. a minimum of three months). It should be noted that any timeline outlined by staff is based on the receipt of a complete application and a scenario where no issues or concerns arise during the process. It is always recommended to build additional time into the project schedule in the event of any delays occurring.

3.1.4.4 Complete Heritage Permit Applications

The Heritage Officer can collaborate with the Developer to determine what will constitute a complete application for the proposed Development. As each Development project is unique, certain scenarios may require the inclusion of additional studies, documents, and information to help ensure that the proposal addresses different technical requirements.

Staff can support the Developer in a variety of ways including through the pre-application process, or through an onsite visit to discuss the details of the proposed Development. Based on the proposal, staff can help guide the Developer in preparing their application.



Depending on the complexity of the proposed Development, it might be beneficial to engage professionals early in the process to get their assistance in preparing any detailed design documents or technical report requirements.

3.1.4.5 Challenges and Obstacles

Occasionally, Development projects may increase in complexity during the staff review process, due to the discovery of new information, identification of site-specific challenges or through other scenarios. Staff will collaborate with the Developer to help determine what additional information might be required to address these challenges and to provide professional feedback on any solutions the Developer may propose.

3.1.5 Municipal Infrastructure

Infrastructure Development administers municipal infrastructure and servicing requirements for sustainable Development, and approves Engineering Drawings, municipal servicing plans, drainage systems, and utility installations.

The latest revision of the City of Saint John General Specifications shall be followed for all design and construction activities that connect to the City's municipal infrastructure and/or for infrastructure that will be vested to the City of Saint John under a Development agreement.

The water and sewer dataset and map viewer for the City of Saint John is available to Engineers who request said data. All requests shall be made by email to gis@saintjohn.ca and are subject to a completed form indicating the terms of use agreement for engineering consultants.

3.1.5.1 Design Criteria

Sites are to be designed with regard to topography, existing natural drainage, Wetlands, environmentally sensitive areas, public safety, convenience, traffic requirements, public transit, Active Transportation systems, proposed land use, existing streets in or adjoining the proposed Development, the Development of adjacent properties, and in conformance with applicable municipal by-laws.

Designs shall be in accordance with the City of Saint John general specifications, the City of Saint John storm drainage design criteria manual (SDDCM), all referenced guidelines and specifications referenced in this manual, Municipal By-laws and all Provincial or Federal requirements. All design notes and calculations must be submitted to Infrastructure Development along with engineering design drawings and/or other documentation required for the approval process.

The City of Saint John general specifications provides requirements related to materials and construction of municipal services. These services include, but are not limited to:

- Water systems;
- Sewer Systems;
- Excavation;
- Trenching and backfill requirements;



- Traffic signals and signs;
- Roadway construction; and
- site restoration.

The general specifications generally outline the materials and methods to be used for the construction of municipal services and also the information to be submitted for shop drawings and as built information.

3.1.5.2 Innovative Technologies and Approaches

Innovative technologies and approaches may be considered for approval by the Chief City Engineer if the Developer's Engineer is able to show that such approaches are justified or required, and that they can produce the desired results.

The Developer shall submit a design brief, prepared by the Developer's Engineer in accordance with the City of Saint John's storm drainage design criteria manual along with all necessary supporting documentation (product Specifications, drawings, etc.) to facilitate the review and approval of the proposed technology or approach.

3.1.5.3 Local Government Services Easements

When required, the Developer is responsible for providing Local Government Services Easements in favour of the City of Saint John, and shall indicate them on the site servicing plan, as detailed in the storm drainage design criteria manual. Depending upon the length and location of the Local Government Services Easement, Saint John Water may require a structure maintenance access to be provided within the Local Government Services Easement. This will be determined during the Development application review.

Where future planning indicates a need to accommodate future upstream lands naturally tributary to the Drainage Area, a Local Government Services Easement shall be provided from the edge of the Street Right-Of-Way to the upstream limit of the Development.

3.1.5.4 Storm Drainage Systems

All Storm Drainage Systems within the City of Saint John shall be designed to achieve the following objectives:

- To prevent loss of life and to protect structures and property from damage due to flood events;
- To provide safe and convenient use of streets, Lot areas, and other improvements during and following Precipitation and snowmelt events;
- To convey Stormwater Runoff from upstream sources;
- To mitigate the adverse effects of Stormwater Runoff, such as flooding and erosion on downstream properties;
- To preserve designated Watercourses and natural designated Wetlands; and



- To minimize the long-term effects of Development on the receiving surface water and groundwater regimes from both a quantity and quality perspective.

Design of Storm Drainage Systems can include, but may not be limited to:

- Design approach;
- Minor Storm Drainage System;
- Major Storm Drainage System;
- Travelled way drainage;
- Storm Drainage System - outfall;
- Basis of design;
- Meteorological data;
- Runoff methodology; and
- Hydrologic design criteria.

The design of Storm Drainage Systems, when submitted to the City of Saint John, must bear the seal, signed, and dated, of a Professional Engineer licensed, or registered to practice, with the Association of Professional Engineers and Geoscientists of New Brunswick.

Designs must be accompanied by statements of certification by the Developer's Engineer to the effect that designs have been completed in accordance with the City of Saint John storm drainage design criteria manual. Where the Engineer uses standards other than those outlined in the City of Saint John Storm drainage design criteria manual, they shall clearly indicate how the desired approach can produce the desired results outlined in the City of Saint John storm drainage design criteria manual.

The City of Saint John requires a zero-increase covenant to limit post Development peak discharge to the existing pre-Development peak discharge.

In each field, there are many techniques available for performing the required analysis. A qualified Professional Engineer is required to choose the best method for each situation.

Please refer to the following reference materials for the design of Storm Drainage Systems in Saint John:

- City of Saint John Storm Drainage Design Criteria Manual (SDDCM); latest revision
- City of Saint John's General Specifications; latest revision
- City of Saint John's Flood Risk Areas By-Law;
- The City of Saint John Drainage By-law; and
- Any requirements of the New Brunswick Department of Environment and Local Government (NBELG).

3.1.5.5 Sanitary Sewerage Systems

The Sanitary Sewerage system for any proposed Development must be designed for peak flows generated from all lands within the serviceable area which are naturally tributary to the Drainage Area as determined from topographic plans. Any lands within the serviceable area which are tributary by pumping, or regrading which are at present, or anticipated to contribute to the design area are to be included in the calculated flows for the system being designed.



Design of Sanitary Sewerage systems must be in accordance with the City of Saint John general specifications, all applicable by-laws and relevant guidelines.

Please refer to the following reference materials for the design of Sanitary Sewerage systems in Saint John:

- City of Saint John Water and Sewerage By-law (By-law M-16 and all subsequent amendments)
- City of Saint John General Specifications, latest revision
- Atlantic Canada Wastewater Systems Guidelines – latest version

3.1.5.6 Water Distribution Systems

Water supply and quality is monitored and maintained by Saint John Water and water distribution systems must be designed to ensure that water quality is maintained while being distributed at adequate flows and pressures.

- Design of water distribution systems can include, but may not be limited to:
- Installation or changes to plumbing fixtures, which may require existing services are upgraded
- Once construction begins, project timelines must account for inspection of underground plumbing drains and water lines before those services are covered.
- Backflow prevention devices
 - Needed for all new construction projects with more than three (3) residential units, industrial, institutional and for all commercial spaces
 - Backflow prevention devices require initial and annual testing with test reports being submitted to the Plumbing Inspector. This testing requirement shall be provided to the building owner as part of a maintenance manual.

Oil and/or grease interceptors

- May be needed for some commercial uses in addition to Backflow Prevention Devices to prevent these materials from entering the municipal system.
- Consultation with the Plumbing Inspector will clarify the requirements prior to the start of the Development project.

A plumbing permit is needed for most Development projects and most plumbing work. Refer to Section 4 and **Appendix A** of this document, or the City of Saint John [website](#), for information about when plumbing permits are required, and what should be included in a plumbing permit application.

The following reference materials must be referred to regarding the design of drinking water distribution systems in Saint John:

City of Saint John Water and Sewerage By-law (By-law M-16 and all subsequent amendments);

- City of Saint John General Specifications; latest revision
- Atlantic Canada Water Supply Guidelines; latest version



- Water Supply for Public Fire Protection – A Guide to Recommended Practice as prepared by the Fire Underwriter’s Survey (FUS) in conjunction with the Insurers’ Advisory Organisation (IAO); and
- All requirements outlined by the following organisations/documents:
 - National Fire Protection Association (NFPA)
 - American Water Works Association (AWWA)
 - Hydraulic Institute Standards (HIS)
 - Canadian Standards Association (CSA)
 - National Building Code (NBC)
 - Canadian Plumbing Code (CPC)
 - Underwriters Laboratories of Canada (ULC).



4 CHECKLISTS



4.1 CHECKLISTS

The purpose of this section is to provide potential Developers with a list of requirements that may need to be met for a Development application. This section provides several different checklists which are separated by category and includes some items which may not be relevant to every proposed Development. It is recommended that Developers review this list before submitting a Development proposal to ensure that all requirements have been met.

4.1.1 Site Plans

Each of the different service areas will review the site plan in the process of approving the permit. These service areas are all reviewing the document from a different perspective, and as such, different requirements are necessary on the site plan to satisfy the review.

A complete site plan should include:

- The location of all existing and proposed buildings on the property;
- The location of septic systems and wells (when required);
- The distance from the buildings and the property lines;
- The distance between the buildings if there are multiple buildings;
- Location and dimensions of driveways;
- Location of Water and Sewer servicing;
- Location and dimensions of driveway culverts, if applicable;
- Direction of Stormwater flow; and
- Location and grade of Surface Drainage features, including:
 - Swales;
 - Sloping or contouring of land to drain water; and
 - Concrete gutters.
- Location of Lot lines and Lot dimensions;
- Location and setbacks of buildings and structures;
- Location and dimensions of Easements and rights-of-way;
- Location and nature of site improvements, including driveway accesses, parking (including barrier free and bicycle), loading, drive-thru facilities, landscaping and amenity spaces, and signs; and
- Topographic features, including Watercourses, bodies of water, Wetlands, grade changes, and drainage.

4.1.2 Building Inspection

Building Inspection requirements can include building permits and demolition permits, which requires information in the form of and plans, drawings, and letters that are described below.



4.1.2.1 Building Permits

A Building Permit is the most common permit issued by the City of Saint John's One Stop Development Shop and is often the final approval required before moving to construction. There are three tiers of building permits. Each of these tiers corresponds to complexity and turnaround times.

4.1.2.1.1 Complete Application Checklist

For an application to be accepted, the following is required:

- A complete application;
- The proposed work meets the standards of the code;
- The full application fee has been received;
- The refundable deposit has been received; and
- The work meets the standards of the Zoning By-Law.

4.1.2.1.2 General information required for all applications:

- Detailed description of the Work;
- Building Occupancy (Occupancy as determined by the Building Code)
- Civic Address and PID; and
- Names, addresses, phone numbers and email addresses of the following:
 - Developer;
 - Registered Property Owner;
 - Any Architect, Engineer, designer, or Contractor;
 - An estimate; and
 - The Deposit, as determined by Schedule E.

4.1.2.1.3 Plan and Drawing General Requirements Checklist

The following is required for plans and drawings:

- Must be complete and legible with dimensions;
 - **NOTE:** The Building Code requires plans to be scaled.
- Must identify the building occupancy (as per Building Code) of all parts of the building and any other building on the Lot;
- For Part 3 buildings, plans must be stamped by a Professional Engineer, Architect or Registered Interior Designer, unless:
 - The estimate is less than \$25,000; and
 - The work is not structural or relate to exiting, fire separations or life safety issues;
- If it is a part 3 building, and does not meet the conditions listed above, schedules A, A-1 and B are required to be submitted. Schedules are provided in **Appendix A**;
- If the work or a portion of the work is subject to Part 4 of the Building Code, plans must be stamped by a Professional Engineer; and
- If the Developer is aware of or if the City of Saint John is aware of soils issues at the property, a soils report stamped by a Professional Engineer is required indicating:
 - The Lot is suitable for the work, or what additional measures to be undertaken to



ensure suitable soils.

NOTE: some Part 9 buildings and all Part 3 buildings require the services of a Geotechnical Engineer (see Schedule A).

4.1.2.1.4 Required Plans

- Site plan;
- All building cross sections;
- All building elevations;
- All building floor layouts;
- Proposed rough grading plan if there is an Approved Lot grading plan;
- Energy efficiency details, when applicable (Section 9.36 of NBCC or the NECB)
 - Part 9 building less than three hundred square metres; and
 - New construction, additions, complete gut-projects.
- Energy efficiency details to be submitted in accordance with the National energy code of Canada for buildings for all other Development projects.

4.1.2.1.5 Code Matrix

The Developer will require their designated professional to complete a Code Matrix in all Part 3 buildings and some Part 9 buildings in accordance with the National Building Code. A blank code matrix is included in **Appendix A**.

4.1.2.1.6 Path to Occupancy Checklist

The path to occupancy is a “checklist” that has been created to assist building owners/permit holders in knowing what items must be completed before a building can be occupied.

The path to occupancy checklist can be found in **Appendix A**.

4.1.2.1.7 Alternative Solutions – National Building Code of Canada

Documentation conforming to this subsection shall be provided by the person requesting the use of an alternative solution to demonstrate that the proposed alternative solution complies with the National Building Code of Canada.

The documentation referred to above shall include:

- A code analysis which:
 - outlines the analytical methods and rationales used to determine that a proposed alternative solution will achieve at least the level of performance required by clause 1.2.1.1. (1)(b) of Division A;
 - Includes information concerning any special maintenance or operational requirements, including any building component commissioning requirements, which are necessary for the alternative solution to achieve compliance with the National Building Code of Canada after the building is constructed;



- Identifies the applicable objectives, functional statements and acceptable solutions, and any assumptions, limiting or restricting factors, testing procedures, engineering studies, or building performance parameters that will support a National Building Code of Canada compliance assessment;
- Includes information about the qualifications, experience and background of the person or persons taking responsibility for the design; and
- Provides overall sufficient detail to convey the design intent and to support the validity, accuracy, relevance, and precision of the Code analysis.
- Where the design of a building includes proposed alternative solutions that involve more than one person taking responsibility for different aspects of the design, the Developer for the permit shall identify a single person to co-ordinate the preparation of the design, code analysis and documentation referred to in this subsection.

4.1.2.1.8 Engineer Signoff Letter (Schedule C)

A confirmation of construction field review must be completed by each required discipline/service provider confirming that the Development was constructed in general conformance with the Approved plans and other documents that formed the basis for the issuance of the permit and that the Development is now ready for its intended use. **Appendix A** contains a copy of the Engineer signoff letter.

4.1.2.1.9 Demolition Application Checklist

Information and documents required prior to making a demolition permit application include:

- Completed general application Form;
- Detailed description of the building(s) intended to be demolished and the existing services connected to the municipal system to be abandoned;
- Address of the building(s) intended to be demolished;
- Estimated cost of the proposed demolition;
- Permit fee and refundable deposit;
- Water and sewerage Permit; and
- Proof of general liability insurance.

4.1.2.1.10 Hydroseeding or Sod Requirements

Where the demolition of a Main Building on a property is located within an intensification area as outlined in the Municipal Development Plan, the demolition Contractor must landscape any disturbed areas with at least 100mm of topsoil and the area must be either hydroseeded or sodded.

4.1.3 Community Planning Applications

Community Planning applications that are Approved by Development Officers, the Planning Advisory Committee and Common Council are managed by the Community Planning team. These applications



facilitate the alignment of proposed Development with the City of Saint John’s Municipal Plan, Zoning By-Law, and Subdivision By-law. These processes allow for a flexible approach to Development with an understanding that the community’s wants and needs may evolve faster than policy and regulation. Common Council and committee applications allow for reasonable changes or Variances from the City of Saint John’s regulatory documents through a series of processes aligned with the complexity of the proposed change. The Community Planning team will collaborate with the Developer to determine the applications needed for their proposed Development and are there to support them through each application process.

4.1.3.1 General Submission Requirements

The following items are required for all applications made through Community Planning. For additional requirements specific to a permit or application type, please refer to the specific descriptions for those items.

- Completed general application form signed by the registered Lot owner or authorized agent;
- Fee paid in accordance with Schedule B of the Zoning By-Law and/or Schedule A of the Subdivision By-law, as required;
- Details of any proposed Development, amendment, or Subdivision, which may include:
 - Site plan or tentative Subdivision plan, whichever is applicable, drawn to scale illustrating the following:
 - Location of Lot lines and Lot dimensions;
 - Location and setbacks of buildings and structures;
 - Location and dimensions of Easements and rights-of-way;
 - Location and nature of site improvements, including driveway accesses, parking (including barrier free and bicycle), loading, drive-thru facilities, landscaping and amenity spaces, and signs;
 - Topographic features, including Watercourses, bodies of water, Wetlands, grade changes, and drainage; and,
 - Preliminary building plans drawn to scale, which may include floor plans and elevation drawings.

4.1.3.2 Development Permit

Development permits are issued under the City of Saint John’s Zoning By-Law. A Development Permit is required for:

- Any change to the primary or secondary land use of land, buildings, or structures;
- The use of any land, buildings, or structures for a sign; and
- The Excavation of sand, gravel, clay, shale, limestone, or other deposits for the purposes of sale or other commercial use of the excavated material.

A Development permit requires the submission of the One Stop Development Shop’s general application form. The Developer is required to submit the following with their application:

- A site plan of the proposed Development, which may include:
- Details, dimensions, and location of existing and proposed signage;



- Details and dimensions of the proposed Excavation or placement of fill material; and
- The appropriate Fees as outlined in the Zoning By-Law.

4.1.3.3 Development Officer Variance Submissions

In addition to the general submission requirements, a Development Officer Variance submission also requires:

- A rationale for the requested Variance outlining why the required by-law standard cannot be met.

Other information may also be required to complete the application. It is therefore recommended that the Developer consult with Community Planning prior to submission.

4.1.3.4 Planning Advisory Committee Submissions

In addition to the general submission requirements, each Planning Advisory Committee application is reviewed on the specifics of its situation. Additional information may be required. Please consult Community Planning staff prior to submission.

4.1.3.5 Non-Conforming Uses

In addition to the general submission requirements, a non-conforming use submission also requires:

- Explanation of how the Development will conform or meet area character for non-conforming use applications.

Other information may also be required to complete the application. It is recommended that the Developer consult with Community Planning prior to application submission.

4.1.3.6 Satisfactory Servicing

In addition to the general submission requirements, a satisfactory servicing submission also requires:

- Explanation of how the application will conform to general standards and expectations with respect to servicing for satisfactory servicing applications.

Other information may also be required to complete the application. It is recommended that the Developer consult with Community Planning prior to application submission.

4.1.3.7 Encroachment in Good Faith

An encroachment in good faith submission requires the following:

- Completed general application form signed by the registered Lot owner or authorized agent;
- Fee in accordance with Schedule B of the Zoning By-Law or Schedule A of the Subdivision by-law; and
- Other information that may also be required to complete the application, including:



- A survey or site plan drawn to scale illustrating the location of Lot lines and setbacks of buildings and structures in the case of an encroachment in good faith.

4.1.4 Zoning By-Law Amendments and Rezoning

A Zoning By-Law amendment requires the appropriate supporting information and documentation depending upon the complexity of the Development project. As each Development is unique, additional information may be required and additional materials can range from:

- Coloured building elevations;
- Enhanced landscaping drawings; and
- Technical documents including wind, solar and traffic studies.

It is recommended a Developer discuss their proposed Development with a member of the Community Planning team prior to making an application.

4.1.5 Municipal Plan and Secondary Plan Amendments

Municipal Plan or secondary plan amendment requires the appropriate supporting information and documentation depending upon the complexity of the Development project. Similar to Zoning By-Law amendments and rezonings, additional information may be required.

4.1.6 Section 59 Amendments

A section 59 amendment requires the submission of the One Stop Development Shop's general application form. An application must be accompanied by the appropriate supporting information and documentation depending upon the complexity of the Development project. Additional information may be required.

4.1.7 Heritage Conservation

Proposed Developments which affect heritage sites require additional permits, due to their heritage status. These permits include:

4.1.7.1 Heritage Permit

Heritage permits are issued under the City of Saint John's Heritage Conservation Areas By-law, and may include permits for alterations to existing buildings, infill Development, or demotion. Many common maintenance activities can be facilitated through a heritage permit issued by the Heritage Officer, while more intensive repairs or alterations may require approval of the Heritage Development Board. The required submissions for a heritage permit depend on the complexity and scope of the proposed Development. It is recommended that the Developer discuss the proposed Development in advance of their application with the Heritage Officer.

Before applying for a heritage permit, a Developer should consider:



- After the approval of a heritage permit, a provincially legislated 14-day appeal period must pass before any work can begin;
- Developers must still obtain Development and/or building permits, and all other appropriate approvals for any work Approved through a heritage permit;
- Detailed submission requirements for heritage infill can be found in the Heritage Conservation Areas By-law or by discussing with the Heritage Officer;
- Any time the Heritage Officer recommends the denial of an application, the Heritage Development Board will review; and
- Heritage permits issued by the Heritage Officer are free. Applications to the Heritage Development Board for heritage infill and demolition may be subject to Fees under the Heritage Conservation Areas By-law.

4.1.7.2 Heritage Permit for Infill

Infill and demolition permits are the more complex of the heritage permits and are broken down further for ease and efficiency of process. Infill applications are divided into three tiers based on the modernity of the design. The application requirements have an increased level of review for each tier. These include:

4.1.7.2.1 Tier One

Reviewed as standard Heritage Development Board application.

4.1.7.2.2 Tier Two

Reviewed by the Heritage Development Board as a standard application and requires the submission of a heritage impact statement prepared by the project Architect.

4.1.7.2.3 Tier Three

Reviewed by the Heritage Development Board as a site-specific by-law amendment. Requires the submission of a heritage impact assessment by the project Architect. Tier Three applications are also subject to a third-party peer review as arranged by the City of Saint John. Following the Heritage Development Board's recommendation to Common Council, the application receives a public hearing.

4.1.7.3 Heritage Permit for Demolition

Demolition permits are divided into two methods. Each method is defined by a process, the first with the intention of providing a reasonable timeframe for the property owner(s) to find alternatives to demolition, and the second designed to allow for a case to be built to justify demolition through site-specific evaluation. The second method also allows for the demolition of accessory buildings through structure-specific criteria.



4.1.7.3.1 Method One - No Public Benefit

The owner proves to the Heritage Development Board that the property has no public benefit by way of one of the following:

- The building does not contribute to the heritage value of its Heritage Conservation Area or the City of Saint John through the unique or cohesive nature of its building type, style, construction material and/or construction method; or
- The building's condition, materials, design and craftsmanship have lost sufficient integrity which renders rehabilitation or adaptive reuse of the building a non-viable option; or
- The building or structure is an accessory building and is structurally unsound as determined by a Professional Engineer; or
- The building or structure is an accessory building and is of 40 years of age or newer.

4.1.7.3.2 Method Two - Listing

The owner has, in accordance with Heritage Conservation Areas By-law (HC-1) subsection 9 (4), entered into a contract with a realtor, has listed the building or structure and the land pertaining thereto for sale with a multiple listing service and, with no reasonable offer having been made, has not signed or executed an agreement for the sale of the property.

An owner who is making an application pursuant to method two shall:

- Consent to having the listing run for a period of not less than twelve consecutive months, pursuant to all terms and conditions outlined in Section 10 of the By-law (HC-1);
- Before entering into a multiple listing agreement, provide to the Heritage Development Board for its review three (3) full copies of comparative market analyses performed for the property in question for the determination of the maximum list price, as detailed in Section 11 of the By-law;
- Consent to having a link to the listing posted to The City of Saint John website for the duration of the listing period; and
- Consent to having a public notice posted by the Heritage Officer on or in front of the Street facing façade(s) of the property for the duration of the listing period, following the template identified as diagram 3 in the By-law.

4.1.7.3.3 Demolition Heritage Permit Process

- Complete the application form. Include all relevant information, such as plans, drawings, photos and supporting historic documents for demolition work.
- Heritage staff will review the application to determine if additional information is required. Heritage staff will prepare a report for review by the Heritage Development Board.
- The Heritage Development Board meets regularly to review applications. If all the required information has been provided the Board will either approve or deny the heritage permit. Dates of meetings are posted on the City of Saint John website.
- If the application is Approved. The Heritage Officer will issue the heritage permit for demolition.



- After a 15-day appeal period, the Developer can begin their demolition project as outlined on their heritage permit.

4.1.8 Infrastructure Permits

4.1.8.1 Street Excavation Permits

A Street excavation permit is required for any disturbance within the City of Saint John's Right-Of-Way such as a culvert installation, curb cut for a driveway, or a water and sewerage installation.

In addition to the completed form included in Attachment A, the Developer is required to submit the following with their application:

- A site plan of the proposed Development including details and dimensions of the proposed Excavation;
- The appropriate application Fee, pavement degradation fee and a refundable security deposit as outlined in the Excavation of Streets By-law M-18;
- A signed indemnity form; and
- Insurance Certificate naming the City of Saint John as an additional insured

NOTE: If a parking space is going to be blocked off either in a metered or a non-metered space, a fee will be charged in addition to the Street occupancy permit. This fee, as determined by Saint John Parking, can be paid at customer service located on the first floor of city hall, 15 Market Square.

4.1.8.2 Street Occupancy Permit

A Street occupancy permit allows for the City of Saint John's Right-Of-Way to be temporarily occupied by construction or Development related activities. Examples of work, equipment, or materials that require a Street occupancy permit include:

- Placement of a dumpster or disposal bin;
- Storage of materials and equipment;
- Walk-through/staging scaffold, plywood hoarding or covering of a public walkway;
- Operation of a cherry picker, backhoe, forklift, scissor lift, zoom boom, etc. within the street;
- Hoisting with mobile crane or boom truck;
- Hoisting by means of a tower crane or helicopter;
- Swinging of boom and counterweight of tower crane;
- Pumping of concrete with a concrete mixer; and
- De-watering hose across the Sidewalk.

In addition to the completed form included in Attachment A, the Developer is required to submit the following with their application:

- A site plan showing the Right-Of-Way to be occupied;
- A schedule for the work, including commencement and completion dates; and



- The appropriate Fees as outlined in the application form.

NOTE: If a parking space is going to be blocked off either in a metered or a non-metered space, a fee will be charged in addition to the Street occupancy permit. This fee, as determined by Saint John Parking, can be paid at customer service located on the first floor of City Hall, 15 Market Square.

4.1.8.3 Water and Sewerage Permit

A water and sewerage permit is required for:

- All proposed water and/or sewer Service Connections;
- Renewal of water and/or sewer services;
- Modifications to water and/or sewer services;
- Repairs to water and/or sewer services; and
- Abandonment of water and/or sewer Service Connections.

The Developer is required to submit the following with their application:

- Site plans and supporting documents of the proposed Development;
- The appropriate Fees as outlined in the Water and Sewerage By-law M-16;
- A site servicing drawing for any connections larger than 50mm (water) and 100mm (sewer); and
- A site servicing drawing for all Storm Sewer connections.

4.1.8.4 Sidewalk Café Permit

A Sidewalk café permit is required for any bar, restaurant or café that wishes to expand their business into the Right-Of-Way. Sidewalk cafés can be tables and chairs (defined as Level 1) or a built structure (defined as Level 2). In addition to the completed form included in Attachment A, the Developer is required to submit the following with their application:

- Plans and details;
- Proof of Insurance;
- Confirmation of Liquor License extension;
- Security Deposit; and
- The appropriate Fees as outlined in the application form.

4.1.8.5 Special Move Permit

A special move permit is required for the movement of goods that trucks can carry during the designated spring weight restriction period when the reduction to 80% of axle mass is not possible. These permits would be required only during the spring weight restriction period, as defined by the Province of New Brunswick each year, the dates of which can fluctuate based on weather.

In addition to the completed form included in Attachment A, the Developer is required to submit the following with their application:



- Sketch showing the proposed route;
- Traffic management plan;
- Engineer's pre-move report;
- Confirmation letters;
- Signed declaration;
- Completed indemnity form;
- Contractor's insurance certificate;
- The appropriate Fees as outlined in the application form; and
- Payment of security deposit.

4.1.9 Infrastructure Servicing Plans

Infrastructure servicing Plans are required to ensure that Developments are appropriately serviced by water, Sanitary Sewer and Storm Sewer infrastructure. These fall under the category of site plans and Site Servicing Plans. The following section will also explain the process for determining the sanitary and water demand for a proposed Development.

4.1.9.1 General Submission Requirements

All plans submitted for review must meet the requirements detailed below. The purpose of this section is to standardize the preparation and delivery of all plans submitted.

- All Engineering design drawings must be stamped, signed, and dated by a Professional Engineer, registered or licenced member of the Association of Professional Engineers and Geoscientists of New Brunswick.
- Engineering design drawings are to be composed of the following components:
 - Plan(s);
 - Profile(s);
 - Cross section(s) as required; and
 - Detail(s) as required.
- All plans submitted for approval must be prepared in metric units. Plans submitted in imperial units will not be accepted.
- A graphic bar scale must be provided on all plans. The scale chosen must be legible and plans drafted in one of the following standard metric ratios:
 - horizontal - 1:250, 1:500, 1:1,000, 1:2,000
 - vertical - 1:50
 - details - 1:50, 1:25, 1:10
- All plans must be on standard size drawing sheets (ISO A1 paper size, no larger than 600 mm wide x 900 mm long).
- At a minimum, all sets of plans must include the following information:
 - Drawing Cover Sheet;
 - North Arrow;
 - Scale;
 - Vertical datum being used;
 - Key Plan;
 - Symbol Legend;



- Project Title;
- Property Location;
- Purpose of plan (such as review, revised, approval, record drawing);
- Revision date;
- Print date;
- Property owner;
- Engineering company name or label, address, and contact information;
- New and existing infrastructure labeled with appropriate line types and symbols;
- All dimensions are in millimetres, elevations in geodetic metres, and chainages in metres;
- Dimensions and elevations to three decimal points;
- Sheet Numbers; and
- All Private Infrastructure labeled.
- All plans must include, at a minimum, the following standard notes:
 - All work to be done in accordance with the City of Saint John general specifications, latest revision;
 - All municipal infrastructure, public utilities, natural gas mains, and other infrastructure must be located in the field prior to start of Excavation;
 - Contractor to ensure proper erosion and sedimentation control methods are used to control site Runoff during construction;
 - All required permits must be obtained in advance of construction; and
 - All applicable City of Saint John By-laws, Provincial and Federal statutes and regulations must be adhered to.

4.1.10 Required Plans

The following section details drawing requirements for the individual plans that may be required, depending on the Developer's proposed Development.

4.1.10.1 Site Plan

A site plan shall be submitted for any proposed Development. If a Development requires the installation, upgrades, or connection to any municipal infrastructure, the following additional information shall be provided.

- A Site Servicing Plan;
- A Storm Drainage Plan;
- A Grading Plan;
- An Erosion and Sedimentation Control Plan; and
- Any plans, design briefs or supplementary calculations as deemed necessary by Development Public Utility Infrastructure Development to support the Development.

4.1.10.2 Site Servicing Plan

At a minimum, the Site Servicing Plan, if applicable, shall include the following:



- The location of the proposed Development relative to streets and within the total topographic Drainage Area;
- Site layout including proposed and existing streets, property lines, building outlines and location of existing and proposed infrastructure (structures, pipes, etc.);
- Profiles of all piped networks;
- Pre-Development contours at an interval not exceeding one (1) meter with five (5) meter contour lines to be shown in a darker shade;
- All existing Watercourses and Wetlands indicating direction of flow;
- Location and layout of the existing and proposed Sanitary Sewerage systems including structures, storage facilities, lift stations, force mains, Combined Sewer overflows, valves, laterals, and Sanitary Sewer piping indicating material, diameter, slope, and direction of flow. Record Information and/or field information may be available from the One Stop Development Shop by submitting a Request for Infrastructure Information form. Please note that all existing infrastructure proposed for connection to the Development shall be confirmed by the Developer via site investigations and surveys;
- Location and layout of the existing and proposed water distribution systems including hydrants and hydrant laterals, valves, vents, chambers, storage facilities, pumping facilities, and water main and transmission mains and services indicating pipe material and diameter;
- Hydraulic grade lines;
- Chlorination and flushing details;
- All existing municipal infrastructure, public utilities, natural gas infrastructure, and other infrastructure within the municipal right-of-way limits of the proposed work;
- All proposed crossings of new and existing municipal infrastructure, public utilities, and natural gas infrastructure;
- Plan and profile drawings of all proposed municipal infrastructure and crossings of existing municipal infrastructure;
- Boundaries of catchment areas tributary to the point of connection to the existing sanitary system indicating the area, domestic sewage generation rates, Infiltration allowance rates, and peaking factors;
- Location of connections to existing municipal infrastructure; and
- Any additional information deemed necessary by Infrastructure Development and Saint John Water to support the application.

4.1.10.2.1 Development Sanitary and Water Demand

An assessment of the proposed Development demands, sanitary and/or water, will be required for any Development that requires Municipal Water and sewerage connections. In order for the City of Saint John to review and model the conceptual demands, the Developer must provide information relative to peak water and/or sewerage flows from the proposed location as well as average day demand, maximum day demand and peak hourly demand. The Developer is required to complete and submit the Conceptual Sanitary Demand Information form and the conceptual water demand information form in **Appendix A**.

Where capacity is reserved in the existing sanitary system or water distribution system because of an Approved building permit for a proposed Development, this capacity will be reserved for two years from the date of Development approval. Should the building permit approval be extended, confirmation of



the reserved Sanitary Sewer capacity and demand requirements is to be confirmed with Infrastructure Development.

If any upgrades are necessary to the existing municipal sanitary system and/or water distribution system as a result of the proposed Development, the Developer shall discuss the scope of such upgrades with Infrastructure Development. The design, cost and installation for the proposed Development and any required upgrades to support the Development shall be the full responsibility of the Developer. Design of any upgrades is to be submitted in accordance with this document.

4.1.10.2.1.1 *Sanitary Sewer Model*

To support growth-related Development, the City of Saint John utilizes sewer modelling (SewerGems) for sanitary and Combined Sewers that are integrated with gis data to assess the capacity in sanitary and Combined Sewers. The software is used to simulate an analysis of the municipal system(s) capacity and to limit sewer overflows. Developers are required to provide to the city inputs such as type of Development, number of units, total expected sewage flows, as well as total expected peak sewage flows. Potential outputs for the Developer from the City of Saint John based on the information provided by the Developer may include:

- There does not appear to be any issues with proposed Development in relation to the downstream Sanitary Sewer System.
- There appear to be issues with the downstream Sanitary Sewer System when incorporating the proposed Development flows, thus further discussions between the Developer and the City of Saint John are required as potentially more in-depth analysis and/or investigation may be required to be completed by the Developer and/or City of Saint John for the proposed Development.

4.1.10.2.1.2 *Water Model*

To support growth-related Development, the City of Saint John utilizes a hydraulic water model (WaterGEMS) that is integrated with gis data to assess the Municipal Water distribution network. Developers are required to provide to the City of Saint John inputs such as average daily demand (ADD), maximum daily demand (MDD), and peak hourly demand (PDH).

Potential outputs for the Developer from the City of Saint John based on the information provided by the Developer may include:

- Approximate pressure in the City of Saint John municipal system near the proposed Development site.
- Approximate available fire flow in the City of Saint John municipal system near the proposed Development site.

The Developer will be required to complete a hydrant flow test using their own subcontractor. Saint John Water will be involved to open and close required valves and hydrants. At no time shall the Contractor or subcontractor be permitted to operate any valves or hydrants maintained by the City of Saint John. The results, including available pressures and fire flow around the Development, will need to



be submitted to Infrastructure Development. The hydrant flow test needs to be completed to confirm modelled pressures and flow rates from the City of Saint John's water model.

4.1.10.2.1.3 *Supplementary Calculations*

In addition to the above requirements, the Developer must submit to the One Stop Development Shop supporting information including:

- All calculations;
- Assumptions made; and
- Related model output used to determine the volume of peak sanitary flow and/or water demand from the proposed Development.

For private lift stations, the Developer shall supply peak sewer flows for the Development as well as peak Sanitary Sewer flow from the new lift station to the City of Saint John's gravity system.

4.1.10.3 Removal of Municipal Services

For Developments that require decommissioning and/or abandoning of existing water and sewer services from the City of Saint John's municipal system, the details for such work shall be included in the site plan. In accordance with the Water and Sewerage By-law, water services and fire lines greater than 50mm in diameter are considered private and need to be removed to the main. Sewerage services greater than 100mm in diameter need to be removed at the main and a straight section of pipe installed. Services which are smaller than those deemed to be private can be abandoned at the property line using methods Approved in the City of Saint John General Specifications.

4.1.11 Plumbing Permit

A plumbing permit is required for most Development projects and most plumbing work. A plumbing permit is required for:

- Additions to existing plumbing and drainage systems;
- Changes to existing plumbing and drainage systems; and
- New construction that includes plumbing and drainage systems.

The Developer is required to submit the following with their application:

- The appropriate Fees as outlined in the Plumbing By-law; and
- Drawing which notes that all plumbing materials are to be CSA Approved or equivalent. It is required that specifications for these items be submitted during the permit review stage for review by the Plumbing Inspector. All plumbing fixtures should be detailed on the drawing.



4.1.12 Traffic Requirements

For all proposed Developments that are expected to impact existing traffic volumes, result in potential safety risks to motorists, pedestrians, or cyclists and/or include Active Transportation or transit infrastructure, Development submissions must meet the following requirements:

4.1.12.1 Traffic Impact Study

A Traffic Impact Study (TIS) may be required if a Development is expected to impact existing traffic volumes and/or result in a potential safety risk to motorists. A screening process has been designed as an initial assessment of the proposed Development to establish the need to continue with a Traffic Impact Study. The initial screening will determine if:

- The number of trips generated by the Development makes it necessary to complete a Traffic Impact Study to assess the design review and network impact components; or,
- The Development's location and/or boundary Street conditions makes it desirable to complete a Traffic Impact Study to assess the design review component only.

If the proposed Development meets any of the trip generation triggers and/or safety triggers in the following sections, the Developer shall prepare the Traffic Impact Study screening form and proceed to discussing the scope of the study with the City of Saint John's Infrastructure Development team through the One Stop Development Shop. The screening process has four modules, as shown in the following sections. The Developer shall use the Traffic Impact Study screening form located in **Appendix A** to complete the screening process.

4.1.12.1.1 Summary of Development

Prepare a summary of the proposed Development, including:

- Proposed land uses and Development size (building size, number of units, etc.);
- Anticipated date of occupancy;
- Planned Development phasing;
- Preliminary access scheme;
- Identification of any drive-thru facility; and
- Layout of public streets, showing grade lines and proposed traffic control measures (stop signs, crosswalks, etc.) if the Development includes proposed public streets.

4.1.12.1.2 Trip Generation Triggers

Both the design review and network impact components must be addressed for all Developments generating one hundred vehicle-trips or more during weekday peak hours. **Table 3** presents information to assist with the estimation of Development-generated trips. For other land use types, estimates of vehicle-trip generation may be made based on average trip generation characteristics presented in the current edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual.



Table 3: Trip Generation Triggers

Land Use Type	ITE Recommended Practice ≤ 100 Peak Hour Trips
Single-family homes	95 units
Townhomes or apartments	150 units
Office	6,225 m ² (67,000 ft ²)
Industrial	13,850 m ² (149,000 ft ²)
Fast-food restaurant or coffee shop	275 m ² (3,000 ft ²)
Destination retail	557 m ² (6,000 ft ²)
Gas station or convenience market	Seven fueling positions

If the proposed Development level meets or exceeds the above Development levels, the Developer shall submit the completed Traffic Impact Study screening form and proceed to discuss the scope of the study with City of Saint John staff.

If the proposed Development levels are below the levels identified above, the Developer must consider the safety triggers to determine if a Traffic Impact Study must be prepared to address the design review component.

4.1.12.1.3 Safety Triggers

A review of the Development and boundary Street conditions must be completed to determine if there is an elevated potential for safety concerns, including:

- Posted speed limits on a boundary Street are 80 km/hr or greater;
- Horizontal/vertical curvature on a boundary Street limits sight lines at a proposed driveway;
- A proposed driveway is within the area of influence of an adjacent traffic signal or roundabout (i.e., within 300 m of intersection in rural conditions, or within 150 m of intersection in urban/ suburban conditions) or within auxiliary lanes of an intersection;
- A proposed driveway makes use of an existing median break that serves an existing site;
- There is a documented history of traffic operations or safety concerns on the boundary streets within 500 m of the Development;
- There are predicted traffic operations or safety concerns on proposed new public streets that are part of the Development;
- The Development includes a drive-thru facility; or
- The Development is expected to generate commercial traffic.



If the proposed Development meets any of the above noted safety triggers, the Developer shall submit the completed Traffic Impact Study screening form and proceed to discuss the scope of the study with City of Saint John staff. The scope of the study will focus on the identified safety triggers.

If the safety triggers listed above are not satisfied, and the Development generates fewer than one hundred peak hour vehicle trips, the Traffic Impact Study is complete and the Traffic Impact Study screening form is to be submitted to the City of Saint John with the Development application.

4.1.12.2 Parking Considerations

Required on-site parking for the proposed Development will be identified in the Zoning By-Law. A Variance may be requested should the prescribed number of parking spots not be achievable. In order for Infrastructure Development to consider a Variance, the parking supply/demand model derived with MoveSJ must be considered by the Developer's traffic engineer to ensure that each requested Variance in these areas can be considered against updated supply/demand status.

4.1.12.3 Active Transportation

The City of Saint John's municipal plan and active transportation plan (MoveSJ) shall inform overall design concepts of any Development involving Active Transportation.

The requirement for Active Transportation facilities such as Sidewalks, bike lanes, etc. will be determined during the Development application process. Linkages to linear Trails abutting the property and continuity of these Trails throughout Developments are encouraged in accordance with the Municipal Plan.

4.1.12.3.1 Pedestrian Walkways

Requirements for Pedestrian Walkways are as follows:

- The right-of-way width for Pedestrian Walkways, where required, shall be a minimum of six meters;
- The walking surface shall have a clear travel width of three to four (3 to 4) meters minimum and shall be landscaped in accordance with the requirements of the City of Saint John. Provisions are to be determined prior to submission of engineering plans and documents;
- Walkways may be considered part of the land for public purposes dedication. Pedestrian Walkways and Trails shall provide connectivity with the City of Saint John's linear Trails system where required and shall be determined during the Development review process;
- Pedestrian Walkways and Trails are to be constructed by the Developer during the below ground phase of construction;
- Lighting for Pedestrian Walkways may be required. This will be determined during the Development review process; and
- Pedestrian Walkways may be required at the end of cul-de-sacs to allow for shorter walking distances to schools, shopping areas, parks, existing or future bus stops and/or other focal points in or near the proposed Subdivision, or connection to the City of Saint John's linear trail system.



4.1.12.3.2 Available Data

The City of Saint John maintains a transportation model developed using visum transportation modeling software. The software is developed by the PTV Group and allows for multimodal traffic analysis and planning for large scale transportation systems. The visum model can be regularly updated to account for changing land uses resulting from new Development.

The City of Saint John model is calibrated using existing traffic data from previous Developments and studies. Depending on the location of a proposed Development, previously completed traffic study data as well as the visum model may be available to support traffic analyses for the new Developments. A request for this information can be submitted to Infrastructure Development.

4.1.12.4 Subdivisions

Permit applications for Subdivisions have specific planning and infrastructure requirements which are outlined in the City of Saint John's Subdivision By-law and require approval from both Community Planning and Infrastructure Development staff.

The following is a general list of information required for a Subdivision application:

- Completed application form signed by the registered Lot owner or authorized agent;
- Fee in accordance with schedule A of the Subdivision By-law; and
- Tentative Subdivision plan drawn to scale in accordance with the *Community Planning Act* and illustrating the following:
 - The proposed name of the proposed Subdivision;
 - The boundaries of that part of the plan sought to be Approved marked by a black line of greater weight than all other lines on the diagram of the plan;
 - Location and setbacks of buildings and structures;
 - Location of Lot lines and Lot dimensions;
 - Every Lot, block, and other parcel of land in a Subdivision shall abut:
 - A Street owned by the City of Saint John; or
 - If use or intended use is for municipal or Public Utility purposes or to accommodate existing conditions, may be Approved by the Planning Advisory Committee (PAC).
 - The provisions for Lot sizes shall be as provided for in the City of Saint John Zoning By-Law; and
 - Lots or parcels shall not extend beyond the end of a public or Future Street.
 - Location, widths, and names of existing streets on which the proposed Subdivision abuts, and those located within the Subdivision. During the tentative Subdivision plan approval process, the following will be reviewed:
 - Where streets intersect with collector or arterial streets, additional Right-Of-Way width of the intersecting Street may be required for turning lanes in accordance with Transportation Association of Canada (TAC) standards and Infrastructure Development design review; and



- Streets in a proposed Subdivision will be evaluated including the proposed Development; on-Street network within the Subdivision; and adjacent Street networks.
- Location and nature of site improvements, including driveway accesses, parking (including barrier free and bicycle), loading, drive-thru facilities, landscaping and amenity spaces, and signs;
- Nature, location and dimensions of any existing restrictive covenant, Easement or Right-Of-Way affecting the land proposed to be subdivided and of an Easement intended to be granted within the proposed Subdivision;
- Topographic features, including Watercourses, bodies of water, Wetlands, grade changes, and drainage;
- Any natural and artificial features, including buildings, railways, highways, Watercourses, drainage ditches, swamps, and wooded areas within or adjacent to the land proposed to be subdivided;
- The services that are or will be provided by the local government to the land proposed to be subdivided;
- Any plans for landscaping and tree planting; proposed location of every building; and
- Any further information required by the Development Officer to assure compliance with the Subdivision By-law.

Depending on the complexity of the Development, each application is reviewed on the specifics of its situation. Other information may also be required to complete the application. It is strongly recommended that the Developer consult with City of Saint John staff prior to submission. Additional information which may be required, includes:

- New Municipal Water, municipal Sanitary Sewer, and municipal Storm Sewer mains and or laterals are proposed, hydrant flows tests, and demand/flow information is required;
- Water supply and soils reports where a Subdivision along an existing Street involves or can involve more than ten Lots to be served by private wells and private on-site sewage disposal systems;
- Land for public purposes or money in-lieu where a Subdivision along an existing Street involves the creation of new Lots and no such dedication has been previously provided;
- Public Utility services primary lines servicing a Subdivision may be on the front of Lots as determined by the Developer in consultation with the various utilities involved including:
 - Encroachment across adjacent Lots is only permitted if no other option is available and will require adjacent owner's consent; and
 - Widths of Public Utility Easements where required are to be determined by the utility organization and shown on the final Subdivision plan.
- Storm drainage submission where modifications to the existing grading of the property and/or ground surface characteristics are proposed; and
- Any other information required by growth and community services or any City of Saint John department to process the application.

The Development Officer's approval of a tentative plan of Subdivision expires twelve months after the approval date and must be renewed. The Development Officer may revalidate a tentative approval given to a Subdivision plan once it has expired. The Developer must submit the following to have their request for Subdivision approval reinstatement considered:



- Completed application form signed by the registered Lot owner or authorized agent;
- Fee in accordance with Schedule A of the Subdivision By-law; and
- Copy of tentative Subdivision approval letter, conditions, and plan.

4.1.12.5 Future Cost Recovery

Cost recovery applies when lands being subdivided have the benefit of facilities previously installed by a previous Developer (example: streets and services) and such facilities have been paid for by a previous Developer or The City of Saint John.

Where any Subdivision being proposed benefits from services previously constructed, whether by the City of Saint John or another person, the Development Officer shall not approve the plan unless the person proposing the Subdivision pays or agrees to pay the previous Developer or The City of Saint John an amount equal to the initial cost of such services or an amount equal to his proportional share, calculated as a percentage of the area benefiting from said previously installed services.

Payments under Section 45 of *Community Planning Act, 1973* are subject to Section 150 of the *Community Planning Act, 2017*.

The Development Officer will endorse the final Subdivision plan for Registration in the registry office, once the following has been completed:

- Execution of the Subdivision agreement by the Developer and receipt of the agreement by the City of Saint John's office of general counsel;
- Provision of acceptable security and liability insurance by the Developer / Contractor to the City of Saint John; and
- The Development Officer receives confirmation from the Chief City Engineer, through their designate, that all the required initial Street work has been satisfactorily completed, chlorinated (if applicable) and tested.
 - The Engineer will need to confirm in writing that this work has been performed in accordance with:
 - The Approved drawings;
 - All Municipal, Provincial and Federal requirements; and
 - All relevant guidelines, including the City of Saint John general specifications, manuals, and By-laws referenced in this document.

Upon the Registration of the Subdivision plan, building permit applications for the proposed Lots may now be received.

The Developer has a maximum period of two (2) years from the date of the execution of the Subdivision agreement to complete all the remaining work. Upon successfully completing all the Subdivision work, and providing the required test results, certifications and design Engineer team sign off, the security will be released to the Developer.

Partial releases may occur at the discretion of the Chief City Engineer as the Street work is undertaken and will be coordinated with the City of Saint John's general counsel. At each partial release, the Engineer shall provide written confirmation that the work was inspected at all times by the Engineer's firm and that the constructed infrastructure (water, sanitary and storm) and features meet the intention



of the Approved Engineered design drawings, general specifications, and all City of Saint John plans, by-laws and other governing guidelines.

Once all work and other facilities, including street(s) is completed to the satisfaction of the Chief City Engineer and Record Drawings and operations and maintenance manuals are received, a one-year warranty period remains in effect requiring the Developer to undertake any remedial work deemed deficient by the Chief City Engineer or designate.

4.1.12.5.1 Cost Sharing

The City of Saint John is supportive of Developments that will benefit the Developer as well as the greater population in the form of cost sharing agreements. To facilitate a cost sharing agreement, the Developer must provide a cost sharing proposal at the Development application phase. The basic requirements of a cost sharing proposal are as follows:

- Details about how the proposed upgrades would benefit the greater population in addition to the Developer;
- Calculations of the construction cost for the cost sharing items;
- A cost-benefit analysis based on the taxes recovered by the City of Saint John because of the Development including the payback period; and
- Details of the contributions and responsibility of the City of Saint John and the Developer.

Following review and acceptance of the cost sharing proposal, an agreement would be formalized between the City of Saint John and the Developer. This agreement would require approval by Common Council which would be facilitated by City of Saint John staff. Cost sharing proposals can be submitted with the general application form and discussed with Infrastructure Development.

All construction work and deficiency corrections would need to be completed on the cost sharing items prior to any payment by the City of Saint John.

4.1.12.6 Release of Land for Public Purpose

Should an individual wish to purchase land from the City of Saint John which has been vested to the municipality as Land for Public Purposes, they must first contact the City of Saint John's real estate service area to negotiate and secure an agreement of purchase and sale with the City through real estate and Common Council. Following this, they can then proceed with the necessary application to seek the approval from the Planning Advisory Committee for the proposed sale. The following is a general list of information required for a lands for public purpose release application. The Developer must submit all that are applicable:

- Completed general application form signed by the registered Lot owner or authorized agent;
- Fee in accordance with Schedule A of the Subdivision By-law;
- Survey plan drawn to scale in accordance with the *Community Planning Act* and illustrating the location and dimensions of the existing Lands for Public Purposes; and
- Details for any proposed Development of the Land for Public Purposes, which may include:
 - Preliminary building plans drawn to scale, which may include floor plans and elevation drawings; and



- Site plan drawn to scale illustrating the following:
 - Location of Lot lines and Lot dimensions;
 - Location and setbacks of buildings and structures;
 - Location and dimensions of Easements and rights-of-way;
 - Location and nature of site improvements, including driveway accesses, parking (including barrier free and bicycle), loading, drive-thru facilities, landscaping and amenity spaces, and signs; and
 - Topographic features, including Watercourses, bodies of water, Wetlands, grade changes, and drainage.

4.1.13 Residential Rough Grading Plan

All residential building Lots with Approved grading plans require a residential rough grading plan submission. The residential rough grading plan records the Approved grading plan elevation, the building permit application proposed elevation, and the surveyed as-built elevation at the occupancy permit approval stage. The form to be completed has been included in **Appendix A**. The elevations to be confirmed are as follows:

- Centreline of street;
- Corners of all Lots;
- Top of foundation wall;
- Basement floor; and,
- Location and grade of all surface drainage features on the Lot (ex. swales, ditches, etc.).

The allowable difference between proposed and as-built elevation is +/- 100 mm. The form is to be completed and sealed by a Professional Engineer or Land Surveyor registered in the Province of New Brunswick able to certify the document with their professional seal.

If the difference between proposed and as-built is greater than +/- 100mm, the Engineer and/or Land Surveyor will need to provide clarification in writing on the elevation difference. This clarification is to be submitted to the One Stop Development Shop detailing the difference between the stamped and Approved design and the as-built conditions. The resulting effects of this change are to be noted. To determine if an existing grading plan is available, please contact the One Stop Development Shop.

4.1.14 Streets, Sidewalks, Utilities and Street Lighting

Sites shall be fully serviced with roadways, including concrete curb, asphalt, Streetlighting and Sidewalks.

Construction methods and materials shall be in strict conformance with the City of Saint John general specifications and must receive prior approval by Infrastructure Development before any construction takes place.

Street standards shall also be in accordance with the Subdivision By-law, which addresses the layout of streets, Future Street connections, pedestrian Walkways, private Street requirements, utilities, and other facilities. Where entry to a proposed Subdivision is provided by an existing street, the Developer



may be responsible for improvements to an existing Street to the same standard required of streets within a new Subdivision.

4.1.14.1 Streets

4.1.14.1.1 Street Design

In addition to the City of Saint John general specifications, all streets and transportation systems must conform to the latest edition of the Transportation Association of Canada (TAC) Geometric Design Guide. Where conflicting information is provided, the most stringent criteria shall take precedence.

4.1.14.1.2 Street Layout

Streets shall be in a grid-based layout, except where a proposed Subdivision contains only one street. Streets within a proposed Subdivision must connect to all abutting future streets of any adjoining Subdivision.

4.1.14.1.3 Future Streets

All proposed Subdivisions must contain future streets that connect to any adjoining land suitable for Subdivision and are located where necessary for the continuation of the grid-based layout onto adjoining land.

4.1.14.1.4 Private Streets

A proposed Subdivision may include a private Street where the Subdivision is entirely located within the primary Development area, as defined by the Municipal Plan and all dwelling units are to be served by municipal water, sanitary, and storm sewer.

4.1.14.1.5 Public Utilities

Public utilities must be placed underground at the front of the Lots to be served. There are exceptions within certain rural areas of the City of Saint John, industrial parks, and twinning off existing overhead utilities. Installation of utilities must be in accordance with the regulations of the applicable public utility.

4.1.14.1.6 Cul-de-Sacs

The City of Saint John encourages Developments to conform to a grid-based layout. In cases where this is not possible, a cul-de-sac will be considered so long as the following conditions are met:

- Not exceed a maximum length of 120 m as measured between the existing Street right-of-way and the turnaround;



- Notwithstanding the requirement above, where all Lots within the proposed Development are to be serviced by wells and on-site sewage disposal systems, not exceed a maximum length of 480 m;
- Islands within cul-de-sacs will be constructed and landscaped in accordance with the City of Saint John Zoning By-Law requirements;
- Cul-de-sacs are to be designed and constructed to positively grade from the turnaround of the cul-de-sac to the intersecting street;
- The minimum longitudinal grade of cul-de-sacs is to be 0.8%;
- Catch basin inlets must be provided to intercept surface water on the cul-de-sac before it flows onto the intersecting street;
- Recognizing that cul-de-sac turnarounds generate additional Stormwater Runoff, beyond that of a standard 10m wide street, additional catch basin inlets must be designed and provided to intercept Stormwater Runoff from the turnaround and along its length;
- Include a pedestrian walkway between the turnaround and an adjoining pedestrian walkway, or adjoining land where there is no pedestrian walkway; and
- Be constructed in accordance with the Street sections in the City of Saint John's general specifications.

4.1.14.1.7 Stub Streets and Temporary Turnarounds

In the case of a phased Development, all stub streets for future Developments are to be constructed in their entirety including underground infrastructure, curb, asphalt, and Sidewalks. This construction shall extend the roadway to the back Lot line of corner Lots on stub streets and must include a temporary turnaround.

For phased Developments, temporary turnarounds shall be constructed to public Street standards, gravel only, at the end of all dead-end streets including stub streets and, except for phased Developments, shall be designated on the site plan as a future Street as defined within the *Community Planning Act*, SNB 2017, c 19. Temporary turnarounds are for the City of Saint John's use for safely maneuvering large vehicles and as such, turnarounds shall not be impeded in any way. Parking vehicles or trailers or storing construction materials or debris is prohibited. Driveways and other accesses will not be permitted onto future streets and temporary turnarounds.

In the case of a Street connection to an adjoining property not owned by the Developer, the Developer can consider one of the following two options:

- Provide the City of Saint John with a written agreement from the adjacent landowner that a temporary turn-around can be constructed on the adjacent land and that the land to accommodate the turn-around will be dedicated or conveyed to the City of Saint John on the filing of the Development application; or
- Construct the stub Street to public Street standard to the back Lot line and designate it a future Street until such time as it can be extended to the public Street network on the adjacent lands. Driveway access will be prohibited off this future street, and restrictive covenants running with the land, satisfactory to City of Saint John general counsel, may be required.



4.1.14.1.8 Street Design Elements

4.1.14.1.8.1 *Horizontal and Vertical Alignments*

Horizontal and vertical alignments of all streets shall conform to the standards as set out in the Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads, unless otherwise specified or agreed to by City of Saint John.

4.1.14.1.8.2 *Sight Distance*

Roadways, intersections, and driveway access locations must meet the minimum requirements of the Transportation Association of Canada (TAC) Geometric Design Guide, unless otherwise specified.

4.1.14.1.8.3 *Design Calculations*

Design calculations for all roadways shall include horizontal and vertical alignments and profiles including cross sections. Sub-soil investigation reports are to be included at the request of the City of Saint John.

4.1.14.1.8.4 *Construction*

The construction of all roadway elements shall conform to the details and requirements contained in the City of Saint John General Specifications and the Transportation Association of Canada (TAC) Geometric Design Guide, unless otherwise specified. If conflicting information is presented, the most stringent criteria shall apply. Unless written approval has been obtained from the Chief City Engineer:

- No pavement shall commence after October 15; and
- No construction shall be permitted from December 1 to March 31.

4.1.14.1.8.5 *Street Name and Traffic Signs*

The City of Saint John is responsible for the cost, installation, and maintenance of all Street names and traffic signs. All signs (including stop signs) will be installed prior to the final inspection date. The site plan shall clearly indicate where Approved Street name and traffic signs are to be installed.

The Planning Advisory Committee is authorized to approve names of new streets within proposed Subdivisions and Common Council vests the street. Prior to committee authorization, Street names are Approved by gis in terms of naming protocol and legibility for emergency responders.

4.1.14.1.8.6 *Complete Street Design*

The City of Saint John is supporting the concept of complete Street design as part of the Move SJ, strategic transportation plan and Trails and bikeways strategy. This design approach enhances a safe, attractive, and comfortable access and travel for all users. Pedestrians, bicyclists, motorists, and public transport users of all ages and abilities can safely and comfortably move along and through Developments.



To achieve complete Street design, the City of Saint John will require that Developers add features within the public right-of-way. These additions may include traffic calming initiatives, trail connections, wider Sidewalks, etc.

These features will be identified during the Development review phase, and the City of Saint John will provide guidance and standards on any of the required features.

4.1.14.1.8.7 *Postal Delivery*

The postal delivery standards manual developed by Canada Post provides information and guidelines on the various service options. The Atlantic region mail delivery planner will assist in selecting the appropriate option and provide complete plans and specifications for construction. All costs associated with the installation of postal delivery infrastructure is the responsibility of the Developer. The postal delivery standards manual is available online from Canada Post.

4.1.14.1.8.8 *Concrete Curb*

The curb type shall be determined based on the requirements of the Street classification. Typical Street cross sections are provided in the City of Saint John general specifications. Should curb and gutter be required, and the asphalt not installed until the following year, the Developer will, at their cost, provide additional roadway gravel to the top of the gutter for protection from plow damage.

At the time of installation of the curb, the curb for driveway openings shall be installed with drops and the driveway location shall match the grading plan.

Should a property owner wish to relocate an existing driveway opening it will be done at the property owner's cost. This will include full reinstatement of the curb and Sidewalk, where applicable, at the original driveway location as well as the cost of removing the existing curb and Sidewalk and installed new dropped curb at the proposed driveway location. Depending on the stage of Development approval and/or acceptance, a Street excavation permit may be required.

Curb shall be constructed to the lines and grades as staked and in accordance with the requirements of the City of Saint John general specifications.

4.1.14.2 Sidewalk

The requirement for Sidewalks is dependent on the Street classification but will be determined during the Development application review phase. Sidewalks shall be constructed in accordance with the requirements of the general specifications.

Sidewalks shall be installed concurrent with the curb and gutters. All proposed Sidewalks shall be shown at their appropriate locations on the grading plan.

4.1.14.2.1 Asphalt

Asphalt placement and testing shall be completed as per the City of Saint John general specifications. The asphalt shall be in accordance with the requirement of the Street classification. Following the



placement of the surface course asphalt and acceptance by the City of Saint John, the City of Saint John will begin maintaining the new Street in accordance with the Subdivision agreement.

All structures adjacent to the curb must have asphalt padding around their edges to both protect the structure and plow equipment. All other structures in the roadway are to have asphalt padding placed around their edges or have their tops level with ground elevation. The Developer shall ensure that the gravel roadbed is even and compacted with no signs of soft spots.

4.1.14.2.2 Street Lighting

Streetlighting shall conform to the requirements set out in the City of Saint John municipal Streetlighting best management practice. All utility or streetlight poles are to be installed in the Street right-of-way at a distance as determined based on the Street classification measured from the back of curb to the center of the pole, whether the curb is existing or proposed.

4.1.14.2.3 Landscaping

Landscaping shall conform to the requirements set out in the City of Saint John Zoning By-Law and is to be constructed and maintained in accordance with the City of Saint John general specifications. Landscaping shall extend from the edge of the right-of-way to the Lot. The Developer shall be responsible for all landscaping features from the limit of the property towards the Development.



5 DEFINITIONS



5.1 DEFINITIONS

Act means the *Community Planning Act*, SNB 2017, c 19.

Active Transportation means modes of transportation that rely on human power rather than machine power, including, but not limited to, walking, jogging, running, cycling, in-line skating, skateboarding, non-mechanized wheel chairing, snowshoeing, and skiing.

Approved or Approval means the approval of the Development Officer, Building Inspector or designate, Chief City Engineer or designate, Heritage Officer, Common Council, or Committee. Their decision will be final and binding in matters of Development layout, design and construction and municipal infrastructure.

As-Built/Record Drawing means a plan stamped, signed, and dated by a Professional Engineer prepared following completion of construction that shows, as far as possible, the true coordinate location and pertinent information regarding infrastructure constructed or installed.

Business Day means any day that is not a Saturday, Sunday, or statutory holiday in the Province of New Brunswick.

Chief City Engineer means the person appointed by Common Council as The Chief City Engineer for the City of Saint John or any person designated by the Chief City Engineer to perform a duty on behalf of the Chief City Engineer with respect to this Development Manual.

Chief Electrical Inspector means an individual appointed by the Minister to conduct the provisions and regulations of the *Electrical Installation and Inspection Act*.

City of Saint John means:

- 1) The geographical area within the boundaries of the City of Saint John in the County of Saint John in the Province of New Brunswick.
- 2) A body corporate by Royal Charter confirmed and amended by Acts of the Legislative Assembly of the Province of New Brunswick.

Combined Sewer means any existing combined Storm Sewer System and Sanitary Sewer System of the City of Saint John.

Contractor means the party or parties, person or persons, firms, or company, whose tender for the execution of the work has been accepted by the Developer and includes the Contractor's personal representatives, successors and permitted assigns.

Common Council means the Common Council of the City of Saint John.

Developer means the Owner of the area of land or building proposed for Development, or the designated representative, seeking to obtain the approval of a Development Plan Application.

Development means any erection, construction, addition, alteration, replacement, or relocation of or to any building or structure and any change or alteration in land use, buildings, structures, or surface cover.



Development Officer means the person appointed by Common Council as the Municipal Planning Director for the City of Saint John, or any person delegated authority by the Municipal Planning Director under the *Community Planning Act* with respect to this Development Manual.

Drainage Area means:

- 1) The area tributary to a single point of consideration, expressed in units of area. The Drainage Area may also be referred to as the catchment area, sub catchment area, watershed, sub watershed, drainage basin, or drainage subbasin.
- 2) The area served by a drainage system receiving Storm Sewer discharge and surface water Runoff.
- 3) The area tributary to a Watercourse.

Easement means an interest in land owned by another that entitles its holder to a specific limited use or enjoyment.

Engineering Drawing means a plan stamped, signed, and dated by a licensed Professional Engineer.

Excavation means a) any act, operation, or process by which existing ground surface and/or underlying material is cut into, dug, uncovered, removed, or displaced, or b) an opening produced by an act, operation or process referred to in clause (a), as the case may be.

Fees mean the Fees outlined in Schedule B of the Zoning By-Law, and Schedule C of the Building By-law, and any other applicable Fees set out by Common Council and payable to the City of Saint John upon submission of an application of any kind.

Future Street means an area of land identified as a “Future Street” on a Subdivision Plan, which Vests to the City of Saint John when such plan is registered and may later be improved to become a Public Street.

General Specifications means the latest edition of the document entitled, “General Specifications” of the City of Saint John.

Geometric Design Guide for Canadian Roads means the latest edition of the document titled, “Geometric Design Guide for Canadian Roads” of the Transportation Association of Canada.

Geoscientist means a member in good standing with the Association of Professional Engineers and Geoscientists of New Brunswick and registered or licensed to practice geoscience in the Province of New Brunswick.

Infiltration means:

- 1) The migration of water through the interstices or pores of a soil or other porous medium.
- 2) The quantity of groundwater which enters a Sanitary Sewerage system through cracks and defective joints.
- 3) The entrance of water from the ground into a sewer or drain through breaks, defective joints, or porous walls.



- 4) Absorption of liquid water by the soil, either as it falls as Precipitation, or from a stream flowing over the surface.

Land for Public Purposes means land, other than streets, for the recreational or other use or enjoyment of the public.

Land Surveyor means a member in good standing with the Association of New Brunswick Land Surveyors authorized under the New Brunswick Land Surveyors Act, 1986 to practise land surveying in the Province of New Brunswick.

Land Use Designation means the intended use of an area of land in the City of Saint John as detailed in the Municipal Plan.

Land Use Zone means the permitted use of an area of land in the City of Saint John as detailed in the Zoning By-Law.

Local Government Service Easements (LGSE) means Easements required for municipal purposes (water, sewer lines, etc.), as referred to in Section 4 of Regulation 84-217 of the *Community Planning Act*, SNB 2017, c 19.

Lot means a parcel of land, or two or more adjoining parcels of land held by the same owner.

Main Building means the building or structure intended to accommodate the main use or uses permitted on a Lot.

Plan means the City of Saint John Municipal Plan, as adopted, and amended by Common Council from time to time.

Municipal Water means the existing or proposed water system of the City of Saint John.

National Building Code of Canada means a guide to detail the minimum provisions acceptable to maintain the safety of buildings, with specific regard to public health, fire protection, accessibility, and structural sufficiency. The Building Code concerns construction, renovation, and demolition. It also covers change of use projects where the change would result in increased hazard and/or maintenance and operation in the existing building. The Code sets out technical requirements for the aforementioned project types and does not pertain to existing buildings.

Pedestrian Walkway means an area of Land for Public Purposes, a Public Street, or a Future Street used or intended for Active Transportation.

Precipitation means any moisture that falls from the atmosphere including snow, sleet, rain, and hail.

Professional Engineer means a member in good standing with the Association of Professional Engineers and Geoscientists of New Brunswick and registered or licenced to practice engineering in the Province of New Brunswick.

Public Utility means any person owning, operating, managing, or controlling an undertaking for the supply of electricity, gas, telephone, or other telecommunications.

Easement means an Easement associated with a Public Utility.



Registration means the performance of filing a Subdivision Plan, plan of survey, or other document that has been endorsed by the Development Officer at the Saint John Registry Office.

Right-Of-Way (R-O-W) means an allowance of property for the installation, construction, and maintenance of infrastructure such as sewers, watermains, underground utilities, streets, roads, curbs, ditches, drainage systems, poles, municipal signage, Sidewalks, etc.

Road means the entire width between the boundary lines of every street, highway, road, lane, alley, curb, Sidewalk, park or place when any part thereof is used by the general public for the passage of vehicles and pedestrians, and includes the bridges there on Right-Of-Way

Runoff means the total amount of surface storm Runoff and subsurface storm Runoff that enters a Storm Drainage System or Watercourse.

Sanitary Sewer means the existing or proposed Sanitary Sewer System of the City of Saint John.

Service Connection means any piping system that conveys sewage or liquid waste from any property to a sewer or conveys water from a watermain to any property.

Sewer System means the existing Combined Sewer, Sanitary Sewer, or the Storm Sewer.

Sidewalk means that portion of a highway or Street between the curb lines of the lateral lines of a roadway, and the adjacent property lines set apart for the use of pedestrians and includes any part of a highway set apart or marked as being for the exclusive use of pedestrians.

Site Servicing Plan means a plan depicting the size and location of existing and proposed municipal services including sanitary, storm and water and the connection of proposed services to existing services.

Storm Drainage System means a system receiving, conveying, and controlling discharges in response to precipitation and snowmelt. Such systems consist of ditches, culverts, swales, subsurface interceptor drains, roadways, curb and gutters, catchbasins, maintenance holes, pipes, detention ponds, and service lateral lines.

Storm Sewer means a sewer receiving and carrying storm water and surface Runoff water only. Storm Sewer System

Stormwater Runoff means the stormwater resulting from Precipitation falling onto and running off the surface of a sub-watershed during and immediately following a period of rain, and/or snowmelt.

Street means a public Street or private street.

Subdivide means to divide a parcel of land into two or more parcels and any other boundary alteration or consolidation of parcels of land.

Subdivision means the division of any area of land into two or more parcels, including a re-Subdivision, or a consolidation of two or more parcels.



Subdivision Agreement means a written contract between a Developer and the City of Saint John dealing with the responsibilities of each party with respect to the Subdivision and Development of land in accordance with the provisions of this By-law and the Act.

Subdivision Plan means a Subdivision Plan prepared in accordance with the provisions of this Development Manual and the Act that is acceptable for Registration.

Successfully Complete means the Work is ready for use or is being used for the purpose intended.

Tentative Subdivision Approval means approval granted by the Development Officer for a Tentative Subdivision Plan in accordance with the provisions of the Subdivision By-law and the *Community Planning Act*.

Tentative Subdivision Plan means a plan prepared in accordance with the provisions of the Subdivision By-law and the *Community Planning Act* showing a Subdivision.

Traffic Impact Study means a study to determine vehicular and pedestrian impact on existing municipal roadway system.

Utility means a service provided to the public by a Public Utility.

Variance means a relaxation to the Zoning By-Law granted by the Development Officer or Committee as authorized by the *Community Planning Act*.

Walkways/Trails means an allowance of property designated exclusively for pedestrians and cyclists and shall include nature Trails and paths.

Watercourse means the full width and length including: the bed, banks, sides and shoreline, or any part of, a river, creek, stream, spring, brook, lake, pond, reservoir, canal, ditch or other natural or artificial channel open to the atmosphere, the primary function of which is the conveyance or containment of water whether the flow be continuous or not, in accordance with, "The Clean Water Act – Revised Statutes of New Brunswick".

Wetland means land that (a) either periodically or permanently, has a water table at, near or above the land's surface or that is saturated with water, and (b) sustains aquatic processes as indicated by the presence of hydrophytic vegetation and biological activities adapted to wet conditions.

Zone means a designated area of land use as detailed in the City of Saint John's Zoning By-Law.

Zoning Map means the map detailing the designated Land Use Zones in Schedule A of the Zoning By-Law.



Summary of Acronyms:

American Water Works Association (AWWA)

Architects' Association of New Brunswick (AANB)

Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB)

Canadian Plumbing Code (CPC)

Canadian Standards Association (CSA)

Certificate of Recognition (COR)

Conditional Occupancy Permit (COP)

Free Oil and Grease (FOG)

Hydrologic Engineering Center (HEC)

Hydraulic Institute Standards (HIS)

Hydrologic Model (HYMO)

Hazen-Williams Roughness Coefficient (CHW)

Institute of Transportation Engineers (ITE)

Insurers' Advisory Organisation (IAO)

Land for Public Purposes (LPP)

Local Government Services Easement (LGSE)

National Building Code (NBC)

National Fire Protection Association (NFPA)

New Brunswick Department of Environment and Local Government (NBDELG)

New Brunswick Department of Transportation and Infrastructure (NBDTI)

Planning Advisory Committee (PAC)

Pressure Reducing Valve (PRV)

Right-Of-Way (R.O.W.)

Storm Drainage Design Criteria Manual (SDDCM)

Storm Water Management Model (SWMM)

Total Suspended Solids (TSS)

Traffic Impact Study (TIS)

Transportation Association of Canada (TAC)

Underwriters Laboratories of Canada (ULC)

Unified Soil Classification System (USSCS)

University of Ottawa Hydrologic Model (OTTHYMO)

Appendix A



LIST OF DOCUMENTS

INFRASTRUCTURE DEVELOPMENT DOCUMENTS

Development Flows – Sanitary

Development Flows – Water

Residential Rough Grading Plan

Request for Information

Drawing Submission Checklist

Traffic Impact Screening Form

PLANNING DOCUMENTS

Pre-Application Meeting Request Form

BUILDING INSPECTION DOCUMENTS

Building Code Matrix

Path to Occupancy Checklist

Owner Commitment – Schedule A

Owner Commitment for Integrated Testing – Schedule A-1

Field Review Commitment – Schedule B

Confirmation of Construction Field Review – Schedule C

Drawing Resubmission Form

DEVELOPMENT INFORMATION						
Development Name:						
Development Address:						
Owner:						
Contact Information:						
Consultant:						
Contact Information:						
PROJECT INFORMATION – DEVELOPMENT USE:						
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential & Commercial	<input type="checkbox"/> Other:			
RESIDENTIAL POPULATION INFORMATION						
Total Number of Units:		Persons / Dwelling:		Bedrooms / Unit:		
BUILDING INFORMATION						
Storeys:		Type of Use:				
Total Building Area (m ²):		Average Daily Wastewater Flow:				
<i>Please note: submitted calculations are to be completed in accordance with the Atlantic Canada Wastewater Guidelines</i>						
PEAK SANITARY FLOW (FULL BUILD OUT)			PEAKING FACTOR			
Total Residential Flow (L/s)			Residential Peaking Factor:			
Total Commercial Flow (L/s)			Commercial Peaking Factor:			
Total Other Flow (L/s)			Other Peaking Factor:			
TOTAL FLOW (L/s)			<i>Please include peaking factor calculations</i>			
MUNICIPAL CONNECTION POINT			PHASING INFORMATION			
Please provide the general location (street name) of the proposed sanitary service/main connection to the municipal system. Please provide the proposed location of the service / main as it relates to the municipal system. Please provide a drawing to scale including site contours, illustrating the conceptual design of the proposed development.			Phase	Buildings per Phase	Construction Estimate (# of years / phase)	Estimated Occupancy Date (mm/yy)
			1			
			2			
			3			
			4			
			TOTAL			

General Collection Statement

This information is being collected for the City of Saint John to deliver an existing program/service; the collection is limited to that which is necessary to deliver the program/service. Unless required to do so by law, the City of Saint John will not share your personal information with any third party without your express consent. The legal authority for collecting this information is to be found in the Municipalities Act and the Right to Information and Protection of Privacy Act. For further information or questions regarding the collection of personal information, please contact the Access & Privacy Officer: City Hall Building, 2nd Floor -15 Market Square, Saint John, NB E2L 1E8, commonclerk@saintjohn.ca (506) 658-2862.

DEVELOPER INPUT:	
<p>The Developer is expected to provide the following information to the City of Saint John for their proposed development:</p> <ul style="list-style-type: none"> • The Developer shall; <ul style="list-style-type: none"> ○ Complete and submit this form to the City of Saint John. ○ Provide back-up information and calculations illustrating assumptions for all calculated peak sanitary design flows. 	
CITY OF SAINT JOHN OUTPUT:	
<p>Potential outputs for the Developer from the City of Saint John based on development information provided by the Developer:</p> <ul style="list-style-type: none"> • At this time, based on the information provided, Saint John Water does not see and issues with the proposed development in relation to the downstream sanitary sewer system. • At this time, based on the information provided, Saint John Water does see issues with the downstream sanitary sewer system when incorporating the proposed development flows, thus further discussions between the Developer and the City are required as potentially more in-depth analysis and/or investigation may be required to be completed by the Developer for the proposed development. <p>NOTE: The sewer model is a simulated analysis. Information provided by the city of Saint John is to be received by the Developer as an estimation of the municipal system’s capability.</p>	
ENGINEERING CONSULTANT INFORMATION:	
Firm Name:	
Consultant Name:	
Contact Number:	
E-Mail Address:	
Signature of Applicant / Engineering Consultant	Date

General Collection Statement

This information is being collected for the City of Saint John to deliver an existing program/service; the collection is limited to that which is necessary to deliver the program/service. Unless required to do so by law, the City of Saint John will not share your personal information with any third party without your express consent. The legal authority for collecting this information is to be found in the Municipalities Act and the Right to Information and Protection of Privacy Act. For further information or questions regarding the collection of personal information, please contact the Access & Privacy Officer: City Hall Building, 2nd Floor -15 Market Square, Saint John, NB E2L 1E8, commonclerk@saintjohn.ca (506) 658-2862.

DEVELOPMENT INFORMATION						
Development Name:						
Development Address:						
Owner:						
Contact Information:						
Consultant:						
Contact Information:						
PROJECT INFORMATION – DEVELOPMENT USE:						
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential & Commercial	<input type="checkbox"/> Other:			
RESIDENTIAL POPULATION INFORMATION						
Total Number of Units:		Persons / Dwelling:		Bedrooms / Unit:		
BUILDING INFORMATION						
Type of Use:	(choose)	Storeys:	1	Total Building Area (m ²):		
<i>Please note: submitted calculations are to be completed in accordance with the Atlantic Canada Water Supply Guidelines</i>						
WATER DEMAND (FULL BUILD OUT – ALL PHASES)			FIRE HYDRANT FLOW TEST			
Average Day Demand (ADD)		<i>*Fire flow testing helps confirm SJW model results. If there has not been a Fire Flow Test completed, please note this on the form.</i>				
Maximum Day Demand (MDD)						
Peak Hourly Demand (PHD)		Fire Hydrant Flow Test Attached:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<i>*Please provide all demand flow in L/s</i>		Sprinkler System Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
FIRE DEMAND						
Requested fire flow for the proposed site:			L/s		PSI	
MUNICIPAL CONNECTION POINT			PHASING INFORMATION			
Please provide the general location (street name) of the proposed water connection to the municipal system. Please provide a drawing to scale including site contours, illustrating the conceptual design of the proposed development. The new water main that is incorporated into the City's water model will use these contours for approximate water main elevations.			Phase	Buildings per Phase	Construction Estimate (# of years / phase)	Estimated Occupancy Date (mm/yy)
			1			
			2			
			3			
			4			
TOTAL			0	0		

General Collection Statement

This information is being collected for the City of Saint John to deliver an existing program/service; the collection is limited to that which is necessary to deliver the program/service. Unless required to do so by law, the City of Saint John will not share your personal information with any third party without your express consent. The legal authority for collecting this information is to be found in the Municipalities Act and the Right to Information and Protection of Privacy Act. For further information or questions regarding the collection of personal information, please contact the Access & Privacy Officer: City Hall Building, 2nd Floor -15 Market Square, Saint John, NB E2L 1E8, commonclerk@saintjohn.ca (506) 658-2862.

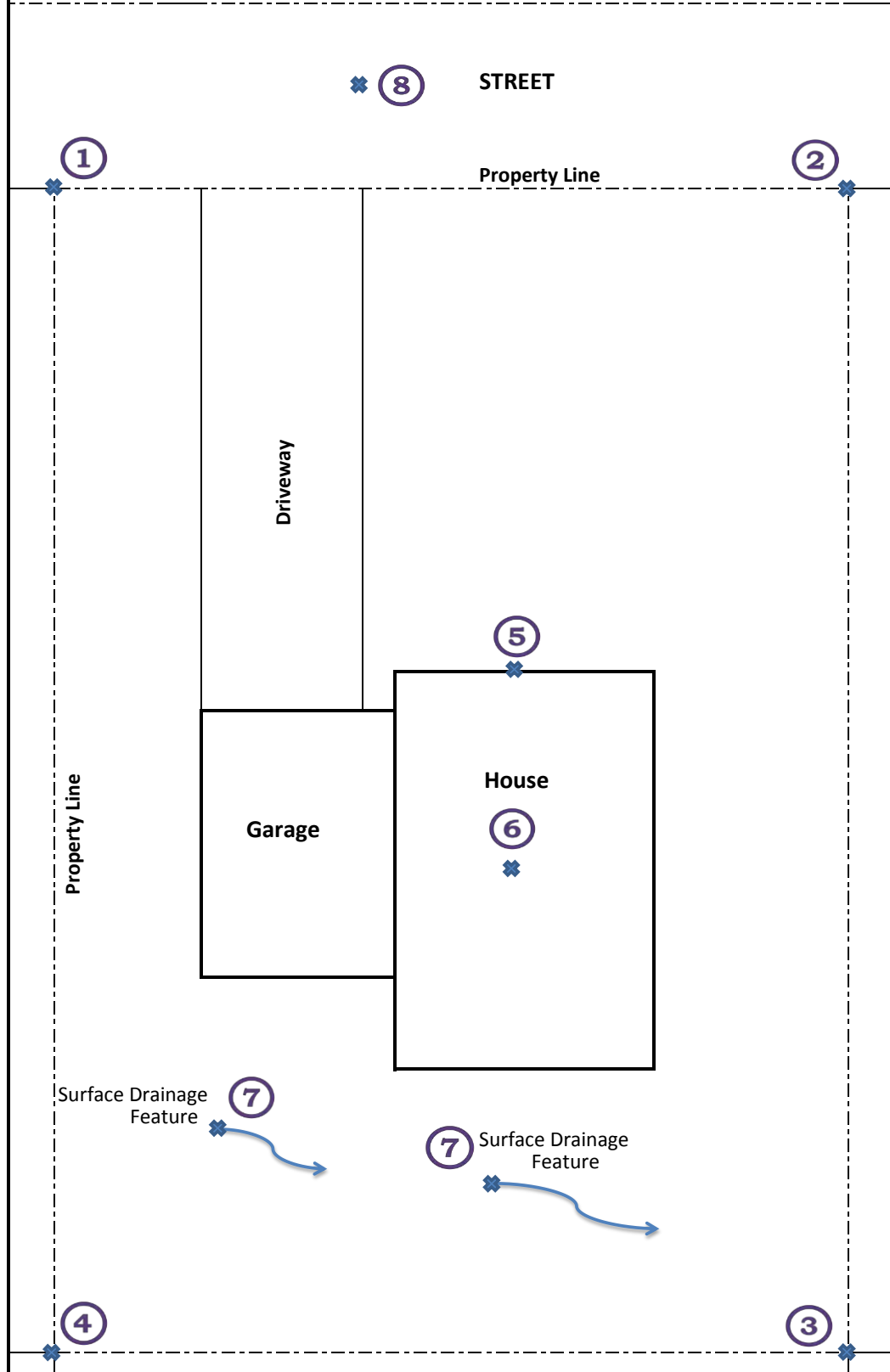
DEVELOPER INPUT:	
<p>The Developer is expected to provide the following information to the City of Saint John for their proposed development:</p> <ul style="list-style-type: none"> • The Developer shall; <ul style="list-style-type: none"> ○ Complete and submit this form to the City of Saint John. ○ Provide back-up information and calculations illustrating assumptions for all calculated water demands. ○ Complete a Hydrant Flow Test in the area of the Development if one is not available from the City of Saint John. 	
CITY OF SAINT JOHN OUTPUT:	
<p>Potential outputs for the Developer from the City of Saint John based on development information provided by the Developer:</p> <ul style="list-style-type: none"> • Approximate pressure in the City of Saint John municipal system near the proposed development from the Water Model using the Developer’s Water Demands. • Approximate available fire flow in the City of Saint John municipal system near the proposed development from the Water Model using the Developer’s Water Demands. <p>NOTE: The Water Model is a simulated analysis. Information provided by the City of Saint John is to be received by the Developer as an estimation of available flow / pressure.</p>	
ENGINEERING CONSULTANT INFORMATION:	
Firm Name:	
Consultant Name:	
Contact Number:	
E-Mail Address:	
Signature of Applicant / Engineering Consultant	Date

General Collection Statement

This information is being collected for the City of Saint John to deliver an existing program/service; the collection is limited to that which is necessary to deliver the program/service. Unless required to do so by law, the City of Saint John will not share your personal information with any third party without your express consent. The legal authority for collecting this information is to be found in the Municipalities Act and the Right to Information and Protection of Privacy Act. For further information or questions regarding the collection of personal information, please contact the Access & Privacy Officer: City Hall Building, 2nd Floor -15 Market Square, Saint John, NB E2L 1E8, commonclerk@saintjohn.ca (506) 658-2862.



SAMPLE SKETCH



RESIDENTIAL ROUGH GRADING PLAN

APPLICANT/OWNER: _____

PID #: _____

ADDRESS: _____

APPROVED SUBDIVISION/LOT GRADING PLAN: _____

INFORMATION REQUIRED:

All elevations to be geodetic;
All elevations to be in metres;
All elevations to be to three decimal places.
Benchmark and Reference Location:

		Approved Grading Plan Elevation (metres)	Building Permit Application Proposed Elevation (metres)	Occupancy Permit Approval As-Built Elevation (metres)	Difference (Proposed vs As-Built) (+/- 100mm)
1	Elevation at the corner of the Lot				
2	Elevation at the corner of the Lot				
3	Elevation at the corner of the Lot				
4	Elevation at the corner of the Lot				
5	Top of foundation wall elevation				
6	Basement floor elevation				
7	Location and grade of all Surface Drainage Features (swales, depressions in finished grades, etc.)				
7	Location and grade of all Surface Drainage Features				
8	Elevation at centreline of Street				

PROFESSIONAL ENGINEER OR LAND SURVEYOR CERTIFICATION:

Company Information:

Name: _____

Address: _____

Phone: _____

E-mail: _____

In accordance with the Saint John Building By-law,

I, _____
print name

confirm the rough grading of the Lot is in general conformance with the Approved Grading Plan and within the accepted tolerance.



Professional Seal

Applicant Name		Contact Number	
E-Mail Address			

Project Name
Project Location
Purpose of Requested Information

Project Type			
<input type="checkbox"/> Development Project	<input type="checkbox"/> DevelopSJ Request	<input type="checkbox"/> Capital Project	<input type="checkbox"/> Utility Project
<input type="checkbox"/> Other – Please explain			

Information for Applicant - City of Saint John Disclaimer
<p>Information provided by the City of Saint John does not relieve recipients of the requirement and responsibility to verify, review, and confirm information prior to proceeding with engineering designs and/or construction.</p> <ol style="list-style-type: none"> The plans/files/data and all underlying data provided were developed for use by the City of Saint John for its internal purposes only, and were not designed or intended for general use by members of the public. The City of Saint John makes no representations or warranty as to the accuracy, completeness, or adequacy of the information contained and provided in any plans/files/data. The City of Saint John makes no representations or warranty of fitness for use for a particular purpose, expressed or implied, with respect to any plans/files/data or their underlying data. The recipient of any plans/files/data accepts them as is, with all faults and assumes all responsibility for the use thereof, and further covenants and agrees to indemnify and hold the City of Saint John harmless from and against any and all damages, loss or liability arising from any use of any plans/files/data or their underlying data. The recipient of any plans/files/data provided further covenants and agrees that it is his/her responsibility to obtain an independent verification of all data contained therein. The recipient covenants and agrees that the City of Saint John shall not be held responsible for problems arising from files which have been converted for use in non-native applications. The recipient covenants and agrees that any plans/files/data provided shall be used only in conjunction with the work requested by the recipient.

Applicant Declaration
<p>I do hereby declare:</p> <ul style="list-style-type: none"> I am the owner and/or authorized agent and am authorized to request information as described above; Information requested is for the purposes as described above; and I have read and understood the Information for Applicant - City of Saint John Disclaimer provided. <p>Applicant Signature: _____ Date: _____</p>

Drawing Submission Checklist

Submission Requirements per the City of Saint John General Specifications, City of Saint John Storm Drainage Design Criteria Manual & associated the By-law Respecting Drainage in the City of Saint John.

Project Title: _____
 Location: _____
 Revision: _____
 Developer: _____

Review Date: _____
 Drawing Revision Date: _____
 Engineering Company Name: _____

Site Servicing Plan:

Sanitary Servicing:

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stamped, signed, and dated by a Professional Engineer, registered or licenced member of the Association of Professional Engineers and Geoscientists of New Brunswick |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | North Arrow |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Graphic Scale Bar |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Key Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Symbol Legend |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Project Title |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Property Location |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Purpose of Plan (such as Review, Revised, Approval, As-built Drawing) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Property Owner |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Engineering Company Name or Label, Address and Contact Information |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All dimensions are in millimeters, elevations in geodetic metres, and chainages in metres |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dimensions and elevations to 3 decimal points |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sheet Numbers |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Label all Private Infrastructure |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Standard Notes: <ul style="list-style-type: none"> <input type="checkbox"/> All work to be done in accordance with the City of Saint John General Specifications, latest edition <input type="checkbox"/> All municipal infrastructure, public utilities, natural gas mains, and other infrastructure must be located in the field prior to start of excavation <input type="checkbox"/> Contractor to ensure proper erosion and sedimentation control methods are used to control site runoff during construction <input type="checkbox"/> All required permits must be obtained in advance of construction <input type="checkbox"/> All applicable City by-laws, Provincial and federal statutes and regulations must be adhered to |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The location of the project relative to streets |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site layout including proposed and existing streets, lots and location of proposed structures |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pre-development contours an interval not exceeding one (1) meter. Five (5) meter contours lines to be shown in a darker shade |

- All existing watercourses including ponds and wetlands indicating direction of flow
- Location and layout of the sanitary sewerage system including manholes, storage facilities, pumping facilities, and sanitary sewerage indicating pipe material, diameter, slope and direction of flow.
- All existing municipal infrastructure, public utilities, natural gas infrastructure, and other infrastructure within the municipal right-of-way limits of the proposed work
- All proposed crossings of new and existing municipal, public utilities, and natural gas infrastructure
- Plan and profile drawings of all proposed municipal infrastructure
- Boundaries of catchment and sub-catchment areas tributary to each area
- Location of connections to existing municipal infrastructure
- Any additional information necessary to determine whether the proposed development will not cause and adverse effect

Water Distribution Servicing:

Yes No N/A

- Stamped, signed, and dated by a Professional Engineer, registered or licenced member of the Association of Professional Engineers and Geoscientists of New Brunswick
- North Arrow
- Graphic Scale Bar
- Key Plan
- Symbol Legend
- Project Title
- Property Location
- Purpose of Plan (such as Review, Revised, Approval, As-built Drawing)
- Property Owner
- Engineering Company Name or Label, Address and Contact Information
- All dimensions are in millimeters, elevations in geodetic metres, and chainages in metres
- Dimensions and elevations to 3 decimal points
- Sheet Numbers
- Label all Private Infrastructure
- Standard Notes:
 - All work to be done in accordance with the City of Saint John General Specifications, latest edition
 - All municipal infrastructure, public utilities, natural gas mains, and other infrastructure must be located in the field prior to start of excavation
 - Contractor to ensure proper erosion and sedimentation control methods are used to control site runoff during construction
 - All required permits must be obtained in advance of construction
 - All applicable City by-laws, Provincial and federal statutes and regulations must be adhered to
- The location of the project relative to streets

- Site layout including proposed and existing streets, lots and location of proposed structures
- Pre-development contours an interval not exceeding one (1) meter. Five (5) meter contours lines to be shown in a darker shade
- Hydraulic grade line
- Location and layout of the water distribution system including hydrants, hydrant laterals, valves, chambers, storage facilities, pumping facilities, and water main indicating pipe material and diameter.
- All existing municipal infrastructure, public utilities, natural gas infrastructure, and other infrastructure within the municipal right-of-way limits of the proposed work
- All proposed crossings of new and existing municipal, public utilities, and natural gas infrastructure
- Plan and profile drawings of all proposed municipal infrastructure
- Boundaries of catchment and sub-catchment areas tributary to each area
- Location of connections to existing municipal infrastructure
- Any additional information necessary to determine whether the proposed development will not cause and adverse effect

Storm Drainage Plan:

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stamped, signed, and dated by a Professional Engineer, registered or licenced member of the Association of Professional Engineers and Geoscientists of New Brunswick |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | North Arrow |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Graphic Scale Bar |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Key Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Symbol Legend |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Project Title |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Property Location |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Purpose of Plan (such as Review, Revised, Approval, As-built Drawing) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Property Owner |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Engineering Company Name or Label, Address and Contact Information |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All dimensions are in millimeters, elevations in geodetic metres, and chainages in metres |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dimensions and elevations to 3 decimal points |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sheet Numbers |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Label all Private Infrastructure |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Standard Notes: <ul style="list-style-type: none"> <input type="checkbox"/> All work to be done in accordance with the City of Saint John General Specifications, latest edition <input type="checkbox"/> All municipal infrastructure, public utilities, natural gas mains, and other infrastructure must be located in the field prior to start of excavation <input type="checkbox"/> Contractor to ensure proper erosion and sedimentation control methods are used to control site runoff during construction |

- All required permits must be obtained in advance of construction
- All applicable City by-laws, Provincial and federal statutes and regulations must be adhered to
- The location of the work within the Drainage Area
- Site layout including proposed and existing streets, lots and location of proposed structures
- Pre-development contours at one (1) meter intervals of the Drainage Area, including provision of upstream areas.
- All existing watercourses including ponds and wetlands indicating direction of flow
- Location and layout of the minor storm drainage system including manholes, catchbasins, and storm sewers indicating pipe material, diameter, elevation, slope, and direction of flow
- All existing municipal infrastructure, public utilities, natural gas infrastructure, and other infrastructure within the municipal right-of-way limits of the proposed work
- All proposed crossings of new and existing municipal, public utilities, and natural gas infrastructure
- Plan and profile drawings of all proposed municipal infrastructure
- Boundaries of catchment and sub-catchment areas tributary to each area
- Area runoff coefficients
- Size, location, and elevations of proposed post-development storage facilities
- Predominant direction of surface flow including the flow route of the major storm drainage system
- Location of outfalls, or connection to existing municipal infrastructure, for both the minor storm drainage system and major storm drainage system
- 1 in 100 return period flood limits of watercourse along with 1 in 100 return period flood elevations
- Any additional information necessary to determine whether the proposed development will not cause and adverse effect

Supplementary Calculations:

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Manning's capacity analysis |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hydraulic grade line analysis |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Major drain depth and spread of flow |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 in 5 year return period storm |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 in 100 year return period storm |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Volume and depth required and provided for proposed storage facility |

Grading Plan:

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stamped, signed, and dated by a Professional Engineer, registered or licenced member of the Association of Professional Engineers and Geoscientists of New Brunswick |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | North Arrow |

- Graphic Scale Bar
- Key Plan
- Symbol Legend
- Project Title
- Property Location
- Purpose of Plan (such as Review, Revised, Approval, As-built Drawing)
- Property Owner
- Engineering Company Name or Label, Address and Contact Information
- All dimensions are in millimeters, elevations in geodetic metres, and chainages in metres
- Dimensions and elevations to 3 decimal points
- Sheet Numbers
- Label all Private Infrastructure
- Standard Notes:
 - All work to be done in accordance with the City of Saint John General Specifications, latest edition
 - All municipal infrastructure, public utilities, natural gas mains, and other infrastructure must be located in the field prior to start of excavation
 - Contractor to ensure proper erosion and sedimentation control methods are used to control site runoff during construction
 - All required permits must be obtained in advance of construction
 - All applicable City by-laws, Provincial and federal statutes and regulations must be adhered to
- Site layout including proposed and existing streets, lots and location of proposed structures
- Pre-development contours at an interval not exceeding 1 m
- Proposed landscaping features on each lot including driveways, parking lots, and grassed areas
- Proposed finished grade elevations at the following locations
 - Centerline of streets
 - Corners of all lots
 - Proposed top of foundation wall
 - Proposed basement floor
 - Easement
 - Walkways
 - Drainage swales or ditches
 - Invert elevation of the storm lateral at the limit of the street right-of-way
- Pattern and direction of the pre and post-development surface drainage including lots, swales, and major storm drainage system
- Location and layout of the minor storm drainage system including manholes, catchbasins, and sewer system for pre and post-development

Erosion and Sedimentation Control Plan:

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stamped, signed, and dated by a Professional Engineer, registered or licenced member of the Association of Professional Engineers and Geoscientists of New Brunswick
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Graphic Scale Bar
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Symbol Legend
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project Title
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property Location
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Purpose of Plan (such as Review, Revised, Approval, As-built Drawing)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property Owner
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineering Company Name or Label, Address and Contact Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All dimensions are in millimeters, elevations in geodetic metres, and chainages in metres
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dimensions and elevations to 3 decimal points
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sheet Numbers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Label all Private Infrastructure
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standard Notes: <ul style="list-style-type: none"> <input type="checkbox"/> All work to be done in accordance with the City of Saint John General Specifications, latest edition <input type="checkbox"/> All municipal infrastructure, public utilities, natural gas mains, and other infrastructure must be located in the field prior to start of excavation <input type="checkbox"/> Contractor to ensure proper erosion and sedimentation control methods are used to control site runoff during construction <input type="checkbox"/> All required permits must be obtained in advance of construction <input type="checkbox"/> All applicable City by-laws, Provincial and federal statutes and regulations must be adhered to
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property Boundaries and other identifiable landmarks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contours at an interval, that in The City Engineer's opinion, is sufficient to adequately described the area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sensitive environmental areas, such as streams, lakes, ponds, wetlands, drainage ditches, floodplains and wells, located within or in close proximity of the project area;
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nature and extent of existing vegetation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed alteration of the area, including: <ul style="list-style-type: none"> <input type="checkbox"/> Boundary limits and acreage of the project <input type="checkbox"/> Limits of clearing, grubbing and gradin <input type="checkbox"/> Location of streets <input type="checkbox"/> Areas of cuts and fills proposed side slopes <input type="checkbox"/> Location and protection of stockpiles of excess fill or topsoil for the project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed types of erosion and sedimentation control measures and facilities

- Proposed location of erosion and sedimentation control measures and facilities
- Proposed dimensional details of facilities
- Description of landscaping and vegetative details including seeding, sodding or mulching
- Maintenance program for the control facilities, including
 - Inspection program frequency and schedule, and identify who will carry out the inspection work;
 - Maintenance, repair or reconstruction of damaged erosion and sedimentation control measures and facilities to be carried out;
 - Method and frequency of removal and disposal of sediment from the control facilities; and method for posing of temporary structural erosion and sedimentation control measures after they have served their purpose; and
 - Long term protection for the permanent erosion and sedimentation control measures.

Engineering Design Report

Yes No N/A

- Identify intent of design;
- Identify where design assumptions and approaches are consistent with recommendations set forth in the SDDCM.
- Identify where design assumptions and approaches have deviated from the recommendations set forth in the SDDCM, along with supporting documentation and test results to justify the deviations;
- Describe the impacts of the proposed development on the downstream major storm drainage system and minor storm drainage system and a description of measures proposed to offset negative flooding, erosion and water quality impacts caused as a result of the development;
- Include criteria for the design of the major and minor stormwater system including runoff coefficients, storm return period, initial inlet time, pipe friction factors and any other criteria necessary to evaluate the proposed storm drainage system;
- Include calculations showing the flow and volume of the stormwater to be handled by the major storm drainage system and minor storm drainage system from within the development, for the tributary areas outside the development and for backwater effects during the 1 in 100 year return period storm;
- Include calculations that verify that surface drainage during a 1 in 100 year return period storm will not result in erosion;
- Include design calculations for pre and post-development storms resulting in the 1 in 5 year return period storm and the 1 in 100 year return period storm for each subcatchment area;
- Identify overall catchment area and drainage sub catchments areas; and
- Be accompanied by a statement from a Professional Engineer that the submission is in accordance with the SDDCM, except, if there are variations, the Professional Engineer must indicate clearly, in all appropriate documents and plans, included with the submission, the specific variances from the SDDCM.

Conformance with the By-law Respecting Drainage in the City of Saint John

The Chief City Engineer shall approve Storm Drainage Submissions which propose Work that:

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Will not increase the amount of stormwater entering a municipal combined sewer during and storm event; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Will not increase the amount of stormwater entering the municipal storm sewer beyond existing capacity; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Will not create an adverse effect; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Includes a minor storm drainage system designed to convey stormwater generated by the 1 in 5 year return period storm such that, as applicable: <ul style="list-style-type: none"> <input type="checkbox"/> Stormwater does not exceed 80% of the full pipe capacity; <input type="checkbox"/> Streets remain free of water other than the amount accumulated between inlets; <input type="checkbox"/> Stormwater overflow is not discharged from the street; <input type="checkbox"/> Ditches have adequate capacity to carry stormwater flow; <input type="checkbox"/> Culverts located in watercourses have adequate capacity to carry flow; <input type="checkbox"/> Piped storm drainage systems convey stormwater without surcharge; and <input type="checkbox"/> Drainage easements adequately convey stormwater. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Include a major storm drainage system designed to convey stormwater generated by the 1 in 100 year return period storm such that, as applicable: <ul style="list-style-type: none"> <input type="checkbox"/> Stormwater is contained within the street but not beyond the height of barrier type curb; <input type="checkbox"/> Culverts under driveways and streets convey stormwater without surcharge; <input type="checkbox"/> Stormwater management ponds control peak runoff conditions. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide use of streets and lots during and following stormwater events; and |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Preserve watercourses and wetlands. |

Additional Reviews Required:

Yes	No	N/A	Response Received
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Saint John Water
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Public Works and Transportation Services
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Parking Commission

Infrastructure Development Comments:



TRAFFIC IMPACT STUDY (TIS) SCREENING FORM

Description of Proposed Development

Municipal Address	
Description of Location	
Land Use Classification	
Development Size	
Number of accesses and locations	
Phases of development	
Build-out year	

Trip Generation Trigger

Land Use Type	Minimum Development Size	Yes	No
Single-family homes	40 units		
Townhomes or apartments	90 units		
Office	3,500 m ²		
Industrial	5,000 m ²		
Fast-food restaurant or coffee shop	100 m ²		
Destination retail	1,000 m ²		
Gas station or convenience market	75 m ²		
Other	60 person trips or more during weekday peak hours		



TRAFFIC IMPACT STUDY (TIS) SCREENING FORM

Safety Triggers

	Yes	No
Are posted speed limits on a boundary street are 80 km/hr or greater?		
Are there any horizontal/vertical curvatures on a boundary street limits sight lines at a proposed driveway?		
Is the proposed driveway within the area of influence of an adjacent traffic signal or roundabout (i.e. within 300 m of intersection in rural conditions, or within 150 m of intersection in urban/suburban conditions)?		
Is the proposed driveway within auxiliary lanes of an intersection?		
Does the proposed driveway make use of an existing median break that serves an existing site?		
Is there is a documented history of traffic operations or safety concerns on the boundary streets within 500 m of the development?		
Does the development include a drive-thru facility?		

Summary

	Yes	No
Does the development satisfy the Trip Generation Trigger?		
Does the development satisfy the Safety Trigger?		

Additional Notes:

Attachments:

DATE: _____

SIGNED: _____
Developer

Pre-Application Meeting Request



Date of Application:	
Property Owner's Name:	
Property Location:	
Project Contact:	
Contact Number:	
Contact E-Mail:	
Date Meeting Requested:	
Preferred Time:	
Proposal:	

For a more streamlined and comprehensive review, the following information should be submitted as part of this Pre-Application Meeting request:

- A copy of any site plans;
- Purpose of the development proposal;
- Reports / Studies already completed;
- Reports / Studies pending;
- Drawings / Renderings;
- Other _____

NOTE: Staff will contact the applicant to confirm a meeting time / date.

Meeting Type (Completed by Staff)
<input type="checkbox"/> Conceptual Pre-Application Meeting
<input type="checkbox"/> Standard Pre-Application Meeting
<input type="checkbox"/> Adaptive Re-Use Pre-Application Meeting
<input type="checkbox"/> Other _____

Application Received by (staff):
Date: _____
mm / dd / yyyy

Participation in the Pre-Application Meeting process is not an application for any permit or approval from the City of Saint John. The completion of or the participation in the Pre-Application Meeting process in no way guarantees, changes the standards of, changes the status of, or affects in any way, any past, present or future application or approval. The information provided at the Pre-Application Meeting or before, during and after the Pre-Application Meeting process is for information purposes only and the City of Saint John and staff of the city of Saint John are not providing advice as a consultant, engineer, architect, lawyer or any other professional. The Pre-Application Meeting process is not, and does not include a comprehensive review of the proposal.

2015 NATIONAL BUILDING CODE REVIEW MATRIX

ITEM	REVIEW INFORMATION	CODE REFERENCE						
1	Project Address: _____ Project Description: _____ Project Type: <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/> Change of Use	<input type="checkbox"/> Part 3	<input type="checkbox"/> Part 9					
2	Alternate Solution Proposed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Div.A 1.2.1 & Div.C 2.3.1.						
3	Building Area(footprint): _____ Existing: _____ New: _____ Mezzanine Area: _____ Existing: _____ New: _____ Total Floor Area: _____	Division A 1.4.1.2.						
4	Major Occupancies: Group: _____ Description: _____ Group: _____ Description: _____ Group: _____ Description: _____ Group: _____ Description: _____	3.1.2.1.(1)	9.10.2.					
5	Number of Storeys Above Grade: _____ Below Grade: _____	Division A 1.4.1.2.						
6	Building Height: _____ metres							
7	Building Classification (most restrictive group under Item 4): _____ Classified under Code Article 3.2.2. _____ F3 Classification shall include fuel load calculations by a design professional.	3.2.2.20.-90.	-					
8	Permitted Construction Type: <input type="checkbox"/> Combustible <input type="checkbox"/> Non-combustible <input type="checkbox"/> Both Proposed Construction Type: <input type="checkbox"/> Combustible <input type="checkbox"/> Non-combustible <input type="checkbox"/> Both	3.2.2.20.-90.	-					
9	Required Fire Resistance Rating (hours)							
	Assembly Location	Horizontal Assembly	Listed Design ULC No.	Supporting Assembly (walls, columns)				
	Floors			Listed Design ULC No.				
	Roof							
	Mezzanine							
	Basement							
			3.2.2.20.-90.	9.10.8.1.				
			3.2.1.4.					
10	Occupant Load: <input type="checkbox"/> by m ² /person <input type="checkbox"/> by design of building							
	Occupant Load Calculation(include additional pages if more information is required)							
	Location	Floor Area (m ²)	Area per person	No. of Occupants				
				Total:				
			3.1.17.	9.9.1.3.				
11	Interconnected Floor Space: <input type="checkbox"/> Yes <input type="checkbox"/> No	3.2.8.2.	9.10.9.5.					
12	Number of Façades Facing Streets: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3+	3.2.2.10.	-					
13	Firewalls: <input type="checkbox"/> Yes <input type="checkbox"/> No	3.1.10.	9.10.11.					
14	Sprinkler System: <input type="checkbox"/> Yes <input type="checkbox"/> No	3.2.2.18.	9.10.1.3.					
	Adequate Water Supply: <input type="checkbox"/> Yes <input type="checkbox"/> No	3.2.5.7.						
15	Standpipe System: <input type="checkbox"/> Yes <input type="checkbox"/> No	3.2.5.8.	9.10.1.3.					
16	Fire Alarm System: <input type="checkbox"/> Yes <input type="checkbox"/> No	3.2.4.	9.10.18.2.					
17	High Building: <input type="checkbox"/> Yes <input type="checkbox"/> No	3.2.6.	-					
18	Emergency Power Supply: <input type="checkbox"/> Yes <input type="checkbox"/> No	3.2.7.5.	-					
19	Hazardous Substances: <input type="checkbox"/> Yes <input type="checkbox"/> No	3.3.1.2.	9.10.1.3.					
20	Vertical Service Spaces: <input type="checkbox"/> Yes <input type="checkbox"/> No	3.6.3.	-					
21	Spatial Separation (include additional pages if more information is required)							
	Wall Location	Area of Exp. Bldg Face	Limiting Distance	L/H or H/L	Max. % of Openings	Min. Fire Res. Rating	Type of Const.	Type of Cladding
	North							
	East							
	South							
	West							
							3.2.3.	9.10.14.
22	Maximum Travel Distance: _____ metres	3.4.2.	9.9.7.-8.					
23	Number of Male Water Closets: _____ Sinks: _____ Urinals: _____	3.7.2.	9.31.1.					
	Number of Femal Water Closets: _____ Sinks: _____							
24	Barrier-free Design: <input type="checkbox"/> Yes <input type="checkbox"/> No, explain: _____	NB Regulation 2021-3						
Notes: _____ _____ _____ _____ _____		Seal, Date and Signature						

To prepare for occupancy (partial to full), these items will be reviewed for completion. **These items may be updated to include further details or additional items through the occupancy process.**

Building Requirements

- All floors must be properly labelled in accordance with Sentence 3.4.6.19
 - (1) *Arabic numerals indicating the assigned floor number shall:*
 - a) *be mounted permanently on the stair side of the wall at the latch side of doors to exit stair shafts,*
 - b) *be not less than 60 mm high, raised approximately 0.7 mm above the surface,*
 - c) *be located 1 500 mm from the finished floor and not more than 300 mm from the door, and*
 - d) *be contrasting in colour with the surface to which they are applied (see Note A-3.4.6.19.(1)(d))*
- Means of egress must be complete **below the highest floor level occupied**. This includes the exterior passageways. These must be clearly delineated walkways to the **public way**.
- All exits and means of egress must be complete. No work is permitted in exits, means of egress, public corridors, or any other space used for the purpose of access to an exit. Once occupancy has started, no work (painting, wallpapering, carpeting or any other cosmetic work) will be permitted in these areas and locations.
- All apartment units (finished and unfinished), all service rooms, commercial units, etc. must be properly labelled prior to any occupancy.
- All public/common area must be complete.
- Emergency lighting, exit signage all must be in place and fully operational.
- All plumbing work within occupied units must be complete and approved by the plumbing inspector.

- Water supply to the building must be chlorinated and approved by the Commissioner of Saint John Water.
- Proper civic addressing must be in place.
- Handrails and guards must be installed in all areas and to conform to code.
- The fire department connections for the sprinkler and standpipe systems must be clearly identified, and readily accessible at all times. These systems must be **fully operational** (refer to the section Integrated Systems Testing).
- All fire separations (including dampers, doors, closures) and firewalls must be complete. All firestopping documentation must be provided.
- Fire separations are required for all compartments, units, corridors, exits, ceilings, shafts with no exceptions.
- All load-bearing structure must have the required fire-resistance rating.
- All doors and closures must be in place with functioning closure devices.
- The building envelope including siding must be complete.
- A minimum of one portable Fire Extinguishers, with a minimum rating of 2A:10-B-C shall be installed on every occupied floor (in the corridor) and in every service room, such that the travel distance between (visible) fire extinguishers is no more than 12 metres to 22.9 metres (subject to fire extinguisher rating and identified hazards, (refer to NFPA 10, 2013 Edition – Table 6.2.1.1). Fire extinguishers are to be installed no lower than 10.2 cm from the finished floor and no higher than 153 cm from the finished floor (assuming a weight is under 18.14kg), with no visual obstructions. Consult NFPA 10 Standard for Portable Fire Extinguishers, 2013 Edition for further details and clarification.

Integrated Systems Testing Commissioning Report

- **SJFD Fire Prevention Division shall be notified prior to any All life-safety systems being tested and approved**
- All fire protection and life safety systems must be in place, tested, active and integrated.
- Confirmation of the integration of fire protection and life safety systems is required in the form of a report from an Integrated Testing Coordinator. See **CAN/ULC S1001-11 Standard for the Integration of Fire Protection and Life Safety Systems** for details. **No deficiencies** are permitted in the testing results of the fire protection and life-safety systems. They must be fully operational and in good working order. The Integrated Testing Coordinator must provide the necessary report and supporting documentation.

Professional Signoffs (Schedule C)

- Structural, architectural, mechanical, electrical, fire protection and other necessary schedules are required to be submitted for review and approval. These are formal schedules (Schedule C) from the professionals involved in the project that Confirm the Construction through Field Review.

Fire Safety Plan

- As per Division B, Section 5.6 of the 2015 National Fire Code and Division B, Part 8 of the 2015 National Building Code, a **construction fire safety plan** must be prepared and to the SJFD Fire Prevention Division (for review and input) prior to commencing any demolition or construction work. The Construction Fire Safety Plan must be updated, posted and implemented as demolition or construction work progresses through its phases until completion.
- As per Division B, Section 2.8 of the 2015 National Fire Code, and Division B, Section 3.2 of the 2015 National Building Code (if applicable), and prior to occupancy for any purpose other than construction, a Fire Safety Plan must be prepared and submitted to the SJFD Fire Prevention Division (for review and input) with recommended additions or changes incorporated into that

plan; that the Fire Safety Plan be posted in a location accessible to firefighters and building maintenance personnel.

- An occupancy fire safety plan for tenants (as if the building were already existing) shall be submitted and approved prior to occupancy.

Construction Site Storage

- No storage of construction materials in any parking garages or other unapproved spaces. Dumpsters must comply with Office of the Fire Marshal Bulletin 2004-01.

High Building Requirements (Section 3.2.6)

- **Systems for control of smoke movement and mechanical ventilation** to limit smoke movement to be **demonstrated and signed off** by professional mechanical engineer on record. Systems to limit smoke movement design on basis of performance must demonstrate compliance through appropriate testing by mechanical engineer. This is an **additional report** and not part of the schedule C forms.
- Elevator for use by fire fighter to be functional.
- Emergency operation of elevator to be functional.
- Central alarm and control facility (CACF room) to be operational.
- Cross over floors established and labeled.
- Emergency Generator in place and operational.
- Smoke detectors as required for high buildings in stairwells to be installed and operational.

Within Suites to be occupied

- Barrier-free requirements within the barrier-free suite and the associated parking needs for the suite to be in place, accessibility to elevator and path of travel is required before the barrier-free suite can be occupied.
- Smoke detectors in place.
- Carbon monoxide detectors in place where required.
- Openable window protection installed where required.
- Handrails and guard protection to be in place.
- Sprinkler protection including deck where required.
- Fire separations within suites required.
- Final approval from plumbing inspector for the suite.
- Ventilation system for unit functional.
- Unit number in place on door.
- Door closure functional.
- All finishes, flame spread rating to meet code requirements.

CONFIRMATION OF COMMITMENT BY OWNER/PERMIT APPLICANT Letter of undertaking confirming field review of construction Schedule A	
Project Description:	
Project Address:	
Permit Number:	<i>(office use only)</i>
<p>In accordance with Section 6 of the Province of New Brunswick - Building Code Administration Act, which states “Before commencing construction or demolition work, an owner or person acting on behalf of an owner shall provide written notice to the local government with the following information:</p> <ul style="list-style-type: none"> • the date on which the work on the building site is to commence; • the names of all the contractors, architects, engineers or designers, as the case may be, that will perform work with respect to the building or demolition; and • the name of all the inspection or testing agencies engaged to monitor the work or part of the work.” <p>This is the requirements for all:</p> <ul style="list-style-type: none"> • New construction, renovations, modifications, additions (including mezzanine additions and floor infills) or changes of occupancy type in buildings or portions of buildings to which Parts 3, 4, 5, 6 and 7 of the National Building Code apply. • New construction, renovations, modifications and/or additions or changes of occupancy type to which the National Energy Code applies. • Installations and/or alterations to the fire alarm system or life safety systems, including mechanical or electrical installations or alterations. • Installations and/or alterations that impact the exterior wall assembly, building envelope, fire walls, fire-rated separations, fire-rated assemblies and/or fire-rated materials to which Parts 3, 4, 5 or 6 applies. <p>The named contractors, architects, engineers or designers, inspection or testing agencies engaged to design, monitor, any or all part of the work in Table 1 is referred to further as a “Service Provider(s)”.</p>	
<p>The property owner and/or permit applicant is the person responsible for the new construction, addition, alteration or change of occupancy, and they warrant that:</p> <ul style="list-style-type: none"> • The identified Service Provider(s) listed in Table 1 have been retained to design the building, structure or part thereof, and to provide field reviews to determine whether the construction is in general conformity with the plans and other documents that form the basis of the issuance of the building permit, in accordance with the performance standards of the Architects’ Association of New Brunswick (AANB) and the Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB) and the Association of Registered Interior Designers of New Brunswick. • Any field review reports by a Service Provider(s) will be forwarded promptly to the Onestop Development Shop. • That as per Section 6 of the Building Code Administration Act, the owner or person acting on behalf of the owner, as soon as practicable, give written notice to the local government of any change in, termination of the employment of a Service Provider(s) referred to in Table 1 and in no case shall be later than 72 hours. Failure to do so may result in a stop work order. <p>Upon issuance of the Building/Development permit a Notice may be placed on Land Gazette of Service New Brunswick’s Land Registry.</p> <p>If placed, the Notice will only be removed when all required schedules (Confirmation of Construction Field Review – Schedule C) and other required documentation have been submitted and approved and an Occupancy Permit or Certificate of Successful Completion has been issued.</p> <p>Signature of the owner and/or permit applicant on the form is confirmation that the owner/permit applicant is taking on the responsibilities identified here.</p>	

TABLE 1 - Identification of architects, engineers, designers, inspection and testing agents engaged in the project - Service Provider(s)
Each Service Provider(s) identified must complete the FIELD REVIEW COMMITMENT FORM (Schedule B)

Check if applicable	Discipline	Professional/Service Provider
	Geotechnical Design	
	Architectural Design	
	Structural Design	
	Mechanical Design – Plumbing	
	Mechanical Design – HVAC	
	Mechanical Design – Fire Suppression	
	Electrical Design	
	Inspection or Testing Agent(s)	
	Other	
	Other	

*Not all projects will require every discipline listed or may have a Service Provider(s) selected before their design service is needed (example – fire suppression sprinklering). However, when a Service Provider(s) is required for a project, failing to identify the required Service Provider(s) may result in **delays of permit issuance** or a **stop work order being issued**.*

*See **Table 2** to determine when the Service Provider(s) must be identified.*

*Should the Service Provider(s) fail to submit the FIELD REVIEW COMMITMENT FORM (Schedule B) the **permit issuance may be delayed** or a **stop work order may be issued**.*

Property Owner/Permit Applicant's Name and Contact information
(include address, contact number and email address)

Signature and Date

Permit Applicant Name (if different from Property Owner)

Permit Applicant Signature and Date

Table 2	
Service provider to be identified and Schedule B completed for	
Phase 1 permit for foundation only	
Required (Y/N)	Discipline
Y	Geotechnical
Y	Architectural (for floors/basements to be constructed under this phase of the permit)
Y	Structural (for footings, foundation walls, and structural elements of those floors to be constructed under this phase of the permit)
Y	Mechanical (underground only)
Service provider to be identified and Schedule B completed	
Phase 2 permit (for superstructure)	
Y	Architectural (for all other floors)
Y	Structural (for all other floors, foundations, walls and structural elements of those floors to be constructed under this phase of the permit)
Y	Mechanical (plumbing)
Y	Electrical
Schedule B to be provided as soon as service provider has been identified	
	Mechanical (fire suppression)
	Inspection or Testing Agent
	Other

CONFIRMATION OF COMMITMENT BY OWNER/PERMIT APPLICANT FOR FIRE PROTECTION AND LIFE-SAFETY SYSTEMS INTEGRATION TESTING		Schedule A-1
Project Description:		
Project Address:		
Permit Number	<i>(office use only)</i>	
<p>In accordance with Section 6 of the Province of New Brunswick’s Building Code Administration Act, it indicates “Before commencing construction or demolition work, an owner or person acting on behalf of the owner shall provide written notice to the local government with the following information:</p> <ul style="list-style-type: none"> • the date on which work on the building site is to commence; • the names of constructors, architects, engineers or designers, as the case may be, that will perform work with respect to the building or demolition; • the names of all inspections or testing agencies engaged to monitor the work or part of the work.” <p>As per Division B, Sentence 3.2.9.1(1) of the National Building Code - Where fire protection and life safety systems and systems with fire protection and life safety functions are integrated with each other, they shall be tested as a whole in accordance with CAN/ULC S1001-11, “Integrated Systems Testing of Fire Protection and Life Safety Systems”, to verify that they have been properly integrated.”</p> <p>This may apply in:</p> <ul style="list-style-type: none"> • New construction, renovations, modifications, additions, or changes of occupancy of buildings and; • Installations and/or alterations to the fire alarm systems or life-safety systems, including mechanical or electrical installations or alterations. <p>An Integrated Testing Coordinator is best identified at the start of a project, to develop a testing integration plan in accordance with input from the mechanical, electrical and fire protection designers.</p> <p>Prior to occupancy of a building, the testing plan is to be executed by the Integrated Testing Coordinator and all required tests must demonstrate successful results. The Coordinator is required to provide a formal report confirming that fire protection and life safety systems are properly functioning and integrated before occupancy.</p> <p>No occupancy certificate or conditional occupancy permit will be issued until a sealed commissioning report, with all supporting documentation, is submitted to the Building Inspector.</p>		
Integrated Testing Coordinator (must be a Professional or Professional Agency)		
Name		
Address		
Contact information		
<u>Integrated Testing Coordinator Commitment</u>		

It is the responsibility of the professional or professional agency to review CAN/ULC S1001-11, "Integrated Systems Testing of Fire Protection and Life Safety Systems" and develop a testing plan in accordance with good practice and the applicable standards.

The Integrated Testing Coordinator is required to provide written confirmation that the integrated fire protection and life safety systems are functioning correctly prior to occupancy.

A sealed report is required to be submitted before an Occupancy Certificate or Conditional Occupancy Permit will be issued.

Signature of Integrated Testing Coordinator

Date

Responsibilities of the Owner/Permit Applicant

The property owner and/or permit applicant, being the person responsible for the new construction, addition, alteration or change of occupancy, warrants that:

- The identified Integrated Testing Coordinator listed in this schedule has been retained to create and execute the fire protection and life safety systems integration testing, in accordance with Division B, Sentence 3.2.9.1(1) of the National Building Code of Canada.
- Plans and any modifications to the plans will be provided to the Integrated Testing Coordinator as per their requirements.
- Should the Integrated Testing Coordinator no longer be engaged to provide the services, you will notify the Onestop Development Shop immediately and another service provider will be appointed to fill the integrated testing coordinator role.
- Upon issuance of the Building/Development permit a notice may be placed on Land Gazette of Service New Brunswick's Land Registry, and if placed, will only be removed when all schedules have been submitted and approved and an Occupancy Permit or Certificate of Successful Completion has been issued.

Property Owner and/or Permit Applicant's name and Contact Information *(include address, contact number & email address)*

Signature and Date

FIELD REVIEW COMMITMENT (A schedule must be completed by each required discipline)		Schedule B
Project Description:		
Project Address:		
Permit Number		
<p>In accordance with Schedule A, this is to advise that I am a registered:</p> <ul style="list-style-type: none"> • Architect • Professional Engineer • Registered Interior Designer <p>and that I have been retained by the owner to perform the Field Review for:</p>		
Check if applicable	Discipline	Professional/Service Provider Name
	Geotechnical Design	
	Architectural Design	
	Structural Design	
	Mechanical Design – plumbing	
	Mechanical Design – HVAC	
	Mechanical Design – Fire suppression	
	Electrical Design	
	Other	
	Other	
<p>I hereby confirm that for the design requirements related to the discipline identified above:</p> <ul style="list-style-type: none"> • I will review applicable shop drawings and reports; • I will review changes to the submitted design during the construction to verify the changes conform to the requirements of the currently adopted National Building Code and/or National Energy Code or other applicable standards; • I will review the field-testing results required by the currently adopted National Building Code and/or National Energy Code or other applicable standards; and • I will provide a completed Confirmation of Construction Field Review (Schedule C) within 5 working days of the project’s substantial completion and prior to the occupancy of the building. <p>I may delegate some or all of my responsibilities associated with field reviews to another person employed by the undersigned or their firm where it is consistent with prudent professional practice to do so. The functions will however be performed under my supervision in accordance with the Architect’s Association of New Brunswick, the Association of Professional Engineering and Geoscientists of New Brunswick and/or the Association of Interior Designers of New Brunswick.</p> <p>The undersigned shall notify the OneStop Development Shop, in writing, as soon as practicable but within no later than 5 working days, if the contract for field review is terminated at any time during construction.</p>		
<p>Professional Design and Review</p> <p>It is the responsibility of the Professionals to follow Table 1 of the “Guidelines for Development and Maintenance of the Professional Relationship between Architects and Engineers” as issued on April 3,</p>		

2000 by the Architects Association of New Brunswick and the Association of Professional Engineers and Geoscientists of New Brunswick.

Name of Professional or Service Provider	
Company Name	
Mailing Address	
Contact number	
Email Address	
Date	
Professional Seal and Signature	

CONFIRMATION OF CONSTRUCTION FIELD REVIEW		Schedule C
(A schedule must be completed for each required discipline/service provider)		
Project Description:		
Project Address:		
Permit Number:		
<p>In accordance with Schedule B, I declare that:</p> <ul style="list-style-type: none"> • I am the Professional and/or Service Provider who completed the Schedule title Field Review Commitment (Schedule B) for the discipline as identified below, or the successor to the Professional and/or Service Provider who completed the Schedule; • Field reviews for this discipline, at intervals appropriate to the stages of construction, were conducted for the duration of construction; • The construction is in general conformance with the plans and other documents that formed the basis for the issuance of the building permit(s); • All approved changes during construction conform to the requirements of the currently adopted National Building Code and/or National Energy Code, or any other applicable standard; and • The project is now ready for its intended use. 		
Check applicable	Discipline	Professional or Service Provider
	Geotechnical Design	
	Architectural Design	
	Structural Design	
	Mechanical Design – plumbing	
	Mechanical Design – HVAC	
	Mechanical Design – Fire suppression	
	Electrical Design	
	Other	
<p>This schedule shall be submitted to the OneStop Development Shop or assigned Building Inspector within 5 working days of the project’s substantial completion and prior to the occupancy of the building or use of the structure.</p>		
Name of Professional or Service Provider		Professional Seal and Signature
Company Name		
Mailing Address		
Contact number		
Email Address		
Date		

Drawing Resubmission Form

GROWTH & COMMUNITY SERVICES
 CITY OF SAINT JOHN

Permit or Application Number:	Date Submitted:
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A. Project Information

Project Address

Project Description (Brief Description of Scope of Work)

B. Permit Application Category (Choose any that apply)

Building Permit	<input type="checkbox"/>	Stormwater Submission	<input type="checkbox"/>
Development Permit	<input type="checkbox"/>	Servicing Plan Submission	<input type="checkbox"/>
Heritage Permit	<input type="checkbox"/>	PAC Variance Application	<input type="checkbox"/>
Plumbing Permit	<input type="checkbox"/>	Council Application	<input type="checkbox"/>
Site Plan Submission	<input type="checkbox"/>	Other	<input type="checkbox"/>

C. Revisions

Drawing / Revision Number(s)	Description of Change	Reason for Modification

EXAMPLE DESCRIPTIONS		
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<i>Sheet C2-R2</i>	<i>Adjustment to increase size of pipe from 450 mm to 600 mm between MH#1 and MH#2.</i>	<i>Change made to reflect comments from City as per email dated March 14, 2021 to meet minimum design requirements.</i>
<i>Sheets B3-R4 & B4-R4</i>	<i>Changed interior partition walls from 2" x 4" construction to steel stud.</i>	<i>Change made as a cost saving measure.</i>

D. Drawings Resubmitted By	
Name	
Company	
Email Address	
Phone	
E. Certification and Acknowledgement	
<p>I HEREBY CERTIFY that the information provided in this form is complete, true and accurate to the best of my knowledge; and that all revisions to the attached drawings were disclosed as required under section B of this form.</p> <p>I HEREBY ACKNOWLEDGE that the Growth and Community Services Department of the City of Saint John will examine only the revisions to the attached drawings that were disclosed in this form and therefore, any approval given by said Department only covers the disclosed revisions.</p>	
F. Disclaimer	
<p>The City of Saint John accepts no liability resulting from the non-disclosure of revisions to the attached drawings. In the event of non-disclosure, the City of Saint John is not responsible for any damages that you may experience as a result.</p>	
Applicant Signature	

****NOTE: PLEASE ADD ADDITIONAL SHEETS FOR SECTION "C" IF REQUIRED****

*****NOTE: IF YOU HAVE ONLY MADE CHANGES IN ACCORDANCE WITH COMMENTS OUTLINED IN AN EMAIL OR CHECKLIST SUPPLIED BY THE CITY OF SAINT JOHN PLEASE STATE THAT IN SECTION C, COMPLETE SECTIONS A, B, D, E AND F OF THIS FORM AND ATTACH THE REFERENCED EMAIL OR CHECKLIST.*****