

ELECTRONIC DOCUMENTS STANDARDS FOR LANDSCAPE SUBMISSIONS

Updated January 6, 2025

1. PURPOSE STATEMENT

This document outlines the required standards for all landscape-related drawings and reports submitted for review by Parks Planning staff. Adherence to these standards ensures quality, consistency, and efficiency in the submission and review process.

2. FILE FORMAT

All electronic submissions must meet the following requirements:

a) Acceptable File Types

- Drawings: Vector or text-based PDF files
- Supporting Documents and Reports:
 - Microsoft Word Document (DOC/DOCX)
 - Microsoft Excel Document (XLS/XLSX)
 - PDF or other related file types

b) PDF Requirements

- All file security must be removed (unlocked).
- File layers must be flattened or removed
- Standard paper sizes for all submissions:
 - Letter Size (8.5 x 11 inches): Required for reports
 - Tabloid Size (11 x 17 inches): Acceptable for report attachments
 - ARCH D (24 x 36 inches): Required for all drawings
- All drawings must be plotted to scale

c) Unacceptable Drawing Submission/Formats

- ZIP files
- Raster files (e.g., JPG, JPEG, PNG, GIF, etc.)
- Raster-based PDFs (e.g., PDFs created as image-only)
- Hardcopy plotted drawing sets.
- Scanned drawing sets formatted as PDFs.

3. LANDSCAPE DRAWING FORMAT AND COMPONENTS

All Landscape and Preservation drawing submissions must meet the following requirements:

a) Drawing Standards

- Paper Size: ARCH D (24 x 36 inches).
- Drawings must be plotted in black and white or greyscale for technical drawings.*
**Note: Reports, conceptual plans/diagrams, photographs, and visualizations may utilize color.*
- Drawings must include all necessary information required for a comprehensive review (refer to Section 4.1.6. of the Site Plan Application Manual).

b) Title Block Information

Each drawing must include a title block with the following:

- Location/Key map
- General notes
- Legend
- Revision block
- Area for a professional stamp (50mm x 50mm)
- Area for City 'Acceptance' stamp (50mm x 50mm)
- Consultant name and contact information
- Client name and contact information
- Project name
- Legal description
- Municipal address
- City reference number
- Visual scale bar and numeric scale
- North Arrow (*Orientation to top of page*)
- Drawing Date
- Drawing number

c) Drawing Numbering Conventions

- EX-#: Existing Conditions
- L-#: Landscape Plan
- LP-#: SWMF Pond Landscape Plan
- LF-#: Fencing Plan
- LD-#: Detail Sheet
- TP-#: Tree Preservation Plan

4. QUALIFICATIONS / PROFESSIONAL STAMPS

a) Tree Preservation Plans

- Plans must be signed and stamped by a qualified Landscape Architect or Registered Professional Forester as per By-law 2014-115, Schedule 'A'
- Tree Preservation Plans submitted by other professionals, such as arborists, will not be accepted as standalone documents

b) All Other Landscape Related Plans

- All drawing/plan submissions are to be stamped with the Seal of a Landscape Architect in good standing with the Ontario Association of Landscape Architects (OALA).
- Final submission plans require the Seal to be signed.

5. CITY STANDARDS ASSOCIATED WITH LANDSCAPE REQUIREMENTS

Prior to submission, applicants should review the following reference documents to ensure compliance with City standards:

- City of Barrie Standard Details (*Engineering Standards, Policies & Guidelines*)
- City of Barrie Site Plan Application Manual
- City of Barrie Urban Design Manual (*Under Review*)
- City of Barrie Intensification Area Urban Design Guidelines
- City of Barrie Storm Drainage and Stormwater Management Policies and Design Guidelines
- City of Barrie Tree Protection Manual (*Under Review*)

These documents are available on the City of Barrie's official website at www.barrie.ca.

6. DOCUMENT SUBMISSION

a) Submission Process

- It is the responsibility of the Landscape Architectural Consultant to notify Parks Planning staff via email when drawings are uploaded to APLI.
- Submit all documents and drawings through the City's online APLI portal (<https://eservices.barrie.ca/apli/Default.aspx>).

b) Letter of Credit Calculations

- A letter of credit template is available upon request.
- 10% contingency is required for all calculations.
- PDF letter of credit must be accompanied by a working Excel file for staff verification and calculation checking.
- Letter of Credit values must reflect current industry pricing.
- Staff may modify or correct Letter of Credit values to ensure consistency between applications files at their discretion.

c) **Consultant Registration (APLI)**

- Consultants may register for a City Login (individual or company) through APLI.
- Provide the project number, login information, and an email from the owner/applicant granting permission to access the APLI portal account.

d) **Restrictions**

- City staff will not upload or download files from file-sharing websites such as Dropbox or WeTransfer. If file transfers are required, staff must provide a link to our internal file server (*Zendto*) for each occurrence upon request.
- Large format files sent through email will not be accepted unless previously agreed upon by staff.

e) **Landowner Authorization (*Tree Preservation Only*)**

- A Landowner Authorization or Letter of Understanding is required for all Tree Preservation and Landscape Plans that impact boundary trees and/or adjacent property trees at the time of submission.
- The authorization must include:
 - Full names and addresses of both parties (including phone numbers and email).
 - Signed and dated agreement.
 - Description of terms, including removals, pruning, impacts, mitigation measures, and other site-specific details.

f) **Review and Feedback**

- Parks Planning staff will upload review comments, redline markups, and accepted drawings to APLI.
- It is the responsibility of the owner/applicant or consultant to download files.

7. ADDITIONAL REQUIREMENTS

- Ecological offsetting calculations are required for all sites containing trees (cultural or naturally occurring) in accordance with the Offsetting Policy A09-EC, Appendix A.
- Drawings that fail to meet the Electronic Documents Standards for Landscape Submissions may be rejected at staff's discretion.
- **All email communications** must include the appropriate/current City file reference in the subject line.