



## How to Complete a Secondary Plan

### ***What is a Secondary Plan?***

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A **Secondary Plan** provides an integrated land use and infrastructure plan to guide development within a specific area of the municipality, and area that usually includes more than one property owner. If the municipality were a puzzle, each planned area would form a piece of the puzzle that is sure to fit with the rest of the municipality.

### ***Why is a Secondary Plan Important?***

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- A Secondary Plan provides the big picture so both the landowner and Council can see how individual development opportunities fit in and create the desired community.
- When Council adopts a Secondary Plan, it brings increased certainty to property owners and investors as they have a better idea of how their individual property works with other adjacent and nearby properties.

### ***What must I do to get a Secondary Plan Approved by Council?***

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You must determine the area of land to include in your Secondary Plan and confirm a scope of work with the Planner at the RM of Sherwood. Once your Plan is completed, submit it to the Planner and the Planner will prepare a report to Council recommending the Plan be approved, amended, or denied.

### ***What is in a Secondary Plan?***

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A Secondary Plan is a document that will describe the overall plan for development in a **succinct** but **comprehensive** manner. The document may be adopted as a bylaw by the municipality and it will form the planning framework for subsequent zoning and subdivision applications on the land.

It will contain text stating the policies that will guide the allocation of land uses and provision of infrastructure and community services. It will also contain graphics, illustrations, and maps to visually describe the same details as well as the overall vision for the development.

It is a summary document that is supported by a series of separate background technical documents. A typical outline for a Secondary Plan document includes Items #1 through #4 listed below. A Background Study, to support the Plan, may need to include the efforts listed in Item #5.

## 1. Introduction

- 1.1. Background population and economic forecast information that supports the proposed mix of land uses and timing of development phases.
- 1.2. Site context – describe and illustrate the plan area including how it fits in the context of other neighbouring properties as well as adjacent municipalities. Reference to significant existing land uses, infrastructure, natural features, and ownership will also provide important context to site development.
- 1.3. Project vision – what is the overall vision for development of the subject lands / community?
- 1.4. Goals and objectives – describe the key directions that describe how the vision will be realized.
- 1.5. OCP conformity

## 2. Site Analysis

- 2.1. Topography and natural features
- 2.2. Built features
- 2.3. Environmental and heritage review

## 3. Servicing Analysis

- 3.1. **Transportation** – an overview of the impact of the proposed development on the existing transportation network in the region, including a description of the CONFIRMED improvements acceptable to all parties to manage traffic and access issues.
- 3.2. **Water** – an overview of the requirements for water supply based on anticipated users and phasing over time as well as a detailed description about the CONFIRMED source and provision of water service.
- 3.3. **Sewer** – an overview of the requirements for wastewater service based on anticipated users and phasing over time as well as a detailed description about the CONFIRMED source and provision of wastewater service.
- 3.4. **Drainage** – an overview of the requirements for land drainage based on the nature and capacity of the land and the proposed built environment, as well as a detailed description about planned techniques to manage stormwater onsite at pre-development levels or better.
- 3.5. **Community service and facilities' needs** – a summary of the proposed community services and facilities to be accommodated in the proposed development as well as an indication of community services that may be provided off-site and/or by other jurisdictions. This description must reference fire protection, police service, schools, solid waste management, community centres, and libraries
- 3.6. **Utilities** – a description of the location of all existing easements and utilities on the subject lands, and CONFIRMATION of capacity and service availability from all required utility providers to accommodate the proposed development.

## 4. Plan for Development

- 4.1. **Land use** – a design concept and overall plan illustrating the location of all land uses proposed on the property and providing broad descriptions of the characteristics of each reference land use, including density ranges.

- 4.2. **Circulation** – a multi-modal transportation concept that illustrates how people and good will move within the plan area and to/from the plan area.
- 4.3. **Servicing** – sketch plans illustrating both onsite and regional drainage servicing concepts, conceptual wastewater trunk routing, pedestrian linkages, regional transportation linkages, and water lines.
- 4.4. **Landscape master plan concept** – an overall reference to the approach to site landscaping and the mechanism to ensure individual properties are developed in accordance with the overall site design plans.
- 4.5. **Implementation** – describe any particular tools that may be anticipated in order to implement the proposed plan, including zoning (direct control districts, contract zoning, etc), subdivision and servicing agreements, development levies, conservation easements, environmental reserves, etc.

**5. A Background Report, separate from but in support of the information contained in the Secondary Plan document, may require some or all of the following studies:**

- 5.1. **Geotechnical analysis and report** – investigates and communicates information about the subsurface site conditions, including soil, rock, and water conditions. The information is necessary for the safe and cost-effective design and construction of the project, e.g. earthworks and foundations.
- 5.2. **Environmental Phase 1** – is a qualified site visit and local government document and data review of the surrounding area to determine if further investigation is advised from an environmental stand point. The purpose is to determine what the past usage of the site and surrounding area to determine if there is a potential risk from an environmental stand point in the immediate area.
- 5.3. **Traffic Impact Analysis** – is a technical appraisal of the traffic and safety implications relating to a specific development. The information provided in the study report should enable the relevant authorities to assess the traffic impact of a development. The TIA should address all issues related to on-site parking, internal circulation, the interface between the development and the surrounding road network, and adequate provision for service vehicles.
- 5.4. **Water Source Analysis** – is a report confirming an adequate source of potable water to service the proposed development. It should include an indication from the appropriate authority that there is a realistic chance of gaining approval to for the ground or surface water allocation described for use as the water source described in the plan in the time frame anticipated by the plan.
- 5.5. **Drainage Analysis** – is a report describing and illustrating the overall drainage plan for the land, including the area beyond the immediate site area. It should describe how stormwater and surface water will be managed up to and including a 1:500 year flood level.
- 5.6. **Community Needs Analysis** – is a report describing all of the potential community services that will be required by the population living and/or working in the proposed development and how the services will be provided, e.g. locally or by inter-municipal servicing sharing agreement.

Services include emergency services, including police, schools, hospitals, community centres, libraries, recreation, garbage collection and an overall approach to solid waste management, etc.

- 5.7. **Financial Analysis** – an order of magnitude estimate of infrastructure, servicing, and operating costs associated with the proposed development, including an indication about financial responsibilities, expressed using a lifecycle costing model.
- 5.8. **Public and/or stakeholder consultation** – is a summary of events and interactions undertaken in preparation of the Plan as well as a list of critical outputs harvested from the public consultation process. This documentation must also include government agencies and suppliers of shallow utilities, e.g. power, gas, telecommunications, etc.