

## City of Kingston Digital Submission Guidelines for Planning and Development

The City of Kingston has adopted digital submission guidelines to reduce paper waste and printing costs. Staff can assist with digital submissions at the counter at 1211 John Counter Boulevard or submissions can be made directly through the City's DASH (Development and Services Hub) Citizen Access Portal.

To upload an electronic submission using DASH, you must register for a free DASH account and agree to comply to DASH terms and conditions.

Important note: digital submissions will go through the usual standard review process. The electronic submission process will be completed in accordance with the service standards established by the City for each application type.

Below are guidelines to assist with digital submissions. The directions in this document are guidelines only and do not replace the drawing requirements specified in the Site Plan Control Guidelines or the Subdivision Development & Technical Standards Guidelines.

- All submitted plans must contain an electronic stamp and signature for the architect and/or engineer.
- All submitted plans and studies should be named clearly with the contents described within the available 'Description' box with DASH online portal.
- Plans should be set to landscape view. Document files may be oriented either landscape or portrait view so that the top of the page is always at the top of the monitor.
- PDF files should have permission set to allow Annotations, Form Fill and Signing by City Staff.
- Plans and documents prepared by Design Professionals may be signed using a secure digital signature.
- All revisions to plans must be dated, noted and described in the revision block on each drawing.
- For specific Site Plan drawing requirements, please refer to the Site Plan Control Guidelines (to find them, search "Site Plan Control Guidelines" at [www.CityofKingston.ca](http://www.CityofKingston.ca)).
- The City will only accept digital drawings in PDF format.
- PDF drawings should be created from vector files to achieve the highest quality the PDF should be a 300 dpi drawing.
- Digitally submitted plans must be legible. All drawings are required to be submitted with metric dimensions, be drawn in black and white (no color) to a standard metric scale (1:50,1:100,1:200,1:250, 1:300, 1:400, etc.)

- Please note that the digital submission process requires submissions to be consistent. Subsequent submissions cannot change in size or scale from the initial drawing and must be submitted in a PDF format. The City may refuse subsequent drawings if the scale varies from the initial plan and ask that the plan be resubmitted in the correct scale.
- A submission should not be provided as a single PDF file. There is a file size limitation and files should be separated and uploaded as individual plans and drawings to simplify the review of the submission. For Site Plans and Final Plan of Subdivision, drawing packages may be submitted as a single PDF file and labeled as a site plan or final subdivision drawing binder. This PDF must contain bookmarks to indicate the different plans by code. Please refer to Appendix B – Drawing Codes the suggested codes to be used to identify the different plans. These codes will be referenced by staff to indicate which drawing in the binder their comments apply to.
- Upon completion of the review cycle, all corrections will be noted by the City plan reviewers as comments and markups on the electronic plans and drawings and within the Technical Review Report.
- A response letter that clearly identifies how and where comments have been addressed on the plans should be included with the resubmitted plans.

Appendix A refers to minimum submission requirements in DASH for applications to be received. This does not mean that this is what is required for a complete submission – it simply refers to the documents you require to submit an application. Refer to your Pre-Application report to see what is required for the application to be ‘Accepted’ or ‘Deemed Complete’ depending on the type of application. The City’s Building, Planning and Licensing Department may consider an application incomplete if only the minimum required information is submitted.

Appendix B refers to a recommended coding model used to bookmark drawing submissions submitted as a single PDF (known as a drawing binder), to help staff navigate to the drawings in the binder to be reviewed. Staff will also use these codes, where applicable, to refer to the drawings in their comments.

#### Appendix A – Submission Requirements

<b>Application Type</b>	<b>Minimum Required Document Type</b>
Pre-Application	Concept Plan, Survey Plot Plan
Consent	Survey Plot/Plan
Minor Variance/Permission	Survey Plot/Plan
Draft Plan of Subdivision	Draft Subdivision Plan, Subdivision

	Demonstration Report
Draft Plan of Condominium	Draft Condominium Plan
Final Plan of Subdivision	Final Subdivision Plan
Final Plan of Condominium	Final Condominium Plan, Survey Plot/Plan
Hold Removal	Not Defined
Model Home Agreement	Not Defined
Official Plan Amendment	Concept Plan, Survey Plot/Plan
Part Lot Control	Draft R Plan, Surveyor Zoning Certificate
Pre-Servicing Agreement	Not Defined
Request for Information	Not Defined
Security Reduction	Engineer's Certificate (Site Plan/Site Alteration) or Letter (Tree Permit, Model Home Agreement)
Site Alteration Permit	Control Plan, Owner Authorization
Site Plan Control	Site Plan
Tree Permit	Owner Authorization, Tree Removal Plan
Zoning Bylaw Amendment	Planning Justification, Survey Plot/Plan, Concept Plan
Heritage Designation	Rationale for Designation
Heritage Permit	Not Defined.

#### Appendix B – Drawing Codes

<b>Plan Code</b>	<b>Description</b>
PP00	Cover Sheet
GEN	General Plan
GP1, GP2, GP3	General Servicing Plan(s)
LG1, LG2, LG3	Grading Plans. The last in the series should be the grading detail sheet.
U1, U2, U3	Utility Plans. The last in the series is the utility detail sheet.
B1, B2, B3	Builders Plans
N1, N2, N3	Noise Attenuation plans. The last in the series is the detail sheet.
S1, S2, S3	Sediment and Erosion control plans
PP01, PP02	Plans/Profile sheets and detail sheets. Sanitary and Storm design area maps
E1,E2,E3	Light Plans
L1, L2, L3	Landscape Plans
C001,C002	Civil Drawings
S001,S002	Structural Drawings

M001, M002	Mechanical Drawings
A001, A002	Architectural
FP001,FP002	Floor Plans