

**DRAFT**  
**TERMS OF REFERENCE**

**Requirements for Land Use Impact Assessment Report**  
**13-15 Morgansville Place**  
**Town of Conception Bay South**

**Issued**  
**May 5, 2023**

**Application to Construct a Single Dwelling at**  
**13-15 Morgansville Place**

**Background**

A prospective purchaser is proposing to construct a single dwelling at 13-15 Morgansville Place. The property has an area of 1027m<sup>2</sup> and is located between the road right-of-way for Morgansville Place and Seal Cove River.



*Figure 1: 13-15 Morgansville Place Approximate Property Boundary*

**Regulatory Context**

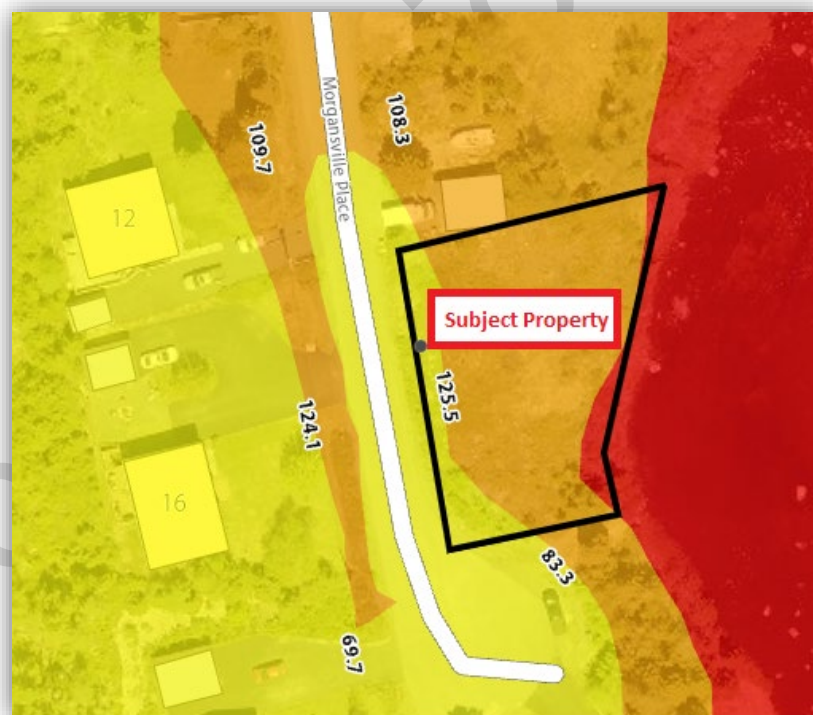
The property at 13-15 Morgansville Place is zoned Residential Low Density (R-1) and Open Space Conservation (OSC). The proposed single dwelling development would be restricted to the R-1 zone.

The Town issued a Development Approval letter in accordance with Section 4.11 of the Town's Development Regulations subject to a number of conditions, including that the applicant complete a Land Use Impact Assessment Report. Before any development

can proceed, the Town will have to consider the Land Use Impact Assessment Report, and if deemed acceptable, a final development approval would be required.

Generally, in the subject area, the land along the shoreline of Seal Cove River, encompassing land on Morgansville Place, is identified as high and moderate geological hazard risk on the Environmental Overlay Map of the Conception Bay South Municipal Plan. Specifically, 13-15 Morgansville Place is primarily located within the moderate risk area. There are high and low risk areas within the property as well. The proposed single dwelling development would be restricted to the low and moderate risk zones. The risk areas are illustrated by yellow (low), orange (moderate), and red (high) in the excerpt from the Town Geographic Information System in Figure 2. Figure 2 also includes the property boundaries (outlined in black) for the overall land held by the proponent.

The geological hazard classifications are derived from a report and hazard map prepared by the Geological Survey Division of the Department of Natural Resources with the Government of Newfoundland and Labrador<sup>1</sup>. The high-risk area coincides with the immediate shoreline and low-lying areas adjacent to the shoreline. The report recommended further study, analysis and delineation of the hazard areas identified to confirm site specific conditions when proposed development is considered within the moderate and high hazard areas.



*Figure 2 Geological Hazard Classifications, Conception Bay South Municipal Plan*

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<sup>1</sup> Batterson M. and Stapleton N. 2011. Report on Vulnerability to Geological Hazard in the Town of Conception Bay South. Geological Survey Division, Department of Natural Resources.

The Town's Municipal Plan also includes statements regarding the need for further studies and information when proposal may have impacts on the natural environment. The Municipal Plan provides a mechanism for a Land Use Impact Assessment Report to assist with identifying potential impacts and how those impact could or should be mitigated.

The purpose of the Land Use Impact Assessment Report is to assess both the long and short-term implications in the vicinity of the proposed development and to recommend appropriate cost-effective mitigation measures to address any adverse effects that may be caused by the development.

Policy 4.3.8 of the Town of Conception Bay South Municipal Plan outlines under what scenarios a land use impact assessment report would be required and what it is to include. Policy 4.3.8 states:

*"Where a development or use is proposed that cannot be adequately evaluated, the Town may require the preparation of a Land Use Assessment Report. A Land Use Assessment Report is a report prepared by suitably qualified persons to assess any significant impacts a use or development may have on the urban environment and/or surrounding lands or neighbourhood. The report and any supporting documentation shall be prepared at the expense of the developer unless otherwise determined by Council. The report shall evaluate the impacts identified in a Terms of Reference prepared by the Town, evaluate their importance and recommend measures of control and mitigation where appropriate."*

Additionally, policy 4.3.14 of the Municipal Plan relates to "Natural Hazard Areas", and states:

*"Anticipating and addressing the impacts of climate change will become increasingly important over the planning period. Of particular importance is the identification of lands that are susceptible to geological hazards such as low-lying coastal areas and areas of steep slopes. Schedule A – Environmental Overlay Map identifies areas vulnerable to geological hazard in Conception Bay South based on work carried out by the Geological Survey Division, Department of Natural Resources."*

- 1) Residential development shall be prohibited in areas identified in Schedule A (of the Municipal Plan) as high hazard.*
- 2) Residential development may be considered in areas identified as moderate hazard subject to site specific study to determine the level of hazard risk and suitability of the site for development.*
- 3) In areas identified as moderate or high hazard, development of commercial, industrial or other non-residential uses may require a site specific study, prepared by suitably qualified persons to evaluate the level of hazard risk, taking into consideration the susceptibility of the proposed development to*

*storm surges. Such studies will consider elevation, topography and erodibility (geomorphology).*

- 4) Development in any area identified as moderate or high hazard may also be required to assess the biophysical impact on the coastal ecosystem including the potential to contaminate (such as, hazardous materials storage), harmful disruption of natural habitats and disruption of natural coastal processes such as littoral drift.*
- 5) In approving a development in an area with known or potential hazard, the Town may require additional engineering design or other measures to mitigate identified hazards as a condition of development. In any event, no private development in an area of known or potential hazard risk shall result in public liability or public cost.*
- 6) The Town will continue to monitor and address the impacts of climate change and, where necessary, introduce new standards and operational approaches to reduce climate change impacts.”*

The Town of Conception Bay South Development Regulations provide requirements for how the Town should manage the development, review and consideration of a Land Use Impact Assessment Report.

Section 4.15 of the Town’s Development Regulations, titled “Land Use Impact Assessment” states:

- 1. Assessment Required – The Authority may require a Land Use Impact Assessment to evaluate any proposed land use or development that affects the policies contained in the Municipal Plan.*
- 2. Terms of Reference – The Terms of Reference for a Land Use Impact Assessment shall be prepared and approved by the Authority.*
- 3. Impact Assessment Report - The report and any supporting studies shall be prepared at the expense of the applicant unless otherwise determined by the Authority.*
- 4. Mitigation Plan – The report shall identify significant impacts, evaluate their importance, and recommend measures of control or mitigation, where appropriate.*
- 5. Public Review –The Authority shall provide adequate time for public review and comment with regards to the items to be addressed in the Terms of Reference for the Land Use Impact Assessment. The Authority may provide an opportunity for public review and comment on the Land Use Impact Assessment report prior to its approval.*

The Town developed and has made public this initial draft of the Terms of Reference for the Land Use Impact Assessment Report. After receiving and considering input from the

public, Council will determine if any modifications are required to the Terms of Reference.

Council has discretion about whether there will be further public and stakeholder consultation upon submission of the Land Use Impact Assessment Report and before a final development decision on the application.

## **TERMS OF REFERENCE**

### **A. GENERAL REQUIREMENTS**

- a. Provide a description of the development project;
- b. Identify the name of property owners, legal survey and description, street address/geographical location, including a location map depicting the property location and any other regionally significant information;
- c. Provide a site plan which identifies the proposed use of all land within the limits of the development proposal;
- d. Provide a foundation plan that is suitable for the subject property.
- e. Provide a fill ground certificate for the property as part of the backfill inspection documentation if a development permit is issued.
- f. Locate the property including land servicing components in relationship to the Town's land use plan and zoning map;
- g. Describe how the development project relates to the Town's land use policies and zoning in effect for the property;
- h. Describe how the development proposal relates to the surrounding land uses and neighbourhood;
- i. Acknowledge that the report is prepared as a pre-condition for the consideration of development approval and any development permits; and,
- j. Identify that the report has been prepared for and at the expense of the owner of the subject property and the qualified persons conducting the report have not acted for or as an agent of the Town of Conception Bay South in preparation of the report.

### **B. REPORT REQUIREMENTS**

The report shall provide a detailed description of the project, including site plans, details on construction plans, and timelines.

The proponent shall identify impacts, and if present, outline necessary efforts to mitigate those impacts on all aspects of the proposed project. All information is to be submitted under one report in a form that can be reproduced in hard and digital copy for dissemination and review. The number and ordering scheme used in the report shall correspond with that used in this Terms of Reference and a copy of this Terms of Reference shall be included as part of the report.

A list of those persons/agencies who prepared the Land Use Impact Assessment Report shall be provided as part of the report. The list should include the expertise of each person or agency relevant to the assessment.

In addition, the following items shall be addressed by the proponent at its expense:

1. A description of the site conditions (including reference to technical reports, research studies and/or technical experts), that were reviewed/consulted to evaluate elevation, topography, geomorphology, etc. Evaluate the level of hazard and/or risk in relation to the areas susceptible to flooding, storm surges, erosion and the suitability/acceptability of the site for the proposed single dwelling.
2. A description of the potential impacts, positive or negative, on adjacent land and water uses (i.e. nearby waterways, adjacent properties and associated water, sanitary and storm infrastructure, etc.). The report must identify potential impacts on the area both during construction and after completion. Recommended mitigation measures must be identified within the report.
3. A description of environmental impacts of the proposal, including but not limited to: aesthetic impact, impacts to habitats and ecosystems whether they be marine or on land, impacts related to the removal of material from the area (ie. potential imported fill), heavy equipment working in close proximity to the water, etc. Mitigation measures must be identified within the report for any noted impacts. The report must also provide a plan for identifying, mitigating and rectifying any accidental environmental issues (i.e. fluid spills from excavating equipment, trucks, etc.).
4. Any correspondence, or previously issued approvals, from applicable regulatory bodies.
5. Provide a list of regulatory approvals required from federal or provincial agencies required for the development of this project, including but not limited to Fisheries and Oceans Canada, Transport Canada, the Provincial Department of Environment and Climate Change, Water Resources Management Division and Environmental Assessment Division, and the Town of Conception Bay South. **Only those required for this specific proposal are to be identified in the report.**
6. Provide a full set of site plans for the project, prepared by an engineer or surveyor licensed to practice in Newfoundland and Labrador, identifying proposed top of concrete elevations, foundation type, proposed location plan for the new dwelling, existing infrastructure locations for water, sewer and storm for the subject property and adjacent properties which may impact this

proposal (i.e. storm drainage from 21 Morgansville Place which may bisect the subject property).

### **C. DOCUMENTS TO BE INCLUDED**

All documents required under Section B – Report Requirements plus,

1. Inclusion of a Location Plan showing the location of the proposed development in relation to the surrounding area
2. Inclusion of a Detailed Site Plan showing the location of the proposed structure relative to the property boundaries.
3. Any technical reports, studies, or data reference throughout the report.

### **D. SUBMISSION**

- a. A digital copy of the report in PDF format
- b. Digital copies of all maps and plans produced in AutoCAD or ARC GIS compatible file formats.

A digital copy of the Land Use Impact Assessment Report, along with any appendices, design drawings, field data, in adobe PDF format and AutoCAD DXF or DWG files for design drawings, should be submitted to:

Planning and Development Department  
11 Remembrance Square  
P.O. Box 14040, Stn. Manuels  
Conception Bay South, NL  
A1W 3J1  
Email: [planning@conceptionbaysouth.ca](mailto:planning@conceptionbaysouth.ca)