Reset Form

Accessibility Review Checklist - Site Plan

Accessibility Advisory Committee & Development Services

The Corporation of the City of London

The following checklist is designed for use by applicants in preparation of Site Plans and by City Staff when reviewing accessibility issues related to Site Plan Applications.

The following checklist is recognized by members of the Accessibility Advisory Committee in accordance with their advisory responsibilities.

Project Information

Submission Date	Project Name or Reference Number	Application Number
Date Reviewed	Street Address	
Type of Application	○ New Construction ○ Renovation	

Applicant Contact Information

Applicant(s)	Email Address
Telephone Number	Street Address

Site Plan Designer Contact Information

Site Plan Designer(s)	Email Address
Telephone Number	Street Address

Site Plan Designer Statement

I, _____ *(name)* _____ , of _____ *(firm name)* _____ , am the author of the Site Plan for _____ *(address)* _____ and am responsible for its design.

I hereby declare that the statements made my me in this questionnaire are, to the best of my knowledge and belief, a true and complete representation of the proposed works.

Designer's Stamp:

Using the Site Plan Accessibility Review Checklist

The Accessibility Checklist has been developed as a tool by the Accessibility Advisory Committee and by City Staff to comprehensively review Site Plan Applications against relevant legislation & to flag any accessibility related issues, and for Designers to ensure that their designs meet the legislated accessibility requirements.

When requested by City Staff, the Checklist is to be completed by the Site Plan Designer on a per-item basis to score accessible features of the Site Plan. The PDF document will to generate new checklist pages for each feature & each feature should be identified by the designer by a sequential number or letter. If you are completing the checklist on paper please print off or photocopy additional pages to score each instance of an accessible feature.

For larger or complex sites, notes may be incorporated into the Site Plan to link each feature with its checklist page.

For smaller or less-complex sites, each features location can be identified in its comments section.

Introduction

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) establishes the goal of an accessible Ontario by 2025. This will be achieved through the implementation of mandatory accessibility standards relating to customer service, transportation, information and communications, employment and the built environment. Both public and private sector organizations are required to implement these standards in phases. Accessibility is also regarded as one of the City's strategic initiatives in the City of London's Strategic Plan.

This Site Plan Accessibility Review Checklist provides the development community and City staff with a proactive and systematic approach to the review of Site Development Applications in order to ensure that the built environment represents barrier-free design that implements the goals and objectives of the AODA (2005), City of London's Accessibility Policy and City of London's Accessibility Plan.

The Site Plan Accessibility Review Checklist will be updated regularly in light of any changes to the AODA (2005), Ontario Building Code (Section 3.8), and/or City Official Plan and Zoning By-law provisions.

This Site Plan Accessibility Review Checklist covers 7 specific target areas:

1) Parking Areas;
2) Entrance Areas;
3) Exterior Paths of Travel;
   a) Ramps
   b) Stairs
   c) Curb Ramps
   d) Depressed Curbs
4) Signage
5) Lighting; and
6) Outdoor Furniture

By asking the Applicant/Owner the questions listed in the Site Plan Accessibility Review Checklist, accessibility can be gauged, evaluated, and integrated into each proposal. The checklist will also:

- Standardize the review of Site Development Applications with specific criteria that promotes universal design for new developments;
- Contribute to providing an equitable, flexible, and intuitive built form; and,
- Promote the education and awareness to the development community about the importance and potential economic benefit of constructing safe, accessible, and universally-designed developments.

The City of London recommends that the Applicant/Owner review the following documents, prior to completing and submitting the Site Plan Accessibility Review Checklist with their Site Development Application submission:

A) AODA, Accessibility for Ontarians with Disabilities Act, 2005
B) O Reg 191/11, Integrated Accessibility Standard
C) O Reg 413/12, Integrated Accessibility Standard, Dec 2012 (Amending O. Reg 191/11)
D) FADS, City of London Facility Accessibility Design Standards, Nov 2007
E) Z-1, City of London Parking By-Law, Section 4.19, July 2014

IMPORTANT: The requirements under this Site Plan Accessibility Review Checklist apply to only the site and exterior of the building. Accessibility requirements for the interior of the building are set out under Section 3.8 of the Ontario Building Code titled "Barrier-free Design", and is not included in this checklist.

APPROVAL VERIFICATION

FOR INTERNAL USE ONLY

	Reviewed By	
apply stamp here	Staff Name	Department
	Title/Position	Contact

	Reviewed By	
apply stamp here	Staff Name	Department
	Title/Position	Contact

	Reviewed By	
apply stamp here	Staff Name	Department
	Title/Position	Contact

1. Accessible Parking Areas

☐ This section **does not** apply

Std. Ref. #	Requirements	Compliance
	PROVISION: does the proposal comply with the parking requirements for barrier-free parking spaces with respect to size and number of spaces?	Yes ○ No ○ N/A ○
Z-1-14, Sect. 4.19 O Reg. 413/12, Sect. 80.36	As follows: i) One (1) space (Type A) where there are 12 parking spaces or fewer, or ii) Four (4) percent of the total number of spaces, where there are between 13 and 100 parking spaces, or iii) One (1) space and an additional Three (3) percent, where there are between 101 and 200 parking spaces, or iv) Two (2) spaces and an additional Two (2) percent, where there are between 201 and 1,000 parking spaces, or V) Eleven (11) spaces and an additional One (1) percent, where there are more than 1,000 parking spaces vi) Note; the number of accessible spaces provided shall be included as part of total parking required/provided for the site.	
Comments		

BEST PRACTICE The above number of spaces provided are at-minimum only, greater number of spaces are encouraged particularly where features of business or environment favour inclusive participation

BEST PRACTICE For the purpose of providing parking spaces the following factors should also be considered relative to user convenience:
* Protection from weather * Security * Lighting * Maintenance

Std. Ref. #	Requirements	Compliance		
		Yes	No	N/A
Z-1-14, Sect. 4.19 O Reg. 191/11, Sect. 80.23	**LOCATION:** are barrier free parking spaces located on the shortest possible accessible route to the barrier-free entrance?	○	○	○
	PATH OF TRAVEL: 1500mm wide to accessible entrance (minimum)	○	○	○
	SURFACE: firm, stable, and slip resistant	○	○	○
	OVERHEAD CLEARANCE: 2100 mm (minimum)	○	○	○
Comments				

BEST PRACTICE	Strong consideration should be given to both proximity to barrier-free entrance with relation to distance of travel and slope of surface

Std. Ref. #	Requirements	Compliance		
		Yes	No	N/A
Z-1-14 Sect. 4.19	**DIMENSIONS:** are barrier free parking spaces provided with the following dimensions?	○	○	○
	LENGTH: 5800 mm x WIDTH: 3400 mm (type A) or 2400 mm (Type B)	○	○	○
	ACCESS AISLE: 1500 mm wide, clearly marked, adjacent to accessible parking space (note: two adjacent parking spaces may share an access aisle)	○	○	○
	RUNNING SLOPE: 1:50 (2%) (maximum)	○	○	○
	CROSS SLOPE: 1:50 (2%) (maximum)	○	○	○
Comments				

BEST PRACTICE	The above noted dimensions are minimum/maximums only, exceeding published requirements are encouraged

DO YOU HAVE ANOTHER AREA OF ACCESSIBLE PARKING?

ACCESSIBLE PARKING SPACE CALCULATOR | **Clear Calculated Fields**

A) 12 parking spaces or fewer:

Total number of spaces provided: [ ] x [n/a] = number of accessible parking spaces: [**1** (minimum)]

B) between 13 and 100 parking spaces:

Total number of spaces provided: [ ] x [4%] = number of accessible parking spaces: [0]

C) between 101 and 200 parking spaces:

Total number of spaces provided: [ ] x [3%] + [1] = number of accessible parking spaces: [1]

D) between 201 and 1,000 parking spaces

Total number of spaces provided: [ ] x [2%] + [2] = number of accessible parking spaces: [2]

E) greater than 1,000 parking spaces

Total number of spaces provided: [ ] x [1%] + [11] = number of accessible parking spaces: [11]

2. Entrance Areas

☐ This section **does not** apply

Std. Ref. #	Requirements	Compliance		
		Yes	No	N/A
	PROVISION: does the proposal include a passenger loading zone relative to the building entrance?	○	○	○
Z-1-14 Sect. 4.19	**LOCATION:** within 30 m of accessible entrance	○	○	○
	LENGTH: 7000 mm x WIDTH: 2000 mm, clearly marked	○	○	○
	VERTICAL CLEARANCE: 2750 mm throughout vehicular pull-up space and passenger loading zone	○	○	○
	PATH OF TRAVEL: 1800 mm wide to accessible entrance	○	○	○
Comments				

BEST PRACTICE	The above noted dimensions are minimum/maximums only, exceeding published requirements are encouraged

Std. Ref. #	Requirements	Compliance		
		Yes	No	N/A
O.B.C Sect. 3.8	**BUILDING ENTRANCE:** PROVISION: At least one (1) accessible entrance or 50% of the total number of building entrances shall be provided	○	○	○
Comments				

BEST PRACTICE	PREFERRED: All main entrances to be accessible, with level access

DO YOU HAVE ANOTHER ENTRANCE AREA?

3. Exterior Paths of Travel

☐ This section **does not** apply

Std. Ref. #	Requirements	Compliance Yes	No	N/A
	PROVISION: does the proposal comply with the requirements for barrier-free Exterior Paths of Travel?	○	○	○
O Reg 191-11 80.23-1	**CLEAR WIDTH**: 1500 mm (minimum) (may be reduced to 1200 mm as turning space for curb ramp)	○	○	○
O Reg 191-11 80.23-2	**HEAD ROOM CLEARANCE:** 2100 mm (minimum) (may be reduced if railing, barrier, or cane detectable leading edge is provided around object)	○	○	○
O Reg 191-11 80.23-3	**SURFACE:** firm, stable	○	○	○
O Reg 191-11 80.23-4	**SURFACE:** slip-resistant	○	○	○
O Reg 191- 11 80.23- 5	**GRATINGS AND OPENINGS:** 20 mm (maximum diameter), perpendicular to direction of travel	○	○	○
O Reg 191-11 80.23-6	**RUNNING SLOPE:** 1:20 (5%) (maximum) Note: sidewalks can be greater, but not steeper than adjacent roadway	○	○	○
O Reg 191-11 80.23-7	**CROSS SLOPE:** 1:20 (5%) (maximum) Note: only where surface is asphalt or concrete, no more than 1:10 (10%) in all other cases	○	○	○
O Reg 191-11 80.23-8	**CHANGES IN LEVEL:** i) maximum 1:2 bevel at changes between 6 mm and 13 mm ii) maximum running slope 1:8 or curb ramp at changes between 13 mm and 75 mm iii) maximum running slope 1:10 or curb ramp at changes between 75 mm and 200 mm iv) must have ramp at changes in level greater than 200 mm	○	○	○
O Reg 191-11 80.23-9	**ENTRANCE OPENINGS:** 850 mm clear (minimum)	○	○	○
Comments				

BEST PRACTICE The above noted dimensions are minimum/maximums only, exceeding published requirements are encouraged

DO YOU HAVE ANOTHER EXTERIOR PATH OF TRAVEL?

3a. Ramps

☐ This section **does not** apply

Std. Ref. #	Requirements	Compliance		
APPLICATION: TO BE PROVIDED where change in elevation is greater than 200mm Note: slopes greater 1:20 (5%) are considered as ramps				
		Yes	No	N/A
O Reg 191-11 80.24-1	**CLEAR WIDTH:** 1100 mm (minimum), between handrails	○	○	○
O Reg 191-11 80.24-2	**SURFACE:** firm, stable, and slip-resistant	○	○	○
O Reg 191-11 80.24-3	**SURFACE:** slip-resistant	○	○	○
O Reg 191-11 80.24-4	**RUNNING SLOPE:** less than 1:15 (6.67%) (maximum)	○	○	○
O Reg 191-11 80.24-5	**LANDING:** Note: if ramp length exceeds 9000 mm, a landing is provided	○	○	○
	Provided at top, bottom, intermediate level, or where there is any directional change	○	○	○
	Dimension: at least 1,670mm x 1670 mm square, at the top and bottom of ramp and where there is an abrupt change in direction	○	○	○
	Dimension: at least 1,670mm in length and at least the same width of the ramp for an in-line ramp	○	○	○
	Dimension: maximum cross slope 1:50 (2%)	○	○	○
O Reg 191-11 80.24-6	**OPENINGS:** where a ramp has openings in it's surface, the openings must be less than 20mm diameter	○	○	○
	OPENINGS: where a ramp has openings in it's surface, any elongated openings must be oriented approximately perpendicular to the direction of travel	○	○	○
O Reg 191-11 80.24-7	**HANDRAILS:** a ramp must be equipped with handrails on both sides, and the handrails must;			
	be continuously graspable along their entire length and have circular cross-section with an outside diameter not less than 30 mm and not more than 40 mm	○	○	○
	be not less than 865 mm and not more than 965 mm high, measured vertically from the surface of the ramp, except that handrails not meeting these requirements are permitted provided they are installed in addition to the required handrail	○	○	○
	terminate in a manner that will not obstruct pedestrian travel or create a hazard	○	○	○
	extend horizontally not less than 300 mm beyond the top and bottom of the ramp	○	○	○
	be provided with a clearance of not less than 50 mm between the handrail and any wall to which it is attached, and be designed and constructed to withstand loading values (see document)	○	○	○

Std. Ref. #	Requirements	Compliance		
		Yes	No	N/A
O Reg 191-11 80.24-8	Where the ramp is more than 2,200mm in width one or more intermediate handrails shall be provided so that there is no more than 1,650 mm between handrails (see handrail requirements)	○	○	○
O Reg 191-11 80.24-9	**WALL or GUARD:** a ramp must have a wall or guard on both sides, and when a wall or guard is provided, it must;			
	be not less than 1,070 mm measured vertically to the top of the guard from the ramp surface, and be designed so that no member, attachment or opening located between 140 mm and 900 mm above the ramp surface being protected by the guard will facilitate climbing	○	○	○
O Reg 191-11 80.24-10	**EDGE PROTECTION:** a ramp must have edge protection that is provided;			
	with a curb at least 50 mm high on any side of the ramp where no solid enclosure or solid guard is provided, or with railings or other barriers that extend to within 50 mm of the finished ramp surface	○	○	○
Comments				

BEST PRACTICE	The above noted dimensions are minimum/maximums only, exceeding published requirements are encouraged

DO YOU HAVE ANOTHER RAMP?

3b. Stairs

☐ This section **does not** apply

Std. Ref. #	Requirements	Compliance		
APPLICATION: Where stairs connect to exterior paths of travel, the stairs must be;				
		Yes	No	N/A
O Reg 191-11 80.25-1	**SURFACE:** slip-resistant	○	○	○
O Reg 191-11 80.25-2	**UNIFORM:** consistent rise and runs in any one flight	○	○	○
O Reg 191-11 80.25-3	**RISER:** the rise between successive treads must be between 125 mm and 180 mm	○	○	○
O Reg 191-11 80.25-4	**RUN:** the run between successive steps must be between 280 mm and 355 mm	○	○	○
O Reg 191-11 80.25-5	**RISER:** stairs must have closed risers	○	○	○
O Reg 191-11 80.25-6	**NOSING PROJECTION:** on a tread must be no more than 38 mm, with no abrupt undersides	○	○	○
O Reg 191-11 80.25-7	**TONAL CONTRAST:** must have markings that extend the full tread width of the leading edge of each step	○	○	○
O Reg 191-11 80.25-8	**TACTILE INDICATORS:** Stairs must be equipped with tactile walking surface indicators that are built in or applied to the walking surface, and the tactile walking surface indicators must			
	have raised tactile profiles, and have a high tonal contrast with the adjacent surface	○	○	○
	be located at the top of all flights of stairs	○	○	○
	extend the full tread width to a minimum depth of 610 mm commencing one tread depth from the edge of the stair	○	○	○
O Reg 191-11 80.25-9	**HANDRAILS:** a stair must be equipped with handrails on both sides, and the handrails must;			
	be continuously graspable along their entire length and have circular cross-section with an outside diameter not less than 30 mm and not more than 40 mm	○	○	○
	be not less than 865 mm and not more than 965 mm high, measured vertically from the surface of the step tread except that handrails not meeting these requirements are permitted provided they are installed in addition to the required handrail	○	○	○
	terminate in a manner that will not obstruct pedestrian travel or create a hazard	○	○	○
	extend horizontally not less than 300 mm beyond the top and bottom of the stair	○	○	○

Std. Ref. #	Requirements	Compliance		
	be provided with a clearance of not less than 50 mm between the handrail and any wall to which it is attached, and be designed and constructed to withstand loading values (see document)	Yes ○	No ○	N/A ○
O Reg 191-11 80.25-10	**WALL or GUARD:** a guard must be provided that is not less than 920 mm, measured vertically to the top of the guard from a line drawn through the outside edges of the stair nosings and 1,070 mm around the landings and is required on each side of a stairway where the difference in elevation between ground level and the top of the stair is more than 600 mm but, where there is a wall, a guard is not required on that side	○	○	○
O Reg 191-11 80.25-10	Where a stair is more than 2,200mm in width one or more intermediate handrails shall be provided so that there is no more than 1,650 mm between handrails (see handrail requirements)	○	○	○
Comments				

BEST PRACTICE	The above noted dimensions are minimum/maximums only, exceeding published requirements are encouraged

DO YOU HAVE MORE STAIRS?

3c. Curb Ramps

☐ This section **does not** apply

Std. Ref. #	Requirements	Compliance
	APPLICATION: Where a curb ramp is provided on an exterior path of travel, the curb ramp must align with the direction of travel and meet the following requirements Note: “curb ramp” means a ramp that is cut through a curb or that is built up to a curb	
O Reg 191-11 80.25-2	**CLEAR WIDTH:** 1200 mm (minimum) exclusive of any flared sides	Yes ○ No ○ N/A ○
O Reg 191-11 80.25-3	**RUNNING SLOPE:** i) maximum 1:8, where elevation is less than 75mm, and ii) maximum of 1:10, where elevation is between 75 mm and 200 mm	○ ○ ○
O Reg 191-11 80.25-5	**CROSS SLOPE:** 1:50 (2%) (maximum)	○ ○ ○
O Reg 191-11 80.25-6	**FLARED SIDE** (where provided): slope 1:10 (10%) (maximum)	○ ○ ○
O Reg 191-11 80.25-8	**TACTILE WALKING SURFACE INDICATORS:** where a curb ramp is provided at a pedestrian crossing, it must have tactile indicators with the following properties i) raised tactile properties ii) high tonal contrast iii) located at the bottom of the curb ramp iv) set back between 150 mm and 200 mm from curb edge v) extend the full width of the ramp vi) are a minimum of 610 mm in depth	○ ○ ○
Comments		

BEST PRACTICE The above noted dimensions are minimum/maximums only, exceeding published requirements are encouraged

DO YOU HAVE ANOTHER CURB RAMP?

3d. Depressed Curbs

☐ This section **does not** apply

Std. Ref. #	Requirements	Compliance
	APPLICATION: Where a depressed curb is provided on an exterior path of travel, the depressed curb shall meet the following requirements Note: “depressed curb” means a seamless gradual slope at transitions between sidewalks and walkways and highways, and is usually found at intersections	
O Reg 191-11 80.27-1	**RUNNING SLOPE:** maximum 1:20 (5%)	Yes ○ No ○ N/A ○
O Reg 191-11 80.27-2	must be aligned with the direction of travel	○ ○ ○
O Reg 191-11 80.27-3	**TACTILE WALKING SURFACE INDICATORS:** where a depressed curb is provided at a pedestrian crossing, it must have tactile indicators with the following properties i) raised tactile properties ii) high tonal contrast iii) located at the bottom portion of the depressed curb that is flush with the roadway iv) set back between 150 mm and 200 mm from curb edge v) are a minimum of 610mm in depth	○ ○ ○
Comments		

BEST PRACTICE	The above noted dimensions are minimum/maximums only, exceeding published requirements are encouraged

DO YOU HAVE ANOTHER DEPRESSED CURB?

4. Signage

☐ This section **does not** apply

Std. Ref. #	Requirements	Compliance Yes	No	N/A
Z-1-14, Sect. 4.19	**PARKING:** are barrier free parking spaces provided with the following signage?	○	○	○
	VERTICAL SIGNAGE			
	WIDTH: 300 mm x HEIGHT: 450 mm	○	○	○
	MOUNTED: 150 to 2500 mm high at center	○	○	○
	MARKED: with international symbol for accessibility with international symbol for accessibility	○	○	○
	GROUND SIGNAGE			
	MARKED: with international symbol for accessibility	○	○	○
	LENGTH: 1525 mm x WIDTH: 1525 mm (minimum)	○	○	○
	DIRECTIONAL SIGNAGE: provided to guide users to nearest accessible entrance	○	○	○
Comments				

Std. Ref. #	Requirements	Compliance Yes	No	N/A
O.B.C. Sect. 3.8	**ENTRANCE AREAS:** are the building entrance areas provided with the following signage?	○	○	○
	DIRECTIONAL SIGNAGE: provided to guide users to nearest accessible entrance	○	○	○
	Are way-finding and warning signs installed with braille and located for easy access and recognition for those with visual impairments?	○	○	○
Comments				

DO YOU HAVE OTHER SIGNAGE?

5. Lighting

☐ This section **does not** apply

Std. Ref. #	Requirements	Compliance		
		Yes	No	N/A
N/A	Are all portions of barrier-free path of travel, including potential hazardous areas (i.e. changes in elevation, building entrances and parking areas) lit at a minimum of 5 lux?	○	○	○
	Are lighting stands or posts clear from a pedestrian walkway so as to not inhibit a barrier-free path of travel for persons using mobility aids?	○	○	○
Comments				

DO YOU HAVE OTHER LIGHTING?

6. Outdoor Furniture

☐ This section **does not** apply

Std. Ref. #	Requirements	Compliance		
		Yes	No	N/A
N/A	Is a designated area measuring 1.5 m x 1.5 m available beside a bench for a person using a wheelchair or scooter?	○	○	○
	Are garbage bins operable through a side approach with the opening being a maximum height of 1.2 m?	○	○	○
Comments				

DO YOU HAVE OTHER OUTDOOR FURNITURE?