Site Plan Accessibility Checklist

The Site Plan Accessibility Checklist is a tool to be used during the Site Plan Control process that provides the development community and City staff with a clear and systematic approach to the review of development applications. It is intended to ensure that proposed development is accessible and implements the goals and objectives of the following applicable policies, regulations, and legislation that were used to formulate the Checklist:

- Accessibility for Ontarians with Disabilities Act, 2005
- Integrated Accessibility Standards, O. Reg. 413/12
- Integrated Accessibility Standards, O. Reg. 191/11
- Building Code Act, O.Reg 332-12
- City of Kingston Official Plan, 2017
- City of Kingston Site Plan Control Guidelines, 2009

The City of Kingston recommends that applicants review the applicable sections of the preceding documents if there is uncertainty regarding the intent of an item in the checklist. This may be done prior to completing and submitting the Site Plan Accessibility Checklist with their Site Plan Control submission or for clarification during the review process. Please note that as per provincial legislation, if there is a conflict between requirements, the provision that provides the highest level of accessibility shall prevail.

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

The Accessibility Checklist covers 7 specific target areas:
1. Accessible Parking and Loading;
2. Exterior Paths of Travel;
3. Curb Ramps and Depressed Curbs;
4. Entrances and Exits
5. Ramps and Stairs
6. Outdoor Amenity Space;
7. Signage and Lighting

By answering the questions listed in the Accessibility Checklist, the specific criteria can be evaluated for each proposal, increasing both certainty and the speed of development review. This will also both contribute to an equitable, flexible, and intuitive built form and promote the education and awareness regarding importance and potential benefits of constructing safe, accessible, and universally-designed developments.

Site Plan Accessibility Checklist

1. Accessible Parking and Loading

1.1 - Do the total number and type of provided accessible parking spaces on-site comply with Zoning By-Law requirements?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

1.2 - Do the accessible parking stall dimension and access aisles meet the required standards as per the Zoning By-Law?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

1.3 - Are the accessible parking stalls located as close as possible to the primary or each accessible entrance of the building?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

1.4 - Are there accessible signs with the International Symbol of Access marking the accessible parking, entrances, ramps and exterior passenger loading zones?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

1.5 - Are the accessible stalls marked by the International Symbol of Access?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

1.6 - Is the grade level change for accessible stalls less than 5% in all directions?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

1.7 - Has a vertical clearance of 2.9 metres been provided for all accessible parking stalls, loading zones and routes?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

1.8 - Are any accessible parking stalls that are oriented parallel to the curb paired with an access aisle, accessible from either side and located near an accessible exterior path of travel?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

1.9 - Is an exterior passenger loading zone provided?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

1.10 - If there is a passenger loading zone, does it meet the following:

- A direct and level route provided to the main entrance of the building and, ideally, a roof shelter/weather protection
- An access aisle not less than 2.44 m wide and 7.4 m long adjacent and parallel to the vehicle pull-up space
- A curb ramp, where there are curbs between the access aisle and vehicle pull up space
- A vertical clearance of not less than 3.6 m at the vehicle pull up space and along the vehicle access and egress routes

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

2. Exterior Paths of Travel

2.1 - Is there an accessible exterior path of travel from the municipal right of way to the building?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

2.2 - Is an accessible exterior path of travel provided between an accessible entrance and an exterior parking area?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

2.3 - Are there accessible paths of travel to parking areas?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

2.4 - Is the exterior path of travel separated from the vehicular entrance and drive aisle? Colour and texture that contrast the surroundings should be used, with wheel stops placed to provide a minimum of 0.8 metres of clear space.

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

2.5 - Is a tactile attention indicator provided to identify the entry where an accessible path of travel enters a vehicular route and no curbs or other elements separate the accessible route from the vehicular route?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

2.6 - Are the paths of travel a minimum clear width of 1.5 m? This may be reduced to 1.2 m where a path connects with a curb ramp.

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

2.7 - If an exterior path is more than 30 metres in length, is a turnaround space provided? It is to be not less than 1.8 metres in length and width.

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

2.8 - Is the pedestrian route level or does it have a maximum change in grade of 5% (1:20)?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

2.9 - Does the pedestrian route have a firm, slip-resistant surface?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

2.10 - Are there any openings through the surface of the path? If so, they must be under 13 mm with elongated openings oriented perpendicular to the direction of travel.

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

2.11 - Is there head room clearance of at least 2.1 metres over the path and free of overhanging foliage?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

2.12 - Are street features such as benches, bike racks, etc. adjacent to pathways or in areas where they will not be a hazard or a barrier?*

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

2.13 - If there is a proposed walkway or pedestrian bridge connecting two or more buildings, is it accessible?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

2.14 - Are any accessible recreational trails or beach access routes proposed as part of the development?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

2.15 - Is a rest area (e.g. bench) placed along the path of travel?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

2.16 - Do any of the accessibility requirements specified in this section affect the natural or cultural heritage value of the property?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

3. Curb Ramps and Depressed Curbs

3.1 - Curb ramps provide a sloped access route from a pedestrian walkway down to a vehicular roadway. Have curb ramps been provided on an exterior path of travel for access from the parking area?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

3.2 - If there are curb ramps, do they meet the following:

- Minimum clear width of 1.2 metres
- Aligned with the direction of travel
- Running slope of maximum 1:8 where elevation is less than 75 mm and maximum 1:10 where elevation is between 75 mm and 200 mm
- Maximum cross slope is no more than 1:50
- Maximum slope on flared side is not more than 1:10
- When at pedestrian crossings, curb ramps must have tactile walking surface indicators that have raised tactile profiles; high tonal contrast; are located at the bottom of the curb ramp; are set back 150 to 200 mm from the curb edge and are a minimum of 610 mm in depth

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

3.3 - Depressed curbs also provide sloped access route from a pedestrian route to a vehicular route, but they are much wider than a curb ramp. Have depressed curbs been provided on an exterior path of travel?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

3.4 - If there are depressed curbs, do they meet the following requirements:

- Maximum running slope of 1:20
- Aligned with the direction of travel

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

3.5 - Do depressed curbs at pedestrian crossings have walking surface indicators that incorporate the following:

- Raised tactile profiles
- High tonal contrast
- Located at the bottom portion of the depressed curb flush with the roadway
- Set back 150 to 200 mm from the curb edge
- A minimum of 610 mm in depth

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

4. Entrances and Exits

4.1 - Does the project have the proper number of accessible entrances?

- 1 to 3 entrances = 1 accessible entrance required
- 4 to 5 entrances = 2 accessible entrances required
- More than 5 entrances = minimum 50% of all entrances (please provide number of required accessible entrances)

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

4.2 - Do accessible entrances connect to a hard surface connection for an accessible route at sidewalk level or an accessible ramp?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

4.3 - Has a 1.67 metre by 1.67 metre level area been provided adjacent to an accessible doorway?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

4.4 - Do the entrance areas adjacent to exterior paths of travel provide a minimum clear opening of 850 mm, whether the entrance includes a gate, bollard or other entrance design?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

4.5 - Do emergency exits that lead to ramps or stairs incorporate a colour contrast to or a tactile indicator to indicate changes in level?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

5. Ramps and Stairs

5.1 - Have ramps been provided on an exterior path of travel and / or to an entrance / exit?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

5.2 - If so, do the ramps meet the following:

- Minimum clear width of 0.9 metres
- Firm, stable, slip-resistant surface
- Maximum running slope of no more than 1:12
- A level area at the top and bottom
- Visual and texture alerts at transition points
- Edge protection with a curb at least 50 mm high or railings or other barriers that extend to within 50 mm of the finished ramp surface
- A wall or guard on both sides
- Handrails on both sides
- Width of the ramp between handrails 900mm (36") or greater
- An intermediate handrail if more than 2.2 metres in width
- Surface openings in ramps under 13 mm in size with any elongated openings oriented perpendicular to the direction of travel

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

5.3 - Are there landings provided?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

5.4 - If there are landings, do they meet the following:

- Provided at the top and bottom, at horizontal intervals not greater than 9 metres, and where there is an abrupt change in direction
- A minimum of 1.67 metres by 1.67 metres at the top and bottom of the ramp and at an abrupt turn
- A minimum of 1.67 metres and at least the same width for an in-line ramp
- A maximum cross-slope of 1:50
- Incorporates tactile attention indicators along any edge of a platform not protected by a guard and higher than 0.25 metres above grade

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

5.5 - Are there stairs that connect to an exterior path of travel?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

5.6 - If there are stairs, do they meet the following requirements:

- Slip-resistant finish on treads
- Uniform risers and runs
- Rise between successive treads of between 125 and 180 mm
- Run between successive steps of between 280 and 355 mm
- Closed risers
- Maximum nosing projection of 38 mm
- High tonal contrast markings that extend the full tread width of the leading edge of each step
- Tactile walking surface indicators
- Handrails on both sides of stairs
- A guard not less than 920 mm on each
- Intermediate handrail for stairs more than 2200 mm in width.

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

6. Outdoor Amenity Space

6.1 - Are there outdoor public eating or play spaces associated with this application?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

6.2 - If there are public eating areas, do they incorporate the following:

- A minimum 20% of tables (minimum 1 table) with clearance beneath the table to accommodate a mobility aid
- A ground surface leading to and under the tables that is level, firm and stable
- Surrounded by clear ground space that allows for a forward approach

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

6.3 - If there are play areas, do they incorporate the following:

- Accessibility features such as sensory and active play components for interactive play for children and caregivers
- A ground surface that is firm, stable and has impact attenuating properties with sufficient clearance for movement

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

7. Signage and Lighting

7.1 - Is a sign incorporating the International Symbol of Access located at the building entrance and installed appropriately?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

7.2 - Do the characters, symbols or pictographs on tactile signs comply with municipal standards?

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

7.3 - Has sufficient lighting been provided at the building entrances, along exterior paths of travel, and near accessible parking spaces and passenger loading spaces? Light must not spill or adversely affect adjacent properties.

Yes ☐ No ☐ N/A ☐ Drawing Reference _____

*N/A - Not Applicable - Please provide additional detail in comments

Please note: Some of these items may be described using an explanatory note rather than being illustrated on the drawing. The drawing reference for the explanatory note is still required.