

TDM-Supportive Development Design and Infrastructure Checklist: *Non-Residential Developments (office, institutional, retail or industrial)*

Legend	
REQUIRED	The Official Plan or Zoning By-law provides related guidance that must be followed
BASIC	The measure is generally feasible and effective, and in most cases would benefit the development and its users
BETTER	The measure could maximize support for users of sustainable modes, and optimize development performance

TDM-supportive design & infrastructure measures: <i>Non-residential developments</i>		Check if completed & add descriptions, explanations or plan/drawing references
1. WALKING & CYCLING: ROUTES		
1.1 Building location & access points		
BASIC	1.1.1 Locate building close to the street, and do not locate parking areas between the street and building entrances	☐
BASIC	1.1.2 Locate building entrances in order to minimize walking distances to sidewalks and transit stops/stations	☐
BASIC	1.1.3 Locate building doors and windows to ensure visibility of pedestrians from the building, for their security and comfort	☐
1.2 Facilities for walking & cycling		
REQUIRED	1.2.1 Provide convenient, direct access to stations or major stops along rapid transit routes within 600 metres; minimize walking distances from buildings to rapid transit; provide pedestrian-friendly, weather-protected (where possible) environment between rapid transit accesses and building entrances; ensure quality linkages from sidewalks through building entrances to integrated stops/stations (<i>see Official Plan policy 4.3.3</i>)	☐
REQUIRED	1.2.2 Provide safe, direct and attractive pedestrian access from public sidewalks to building entrances through such measures as: reducing distances between public sidewalks and major building entrances; providing walkways from public streets to major building entrances; within a site, providing walkways along the front of adjoining buildings, between adjacent buildings, and connecting areas where people may congregate, such as courtyards and transit stops; and providing weather protection through canopies, colonnades, and other design elements wherever possible (<i>see Official Plan policy 4.3.12</i>)	☒

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REQUIRED	1.2.3 Provide sidewalks of smooth, well-drained walking surfaces of contrasting materials or treatments to differentiate pedestrian areas from vehicle areas, and provide marked pedestrian crosswalks at intersection sidewalks (<i>see Official Plan policy 4.3.10</i>)	☒
REQUIRED	1.2.4 Make sidewalks and open space areas easily accessible through features such as gradual grade transition, depressed curbs at street corners and convenient access to extra-wide parking spaces and ramps (<i>see Official Plan policy 4.3.10</i>)	☒
REQUIRED	1.2.5 Include adequately spaced inter-block/street cycling and pedestrian connections to facilitate travel by active transportation. Provide links to the existing or planned network of public sidewalks, multi-use pathways and on-road cycle routes. Where public sidewalks and multi-use pathways intersect with roads, consider providing traffic control devices to give priority to cyclists and pedestrians (<i>see Official Plan policy 4.3.11</i>)	☐
BASIC	1.2.6 Provide safe, direct and attractive walking routes from building entrances to nearby transit stops	☐
BASIC	1.2.7 Ensure that walking routes to transit stops are secure, visible, lighted, shaded and wind-protected wherever possible	☐
BASIC	1.2.8 Design roads used for access or circulation by cyclists using a target operating speed of no more than 30 km/h, or provide a separated cycling facility	☐
1.3 Amenities for walking & cycling		
BASIC	1.3.1 Provide lighting, landscaping and benches along walking and cycling routes between building entrances and streets, sidewalks and trails	☐
BASIC	1.3.2 Provide wayfinding signage for site access (where required, e.g. when multiple buildings or entrances exist) and egress (where warranted, such as when directions to reach transit stops/stations, trails or other common destinations are not obvious)	☐

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2. WALKING & CYCLING: END-OF-TRIP FACILITIES		
2.1 Bicycle parking		
REQUIRED	2.1.1 Provide bicycle parking in highly visible and lighted areas, sheltered from the weather wherever possible (see <i>Official Plan policy 4.3.6</i>)	☐
REQUIRED	2.1.2 Provide the number of bicycle parking spaces specified for various land uses in different parts of Ottawa; provide convenient access to main entrances or well-used areas (see <i>Zoning By-law Section 111</i>)	☒
REQUIRED	2.1.3 Ensure that bicycle parking spaces and access aisles meet minimum dimensions; that no more than 50% of spaces are vertical spaces; and that parking racks are securely anchored (see <i>Zoning By-law Section 111</i>)	☐
BASIC	2.1.4 Provide bicycle parking spaces equivalent to the expected number of commuter cyclists (assuming the cycling mode share target is met), plus the expected peak number of customer/visitor cyclists	☒
BETTER	2.1.5 Provide bicycle parking spaces equivalent to the expected number of commuter and customer/visitor cyclists, plus an additional buffer (e.g. 25 percent extra) to encourage other cyclists and ensure adequate capacity in peak cycling season	☐
2.2 Secure bicycle parking		
REQUIRED	2.2.1 Where more than 50 bicycle parking spaces are provided for a single office building, locate at least 25% of spaces within a building/structure, a secure area (e.g. supervised parking lot or enclosure) or bicycle lockers (see <i>Zoning By-law Section 111</i>)	☐
BETTER	2.2.2 Provide secure bicycle parking spaces equivalent to the expected number of commuter cyclists (assuming the cycling mode share target is met)	☐
2.3 Shower & change facilities		
BASIC	2.3.1 Provide shower and change facilities for the use of active commuters	☐
BETTER	2.3.2 In addition to shower and change facilities, provide dedicated lockers, grooming stations, drying racks and laundry facilities for the use of active commuters	☐
2.4 Bicycle repair station		
BETTER	2.4.1 Provide a permanent bike repair station, with commonly used tools and an air pump, adjacent to the main bicycle parking area (or secure bicycle parking area, if provided)	☐

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3. TRANSIT		
3.1 Customer amenities		
BASIC	3.1.1 Provide shelters, lighting and benches at any on-site transit stops	☐
BASIC	3.1.2 Where the site abuts an off-site transit stop and insufficient space exists for a transit shelter in the public right-of-way, protect land for a shelter and/or install a shelter	☐
BETTER	3.1.3 Provide a secure and comfortable interior waiting area by integrating any on-site transit stops into the building	☐
4. RIDESHARING		
4.1 Pick-up & drop-off facilities		
BASIC	4.1.1 Provide a designated area for carpool drivers (plus taxis and ride-hailing services) to drop off or pick up passengers without using fire lanes or other no-stopping zones	☐
4.2 Carpool parking		
BASIC	4.2.1 Provide signed parking spaces for carpools in a priority location close to a major building entrance, sufficient in number to accommodate the mode share target for carpools	☐
BETTER	4.2.2 At large developments, provide spaces for carpools in a separate, access-controlled parking area to simplify enforcement	☐
5. CARSHARING & BIKESHARING		
5.1 Carshare parking spaces		
BETTER	5.1.1 Provide carshare parking spaces in permitted non-residential zones, occupying either required or provided parking spaces (<i>see Zoning By-law Section 94</i>)	☐
5.2 Bikeshare station location		
BETTER	5.2.1 Provide a designated bikeshare station area near a major building entrance, preferably lighted and sheltered with a direct walkway connection	☐

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6. PARKING		
6.1 Number of parking spaces		
REQUIRED	6.1.1 Do not provide more parking than permitted by zoning, nor less than required by zoning, unless a variance is being applied for	☐
BASIC	6.1.2 Provide parking for long-term and short-term users that is consistent with mode share targets, considering the potential for visitors to use off-site public parking	☐
BASIC	6.1.3 Where a site features more than one use, provide shared parking and reduce the cumulative number of parking spaces accordingly (<i>see Zoning By-law Section 104</i>)	☐
BETTER	6.1.4 Reduce the minimum number of parking spaces required by zoning by one space for each 13 square metres of gross floor area provided as shower rooms, change rooms, locker rooms and other facilities for cyclists in conjunction with bicycle parking (<i>see Zoning By-law Section 111</i>)	☐
6.2 Separate long-term & short-term parking areas		
BETTER	6.2.1 Separate short-term and long-term parking areas using signage or physical barriers, to permit access controls and simplify enforcement (i.e. to discourage employees from parking in visitor spaces, and vice versa)	☐
7. OTHER		
7.1 On-site amenities to minimize off-site trips		
BETTER	7.1.1 Provide on-site amenities to minimize mid-day or mid-commute errands	☐