

**Instructions for Review and Submission of Planning Applications for Official Plan Amendments, Zoning By-law Amendments, Subdivision/Condominium Approvals**

DETACH AND RETAIN THIS PAGE FOR FUTURE REFERENCE	
1.	This process pertains to Planning Applications in the City of Brockville (Applications for Amendments to the Official Plan and Zoning By-law; and Subdivision or Condominium Applications)
2.	Planning Fees for various Planning Applications are as per City of Brockville User Fee By-law.
3.	Applicants are encouraged to submit an addendum to provide details to any application to address any of the questions contained in an application. In doing so, please ensure that the addendum identifies each of the question(s) you are referring to.

STEPS IN THE PROCESS	
<b>Step 1</b>	<p><b>Contact with Planning Department:</b> Applicants are encouraged to contact a staff member in the Planning Department to discuss their proposal and obtain information with respect to pre-consultation and submitting an application.</p> <p>A pre-consultation meeting is scheduled upon request from the applicant.</p> <p><b>Mandatory Pre-Consultation</b></p> <p>Pre-Consultation is a <b>mandatory requirement</b> for submitting an application to the Planning Department.</p> <p>The intent of Pre-Consultation is to streamline the approvals process, to encourage submission of complete application packages, to advise the proponent of applicable Provincial policy, Official Plan policy, zoning provisions and other possible applicable municipal by-laws and/or regulations, to explain the application process including notification, hearing and appeal rights, to identify what studies/information must be supplied in support of an application, to identify any technical concerns/issues, to discuss any other matters that might be pertinent, and to identify any available municipal assistance programs under the Community Improvement Plans (CIP's) to the applicant.</p> <p><b>Schedule "A" to this Instruction document is an Excerpt from the Official Plan for the City of Brockville – Subsection 6.4.13 – Supporting Studies, Information and Materials for Development Applications.</b></p>
<b>Step 2</b>	<p><b>Pre-Consultation Meeting</b> - The purpose of the meeting is to:</p> <ul style="list-style-type: none"> <li>i) Review the proposal being submitted;</li> <li>ii) Identify potential Departmental and Agency issues;</li> <li>iii) Identify any concurrent applications that may be required;</li> <li>iv) Identify any studies required* to be completed prior to acceptance of an application (for information purposes, see attached <b>Schedule "A"</b> - excerpt from the Official Plan respecting Supporting Studies, Information and Materials for Development Applications); and,</li> <li>v) Identify the staff contact assigned to the file.</li> </ul> <p>*Note: Additional studies may be required as the application progresses.</p>

<p><b>Step 3</b></p>	<p><b>Submit Complete Application Package</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>i) Information and material identified at the Pre-Consultation meeting. Provide two (2) paper copies and a digital file (.pdf) of all reports, studies, drawings/plans (autocad), and Planning Rationale supporting the proposal/application. The Planning Rationale Report must address OP Policy, Zoning By-law Provisions, Provincial Policy Statement, and applicable legislation.</li> <li>ii) Complete application form and appendices thereto;</li> <li>iii) Required fees for application (and any concurrent application fees);</li> <li>iv) Authorization letter (dated with original signature) if Authorization Sections of applications are not completed;</li> <li>v) Copy of deed(s) of subject land(s), including Property Identification Numbers (PINS's), or other documents to substantiate property ownership.</li> <li>vi) If the applicant is not the owner of the subject property, authorization for the applicant to act on behalf of the Owner(s) must be provided.</li> </ul>
<p><b>Step 4</b></p>	<p><b>Complete Application Accepted</b></p> <p>Upon receipt of the above-noted application and required information and material, the file is opened and timelines for processing of the application(s) are established.</p> <p><u>Notice of a Complete Application:</u> A letter is forwarded to the applicant stating that the application has been accepted and the required information has been provided.</p>
<p><b>Step 5</b></p>	<p><b>Application Circulated</b> - The notice of application(s) is/are circulated to the public, agencies and City departments.</p> <p>A post-circulation meeting may be convened by the Planning Department (if necessary) and may include the applicant, consultants, and City Staff, to discuss departmental, agency or public issues raised during circulation.</p>
<p><b>Step 6</b></p>	<p><b>Public Meeting Report:</b> Prior to the Public Meeting, a staff report containing an overview of the application(s) and submissions received to date is prepared and forwarded to the Planning and Operations Committee (POC) and is published with the POC Agenda and released to the public. Copies of the report are provided to the owner of subject lands, the applicant (if not the owner), and City Staff.</p> <p><b>Public Meeting:</b> The Planning and Operations Committee holds the Public meeting respecting the subject application(s).</p>
<p><b>Step 7</b></p>	<p><b>Staff Report with Recommendations</b> - Planning Staff assess the application(s) and all submissions received, then prepare a report with one or more recommendations, including comments made at the Public Meeting.</p> <p><b>POC Meeting</b> – considers the Staff Report with respect to the application(s) and provides recommendation to City Council. Should the Planning and Operations Committee determine that additional information or clarification is required on the subject application(s), the Planning and Operations Committee may request that the matter be held over for further discussion prior to sending a recommendation forward to Council.</p>

<b>Step 8</b>	<b>Council Meeting</b> – The Planning and Operations Committee recommendation moves to the next scheduled meeting of Council for consideration and decision on the application(s). City Council is the approval authority and will make a decision on all applications.
<b>Step 9</b>	<b>Notice of the decision</b> of City Council (approval or refusal) is then circulated to the prescribed recipients.
<b>Step 10</b>	<p><b>Appeal</b> - Following the decision of City Council and subject to the conditions specified in the Planning Act, an appeal on an application may be made to the Local Planning Appeal Tribunal (LPAT) by filing a Notice of Appeal with the Clerk of the City of Brockville. The fee for filing an appeal is \$300.00 made payable to the Minister of Finance.</p> <p>Should an appeal be lodged with respect to a decision by City Council which is supportive of the application(s), an additional filing fee per application is required to be paid by the applicant prior to the appeal being forwarded to the Local Planning Appeal Tribunal (LPAT). In addition, the applicant shall be responsible for 75% of all City of Brockville costs relative to the LPAT Hearing. The noted filing fee shall be credited to the applicant when all costs are calculated.</p>