

Current Development Application Process (OPA/ZBLA)

Current Pre-Submission and Development Application Review Process

Planning Act Time Lines

OPA, ZBA, SUB and SP

OPA = 120 days

ZBA = 90 days

SUB= 120 days

SP=60 days

Appeal Period

20 days

Application Submission

Council Decision

Approval Final & Binding

Pre-Submission (Mandatory)

Application Circulation and Review

- Applicant request for pre-sub, conceptual site plan and a fee provided to City
- mtg. held with applicant
- DARC mtg – proposal is presented, comments and submission requirements provided. Determination whether a Pre-Application meeting is required
- Pre-sub Letter prepared and issued to applicant

Application Deemed Complete

- application form(s), fees, required plans and requested additional plans/supporting documentation as outlined in the SUBMISSION REQUIREMENTS LETTER are submitted
- City has 30 days to deem complete
- Sign is posted on the property
- Clerks sends out complete notice and notice is posted on the city's website

Application Circulation for Review

- application is circulated for review by City Departments and External agencies as may be applicable
- this can take anywhere from 3-6 submissions

Statutory Public Meeting

- Staff Report prepared
- **residents meeting held by local ward councilor – staff attends for information purposes only

Sign Offs and Approval

- City Departments and external agencies have provided sign off
- Staff report prepared to Council and planning instruments as appropriate
- Additional Council meeting may be required to present implementing documents

**Section 5.4 of the OP gives us the flexibility to require additional reports/studies/plans/drawings beyond the prescribed requirements of the *Planning Act*. It can be argued that under this policy, it would allow for us to require public consultation and satisfy all other requirements prior to deeming the application complete