



Planning & Infrastructure  
1 Halton Hills Drive  
Halton Hills, ON  
L7G 5G2

**Civic Centre Office Hours:**  
Monday to Friday  
8:30 am to 4:30 pm

October 2016



*This pamphlet is part of a series that outlines development processes in the Town of Halton Hills. It is intended to provide general information only. More detailed information can be obtained through the Pre-Consultation process or through discussions with Town staff.*

## How do I get started?

The Applicant is required to attend a Pre-Consultation meeting with Town and external agency staff prior to submitting a formal application. The meeting allows the Applicant to explain the development proposal and gives staff the opportunity to provide preliminary comments and advise what plans and studies will be required in support of a formal application. Detailed notes are provided to the Applicant approximately three weeks after the meeting has occurred outlining submission requirements needed for a complete application. A Pre-Consultation meeting request can be made by completing the Pre-Consultation Form available at the Planning counter or online.

## How much will it cost?

The fees associated with an OPA can be confirmed by Planning & Infrastructure and are payable at the time an application is submitted. Additional fees may also be required by the Region of Halton and Conservation Authority for their review of the application.

## How long will it take?

The average time to process an application depends on a number of factors including, complexity of the application, the quality of the submission and results of the review. Application timing from start to finish may take between six and twelve months.

## What is an Official Plan?

An Official Plan is a policy document, which is intended to serve as the basis for making land use decisions and managing growth in the Town of Halton Hills. It is intended to support and emphasize the Town's unique character, diversity, civic identity, rural lifestyle, natural and cultural heritage and to do so in a way that has the greatest positive impact on the quality of life in Halton Hills. It is used to ensure future planning and development is managed in a way that appropriately balances the social, economic, and environmental interests of the community. Maps are used to identify the specific land use designations that apply to each parcel of land.

## What is an Official Plan Amendment?

An **Official Plan Amendment (OPA)** is the process through which the Town guides and approves changes to policies and/or designations within the Official Plan. If a property owner wants to develop a property in a way that is not permitted in the Official Plan, they must apply for an Official Plan Amendment. For example, a change of land use designation from residential to commercial would require an Official Plan Amendment, which is approved by Town Council. An Official Plan Amendment is typically accompanied by a **Zoning By-law Amendment** as the Official Plan change will most likely not comply with the Town's Zoning By-law. If an application is deemed as inappropriate by Town staff and/or Council it can be refused.

## Need More Information?

Contact the Planning and Infrastructure Department for more information:

**Phone:** (905) 873-2601 ext. 2900    **Fax:** (905) 877-3524

**Website:** [www.haltonhills.ca/planning/index.php](http://www.haltonhills.ca/planning/index.php)

## Online Resources:

*Halton Hills Official Plan*

[www.haltonhills.ca/officialPlan/index.php](http://www.haltonhills.ca/officialPlan/index.php)

*Official Plan Amendment Application Form:*

[www.haltonhills.ca/forms/pdf/Official-Plan-Amendment-Zoning-By-law-PD.pdf](http://www.haltonhills.ca/forms/pdf/Official-Plan-Amendment-Zoning-By-law-PD.pdf)

*Pre-Consultation Application Form:*

[www.haltonhills.ca/forms/pdf/Pre-Consultation-Application-PD.pdf](http://www.haltonhills.ca/forms/pdf/Pre-Consultation-Application-PD.pdf)

# Official Plan Amendment Process

## 1 Pre-Consultation Meeting

Prior to submitting an Official Plan Amendment application, a Pre-Consultation Meeting with Town staff and external agencies is required. The purpose of the Pre-Consultation Meeting is to:

- Confirm whether an Official Plan Amendment is necessary and supportable
- Provide initial feedback on the proposed development and amendment
- Confirm whether other approvals will be required (i.e. Zoning By-law Amendment, Site Plan, etc.)
- Outline the plans and studies that will be required to deem the application complete

## 2 Application Submission

After the Pre-Consultation Meeting, the following must be submitted: a complete application for an Official Plan Amendment; the application fee(s); and, plans and studies that were outlined in the Pre-Consultation Meeting as required. Within 30 days of receipt of the application, a notification of completeness will be sent to the applicant. Applications that are deficient of required materials or fee(s) have no status and may be returned to the Applicant or additional information or fees will be requested. The application will not proceed to step three until all outstanding information is received.

## 3 Notice of Complete Application and Circulation

Within 15 days of an application being deemed complete, a Notice of Complete Application and the application is circulated to specified persons (residents within 120 metres of the site), public bodies, relevant internal departments, and Council members. Public input is requested and only correspondence received prior to preparation of the Public Meeting Report will be published in the Report.

## 4 Posting of Public Notice Sign

Within 15 days of receiving a Notice of Complete Application letter, the applicant is required to post a Public Notice sign with application information on the subject lands. The *Planning Act* requires the sign to be posted a minimum of 20 days prior to the Public Meeting.

## 5 Review of Application and Planning Considerations

After the initial circulation, staff receives comments from internal departments and external agencies. These comments are reviewed and sent to the Applicant. Depending on the quality of the first submission, additional submissions may be required to satisfy concerns raised by staff and external agencies. Planning staff review the merits of the application and other associated applications based on the following considerations:

- Proposed use of the land
- Compatibility with the surrounding neighbourhood
- Location of buildings and structures
- Lot sizes and dimensions
- Building height and setbacks
- Safe and adequate parking and loading facilities
- Access to the site
- Municipal servicing availability
- Environmental, traffic and neighbourhood impacts
- Buffering and landscape screening
- Sustainability
- Grading and drainage
- Urban design guidelines and policy
- Public input

## 6 Notice of Public Meeting

A Notice of Public Meeting is sent a minimum of 20 days prior to the meeting to specified persons and public bodies, advising of the date, time, location and details of the application. A copy of the Public Meeting Report will be available to the public the Friday prior to the Public Meeting date. The report will identify the public issues raised to date, staff comments on the issues and any other outstanding issues.

## 7 Public Meeting

The Planner assigned to the file gives a presentation to Council relating to the proposed amendment. As part of the statutory Public Meeting, the public and Applicant are given the opportunity to comment on the proposed amendment.

## 8 Recommendation Report and Council Meeting

The recommendation report from Planning & Infrastructure is submitted to Council for a decision and is only prepared once the Applicant has responded to all concerns. Council may approve, deny or amend the recommendation. If the Official Plan Amendment is approved, a Notice of Passing is mailed within 15 days of the decision to the Applicant, the specified persons or public bodies and to any persons who made written request for notification. If the Official Plan Amendment is refused a Notice of Refusal is administered in the same manner.

## 9 Approvals

If no appeals to the Official Plan Amendment are received within 20 days of the Notice of Decision, the Official Plan Amendment will come into effect. If there is an appeal, the appeal and relevant information will be forwarded to the OMB.

## 10 Ontario Municipal Board (OMB) Appeals

Appeals must be filed within 20 days of the Notice of Decision. Only the Applicant or a person or public body who made oral submissions at a public meeting or written submissions to Council can appeal an approval.