



CITY OF QUINTE WEST DEVELOPMENT APPROVAL PROCESS

(Subject to the Planning Act, R.S.O. 1990, c.P.13, as amended)

A Natural Attraction

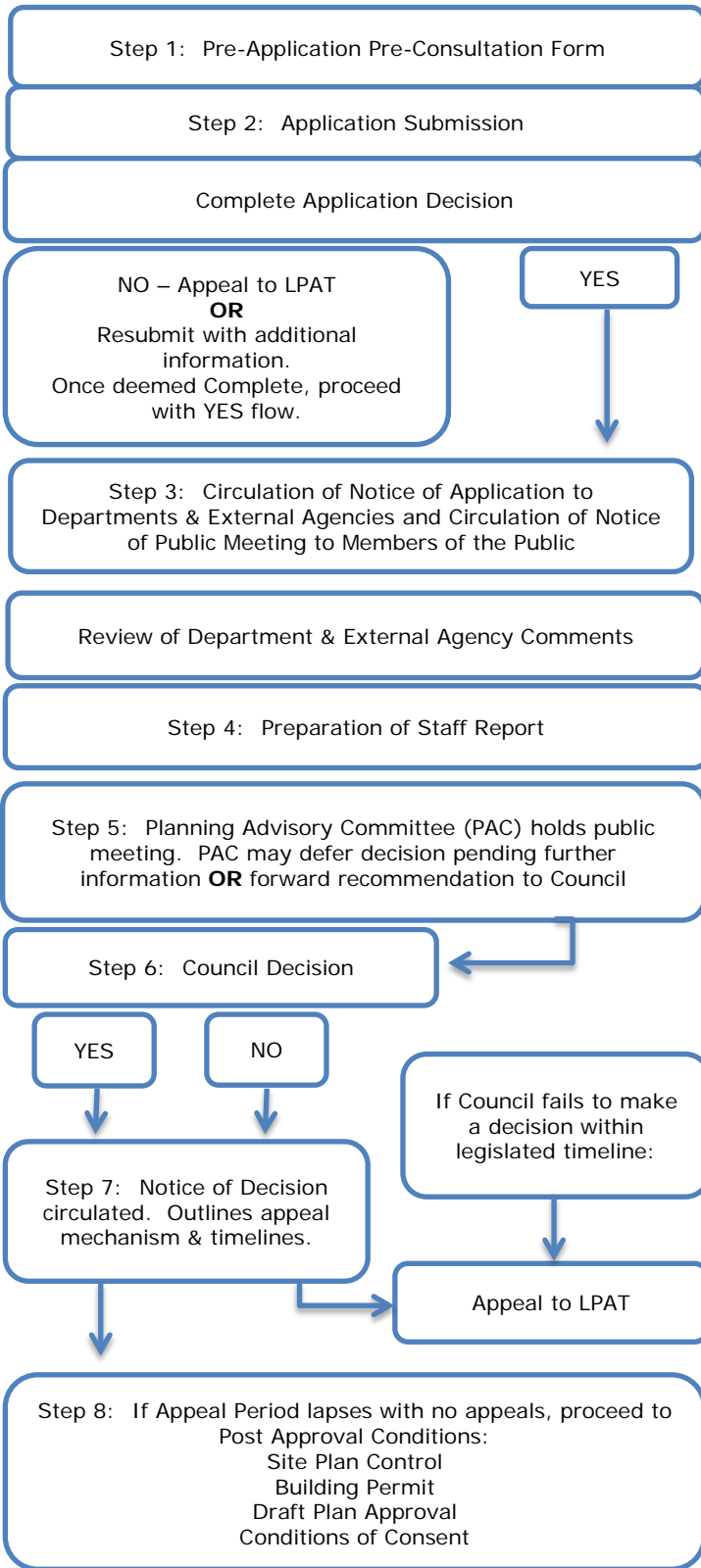
AMENDING THE OFFICIAL PLAN AND/OR ZONING BY-LAW, AND DRAFT PLAN OF SUBDIVISION OR CONDOMINIUM, MINOR VARIANCE AND CONSENT APPLICATIONS

The Province of Ontario, through the Planning Act determines how the development review process should be undertaken; how land uses may be controlled and by whom. The Planning Act is used for the processing of Official Plan Amendment applications, Zoning By-law Amendment applications, Plan of Subdivision and Plan of Condominium development applications as well as Minor Variance and Consent applications.

The City, under the direction of the Planning Act, created an overall master-planning document called the Official Plan that is used to guide development decisions on issues such as land use, built form, transportation and the environment. The Zoning By-law is a companion document that regulates land use and development (i.e., permitted land uses and associated requirements such as setbacks, parking, etc.) and implements the goals and objectives of the Official Plan.

The development application review process for Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision and Plan of Condominium development applications as well as Minor Variance and Consent applications includes 8 steps and specific milestones that apply to these development applications. Each application is reviewed on its' own merit, so the amount of work involved in each step can vary depending on the complexity of the application.

Frequently a single development proposal will trigger the requirement for multiple planning applications. It is important to discuss the extent of your development plans with Planning Staff to ensure which planning approvals you may require and the timing of submission of the related applications.



General Development Approval Process:

<p>Step 1: Pre-Application Consultation</p>	<p>The pre-consultation involves planning staff meeting with applicants in order to identify key issues, the development approvals that are required for the specific development application(s) and to confirm the supporting concept plans, reports and studies that are required to accompany the application(s). Planning Staff will determine if pre-consultation circulation to agencies will be required.</p>
<p>Step 2: Application Submission - Deemed Complete/ Incomplete</p>	<p>The application, required fee, plans and studies are submitted at the City of Quinte West Municipal Offices to Planning and Development Services (2nd Floor). Prior to further processing, the application is reviewed in detail by the assigned staff to ensure it is complete in accordance with the City's Official Plan requirements. Staff, within 30 days of receiving an application, will advise the applicant if the application does not meet the requirements and if additional information is required. It is important to note that the target timelines for applications will not commence until the submission requirements and any information or materials required to process the application are submitted by the applicant.</p>
<p>Step 3: Circulation to Internal Departments / Divisions & External Agencies Circulation to Public</p>	<p>The assigned planner circulates the application to internal departments and external agencies for review and comment a minimum of 28 days prior to the public meeting referred to in Step 5.</p> <p>Additional information and/or studies may be required during this step in the process, depending on the issues identified and information required. This could result in a delay in moving to the next step in the process or result in a recommendation to “defer” in the report summarized in Step 4.</p> <p>Public circulation information for “all persons assessed of land” (property owners) within the legislated distance for the application is processed to ensure that legislative requirements for circulation are met. Standard municipal practice for giving of notice in accordance with the requirements of the Planning Act, RSO, 1990, as amended is to mail notices to the identified recipients and to post a sign on the subject lands. Occasionally, if it is deemed necessary, an advertisement will be placed in a news publication having sufficient circulation to provide coverage of the circulation area in question.</p> <p>For applications before the Planning Advisory Committee (PAC), the Notice of the Public Meeting for Zoning By-law Amendments and Official Plan Amendments is given by prepaid first class mail to all property owners within 120 metres of the lands to which the proposal applies and by posting of signs on the subject lands a minimum of 20 days prior to the public meeting.</p> <p>For applications before the Committee of Adjustment (CoA), Notice of the Public Meeting for Minor Variance and Consent applications is given by prepaid first class mail to property owners within 60 metres of the entire property to which the proposal applies and by posting of signs on the subject lands a minimum of 20 days prior to the public meeting.</p>

General Development Approval Process:

<p>Step 4: Planning Advisory Committee Report Preparation</p>	<p>The assigned planner will prepare a staff report on the development application(s). These reports establish the Department's recommendation position on the application(s) with either a recommendation of approval, refusal or deferral.</p> <p>If the staff report recommends approval it may include conditions that are to be satisfied before or after the adoption of an Official Plan amendment or enactment of a Zoning By-law amendment by Council or prior to the issuance of draft plan approval for Subdivision or Condominium or prior to the finalization of a Consent or approval of a Minor Variance. The report addresses all of the comments and positions received from the public and community organization comments received prior to the public meeting and includes all comments received from internal departments / divisions and external agencies.</p> <p>The PAC meeting Agenda complete with Staff Reports is also available via the City's Web site on the Monday of the week of the Committee meeting.</p>
<p>Step 5: Public Meeting & Committee Decision</p>	<p>The Planning Act sets out legislated public meeting requirements associated with Official Plan and Zoning By-law Amendments, Plan of Subdivision or Condominium and Minor Variance or Consent applications. The statutory public meetings are held at the Planning Advisory Committee (PAC) meetings save and except Minor Variances and consent applications which are the responsibility of the Committee of Adjustment (CoA).</p> <p>From the submission of the application(s) until after the statutory Public Meeting is held, staff will work with the applicant, community organizations and the general public to resolve issues and problems identified with the application(s). However, in some cases, not all concerns are resolved during this stage and the differences between the proponent and the public or agencies may not always be resolved. Additional information or studies may be required as a result of input received at the public meeting.</p> <p>Any person in attendance at the Public Meeting shall be afforded the opportunity to make representations regarding the proposed development application(s).</p>
<p>Step 6: Decision</p>	<p>PAC will make their recommendation <u>after</u> the public meeting is complete. Once PAC has made a decision on a development application, the recommendation is forwarded to City Council for final decision.</p> <p>The process for Committee of Adjustment is slightly different in that the Committee is appointed by City Council and is a quasi-judicial body delegated the authority for granting Consents (severances, easements, right-of-ways, etc.) and Minor Variances and as such their decision is binding on Council.</p>

General Development Approval Process:

<p>Step 7: Notice of Decision - PAC</p>	<p>For Official Plan Amendments, all persons who requested to be notified or who made oral or written submissions at the Committee (PAC) will be notified of the adoption of the Amendment by Council within 15 days of the passage of the by-law. The 20 day appeal period begins the day following the date of the Notice of Decision being circulated.</p> <p>For Zoning By-law Amendments, notice of decision is undertaken within 15 days of the by-law being passed by City Council. Notice is made by first-class mail to all landowners within 120 metres of the subject lands as well as to any person who requested to be notified or who made oral or written submissions at the Committee (PAC). The 20 day appeal period begins on the day following the date of the Notice of Decision being circulated.</p> <p>Persons who wish to appeal the decision must submit their appeal and the associated fee to the City Clerk's attention on Local Planning Appeal Tribunal (LPAT) Form A1.</p> <p>For Subdivision / Condominium applications, the applicant, owners and any person or public body that requested to be notified will be notified of the decision, including draft plan conditions, within 15 days of Draft Plan approval being granted. The 20 day appeal period begins on the day following the date of the Notice of Decision being circulated.</p> <p>The Notice of Decision includes a listing of any conditions to be satisfied prior to the finalization of the application or subsequent to final approval and the municipality entering into a subdivision agreement.</p>
<p>Step 7: Notice of Decision – CoA</p>	<p>For Minor Variances, notice of decision must be given within 10 days of the decision being made to the applicant and any person or public body that requested to be notified. The 20 day appeal period begins on the date the decision is made.</p> <p>For Consent applications, a notice of decision must be given within 15 days of the decision being made to the applicant, each person or public body that made written request to be notified and any other person or public body prescribed (ie: Conservation Authorities). The 20 day appeal period begins the day following the date of the Notice of Decision being circulated. The Notice of Decision includes a listing of any conditions to be satisfied prior to the finalization of the application and issuing of the Certificate of Official, being the City's final approval.</p>

General Development Approval Process:

Step 8: Post Notice of Decision - PAC	For Official Plan Amendment and Zoning By-law Amendment applications, if no appeals are received within the legislated 20 day appeal period, the Official Plan or Zoning By-law amendment comes into effect. For Plans of Subdivision, if no appeals are received within the legislated 20 day appeal period, the owner must satisfy all of the conditions of draft approval. When the conditions have been cleared to the Municipality's satisfaction and final approval has been given, the subdivision agreement must be registered and securities posted before construction may begin.
Step 8: Post Notice of Decision – CoA	For Minor Variances, if no appeals are received within the legislated appeal period, a Notice of No Appeal is issued by the Secretary-Treasurer, Committee of Adjustment and is given to the applicant. For Consent applications, if no appeals are received within the legislated appeal period, a Notice of No Appeal is issued by the Secretary-Treasurer, Committee of Adjustment. Applicants have one (1) year from the date of the Notice of Decision in which to fulfill all conditions of consent. Once all conditions have been satisfied, the Secretary-Treasurer, Committee of Adjustment will issue a Certificate of Official. The Certificate of Official must be registered within two (2) years of being issued for the consent to be final.

Other Common Approvals:

Site Plan Control Approval

Site Plan approval is often required subsequent to other development approvals. The Site Plan Approval process examines design and technical aspects of a proposed development to ensure compliance with all municipal requirements, standards and objectives. Site Plan applications are generally reviewed with respect to a number of considerations, such as:

- zoning by-law requirements
- grading & servicing standards
- transportation standards
- urban design objectives
- landscaping standards
- accessibility standards
- environmental requirements
- conformity with provincial standards such as noise, vibration, odour, MTO guidelines, soil remediation, Ministry of Natural Resources approval, etc.

Site Plan approval is required prior to the issuance of a Building Permit for all developments subject to Site Plan Approval. It is important to note that Council approval is not required for Site Plan applications and no statutory public meetings apply to the Site Plan process. Council has designated a Committee of staff to be responsible for Site Plan application review and approval.

Please contact Planning & Development Services to determine whether or not your development proposal requires Site Plan Approval.

Permit from Conservation Authority

If the lands subject to a development proposal are close to a stream, river, valley or watercourse of any kind, a wetland or are on the waterfront, you may be required to apply for and obtain a permit for any works that could impact environmentally sensitive lands and land features.

The Conservation Authorities of Ontario have been delegated responsibility for the 'Natural Hazards' section of the Provincial Policy statement by means of a delegation letter between the Minister of Natural Resources and Conservation Ontario (1995), and as such represent Provincial interest for the policies which surround 'Natural Hazards' and Planning Act applications.

The City of Quinte West has service agreements with Lower Trent Conservation (www.ltc.on.ca) and Quinte Conservation (www.quinteconservation.ca) to provide review and advisory services for Official Plan Amendment, Zoning By-law Amendment, Consent, Minor Variance and Plan of Subdivision planning act applications with respect to the most current technical guidelines, studies and professional opinions in order to ensure that applications are consistent with the 'Natural Hazard' policies of the Provincial Policy Statement.

Planning Staff will direct applicants to the Conservation Authority that is responsible depending on the location of the lands subject to the development proposal and planning applications.

For more information regarding Permits, fees and contact information, visit

- www.ltc.on.ca or call (613) 394-4829
- www.quinteconservation.ca or call (613) 968-3434

Septic System Permit

The City of Quinte West Building Services is responsible for reviewing applications for new and replacement installations of sewage disposal systems of 10,000 liters per day or less. Our Building Inspection staff are qualified as Sewage System inspectors responsible for the enforcement of Part 8 of the Ontario Building Code.

Permit from Ministry of Environment

The Environmental Approvals Assessment and Approvals Branch of the Ministry of Environment are responsible for the review for new and replacement installations of sewage disposal systems greater than 10,000 liters per day.

For more information regarding the On-Site Sewage Disposal System program, fees and contact information, call (613) 549-4000 or visit <http://www.ene.gov.on.ca/environment> .