

# Official Plan & Zoning By-law Amendment Procedure

**DOCUMENT PURPOSE:** This document provides the detailed process steps to be executed for applicant's awareness and may be used as a communication tool.

**Version:** 1.3

**Date:** March 2, 2023

## Bill 109: Official Plan Amendment and/or Rezoning Application Process Outline

### 1. PRE Request through ePlans

- Applicant submits via ePlans
- Planning Services Centre (PSC) completes Prescreen review (detailed)
- Prescreen corrections sent to applicant, if required
- Fee payment (non-refundable)
- Development Application Review Committee (DARC) 1 meeting scheduled

### 2. Meeting: DARC 1

- Who: Applicant, PSC Planner, Area Manager, Planner, Urban Design Manager (Optional), Urban Designer, Landscape Architect, all circulated City Departments and external agencies
- Purpose:
  - Provide preliminary feedback on the application
  - Identify requirements of Complete application
- Outcomes:
  - List of required studies and submission materials (valid for only 1 year)
  - Preliminary feedback on proposal
  - Identify next steps identified
- When: Wednesday afternoons

### 3. Before-DARC 2 (work/actions to occur)

- Applicant revises plans based on feedback received from DARC 1 meeting, if required
- Applicant prepares studies identified on complete application checklist in accordance with City's Terms of Reference
  - Applicant is to consult with the appropriate reviewer to scope Terms of Reference, where required
- Applicant coordinates Community Meeting with local Councillor (must occur before DARC 2 to ensure community concerns are addressed in DARC 2 submission)
- Applicant attends Mississauga Urban Design Panel, if required
- Applicant responds to feedback and uploads additional material and studies to ePlans
- PSC Planner completes Prescreen review of materials received vs. complete application checklist

- Prescreen corrections returned to applicant, if required
- DARC 2 meeting scheduled

#### 4. Meeting: DARC 2

- Who: Applicant, PSC Planner, Area Manager, Planner, UD Manager (Optional), UD, LA, all circulated City Departments and external agencies
- Purpose:
  - Applicant to report on:
    - Changes to the application
    - Submitted material
    - Community engagement and how community concerns have been responded to through latest submission materials
  - Staff to:
    - Provide comments and note any further deficiencies for complete application
    - Confirm studies meet the terms of references previously provided (no detailed review)
    - Provide direction on appropriate base zone to be amend (if applicable)
    - Provide a preliminary assessment of proposal
    - Identify next steps
- Outcome:
  - Direction for the applicant to move ahead to application submission or that their proposal may have challenges in receiving support (i.e. likely to receive a recommendation for refusal) but that staff will maintain an open mind and determination on the merits, which would occur once the application has been submitted and reviewed in detail
- When: Wednesday afternoons

#### 5. Additional DARCs at applicant's request and expense– go back to step 2

#### 6. Pre-Zoning Review (submission requirement for application)

- Who: Applicant initiated through submission on ePlans to Zoning Staff
- Purpose: to identify all the exceptions (performance regulations) to the base zone required to implement the development proposal

#### 7. Pre-Submission work

- Applicant revises plans, if required
- Applicant amends studies identified on complete application checklist, if required after feedback provided at DARC 2 meeting

#### 8. Application Submission (Deeming Complete and Circulation)

- Applicant submits new ePlans request for Rezoning and/or Official Plan Amendment application
- Prescreen corrections sent back to applicant, if required
- Fee Payment
- Application is created and a file number is assigned
- Task assigned to Development Coordinator
- Planner confirms or provides amended notice sign wording to applicant, including Planning and Development Committee (PDC) date for Recommendation Report
- If there are outstanding items required for a complete application, the application is returned to the applicant in ePlans
  - An incomplete application letter which lists outstanding items to deem the application complete, is sent to the applicant
- Once all required materials for a complete application have been provided, the application is deemed complete
  - Complete application letter sent to applicant
- Notice of Complete Application is prepared and sent, which will include the PDC date for the Recommendation Report
- Outcome:
  - Application deemed complete
  - Application circulated to all commenting bodies
  - City's website updated with application materials
  - Recommendation Report scheduled for PDC

#### **9. Application Review – 30 Calendar Days**

- Application is reviewed by all circulated internal departments and external agencies
- Reviewer comments and conditions are provided in the Project Status Report (PSR)
- Planner sends email to Applicant and Owner to advise that comments are available to review and that the report is being prepared
- Outcome:
  - Comments provided by staff
  - Potential Conditions of Holding provision identified by commenting bodies, if applicable
  - Identification of deficiencies that would warrant refusing the application, if applicable

#### **10. Report and By-law Preparation**

- Planner prepares the Recommendation Report
- Planner prepares the implementing Official Plan Amendment and/or Zoning By-law
- **NOTE:** Implementing By-law, crafted by staff, will be based on what the applicant submits as part of the complete application (i.e. the onus is on the applicant to

ensure all required deviations from the Zoning By-law are captured in their submitted materials)

### **11. Planning and Development Committee**

- Applicant to present on:
  - Proposal (5 minute limit) – it is recommended the applicant attend in person
  - Respond to community feedback and comments received by City staff and external agencies
- Staff to present on:
  - Recommendation

### **12. Approvals**

- Report is approved or refused by Planning and Development Committee
- Implementing OPA and/or Zoning By-law are passed (with a Holding provision if applicable) at the next Council meeting after PDC (the “clock” stops ticking with approval of implementing OPA and ZBL)

**Process Diagram**


