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M. Tomazincic
File # O-7353

TO:	CHAIR AND MEMBERS - PLANNING COMMITTEE
FROM:	R. W. PANZER GENERAL MANAGER OF PLANNING AND DEVELOPMENT
SUBJECT:	COMPLETE APPLICATION PROVISIONS OFFICIAL PLAN AMENDMENT PUBLIC PARTICIPATION MEETING ON Monday, September 10th, 2007 @ 4:30pm

RECOMMENDATION

That, on the recommendation of the General Manager of Planning and Development, with respect to the requirements for a complete application, the proposed by-law attached hereto as Appendix "A" **BE INTRODUCED** at the Municipal Council meeting on September 17, 2007 to amend the Official Plan to add provisions relating to the requirements of a complete application.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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July 9, 2007 Report to Planning Committee - Complete Application and Consultation Provisions
- This report recommended that the attached draft policies pertaining to the requirements of a "complete application" and consultation be received for information and that the policies be circulated for review and comment prior to a follow-up report being presented to a future meeting of Planning Committee.

BACKGROUND

On January 1, 2007, The Planning and Conservation Law Statute Amendment Act (the "Amending Act") came into force. The Amending Act, in part, amended the Planning Act in respect of information that may be required by the municipality from a person applying for Official Plan amendments, Zoning By-law amendments, approvals of plans of subdivision, or a consent to sever. Previous to the Amending Act, the information that could be required by the Municipality under the Planning Act was limited to the information prescribed by regulation. Now, if Municipal Council wishes to require information beyond that prescribed by regulation, the amended *Planning Act* requires Council to pass an Official Plan amendment to include provisions relating to the requirements.

The prescribed information included administrative details (i.e. applicant contact information, dates, description of the land to be amended, etc), the manner in which the Official Plan was proposed to be amended (i.e. whether the amendment proposes a change in policy or land use designation), the purpose of the amendment, whether the subject land or any land within 120 metres of the subject land is the subject of an application made by the applicant, and the text of the proposed amendment and/or the proposed schedule amendment of the Official Plan. The prescribed information has now been expanded to include statements of consistency with the Provincial Policy Statement, statements of conformity with Provincial Plans, servicing considerations, identification of related planning applications, archaeological plans and an explanation as to how the application conforms to the Official Plan.

The Official Plan provisions relating to other information: 1) broadly describe the subject matter of the reports and studies that may be requested by Council and its delegated approval authorities; 2) outline the rationale and purpose behind the reports and studies; 3) require that a Record of Consultation be submitted with an application; 4) require that detailed information be inputted on an application form, 5) require that all concurrent plans be submitted simultaneously, and; 6) require that hard copies and electronic copies of all information be submitted before the application can be deemed complete.

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The amendment proposed in this report is intended to incorporate broad and flexible complete application provisions into the City's Official Plan to enable Council and its delegated approval authorities to require that a person requesting an amendment to the Official Plan, applying for an amendment to the Zoning By-law, applying for approval of a plan of subdivision, or makes an application for a consent to sever, provide any other information or material that Council or its delegated approval authorities consider they may need before they commence consideration of the request and/or application.

On July 9, 2007, a report to Planning Committee outlined a series of draft policies pertaining to the requirements of a complete application and consultation. Staff recommended that the draft policies be received for information, be circulated for review and comment, and that a follow-up report with recommended policy modifications be presented to a future meeting of Planning Committee. These recommendations were approved by Municipal Council on July 16, 2007.

On July 20, 2007 copies of the report as well as a cover letter requesting that comments be submitted back to Staff by August 21, 2007 were sent to neighbouring municipalities, local agencies and community groups. Staff received several comments and suggested policy modifications from various groups and have incorporated many of those recommendations into the attached draft policies.

SIGNIFICANT DEPARTMENT/AGENCY COMMENTS

Upper Thames River Conservation Authority

No objection.

Lower Thames Valley Conservation Authority

No objection.

London Hydro

No objection.

Township of Southwold

No objection.

Recreation

No objection.

Ministry of Municipal Affairs and Housing (MMAH)

No comments.

Ministry of the Environment (MOE)

MOE staff do not have substantive concern with the approach the City is taking. However, MOE staff do believe the policies could be strengthened by incorporating the following:

- The Environmental and Natural Matters would be more complete if there was recognition of the role of functionalities in addition to just features. If the objective is to protect valued natural features then it is imperative to consider why/how those features were created and what functions must be maintained (in come cases rehabilitated/restored) in order to sustain those features. It would also be beneficial if the environmental studies investigated opportunities to rehabilitate/restore natural features, as contemplated for example by the City's sub-watershed studies and the environmental policies which arose from them.
- The Servicing and Infrastructure Matters could include a statement/discussion of whether and how the requirements of the Environmental Assessment Act are to be addressed. MOE staff note that this would be an excellent time to initiate the Integration Provision of the MEA Municipal Class EA where desired as this process eliminates duplication between Planning Act and EA Act requirements.

Ministry of Agriculture, Food and Rural Affairs (OMAFRA)

OMAFRA staff have reviewed the information and are satisfied with the majority of it. However,

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OMAFRA staff are concerned that...under the heading of 'Broad Categories of Reports and Studies' there is no mention of any report or study to address agricultural matters. As a result of annexation that occurred in London in the 90's the City has jurisdiction over large areas of agricultural land that they are responsible for the land use planning of. Consequently, OMAFRA staff felt that it is important the City include a category in this OPA to outline "Reports/Studies to address Agricultural Matters". The 'Rationale' for this section could include, but is not limited to, avoiding disruptions of agricultural infrastructure such as field tiles, drainage ditches, culverts, field entrances and fences, protecting higher quality agricultural land, establishing culverts for access where required, and reducing or mitigating impacts of compaction on the soil.

Transportation Advisory Committee

The list of required studies should be included or referenced as part of an amendment to Chapter 19 of the Official Plan.

London Area Planning Consultants

Alter the "Record of Consultation" policy to change the word "all" with the word "any".

Environmental & Engineering Services Division

- Transportation Report
 - The Transportation Report should indicate that land needs are to be identified
 - This Report should address financial matters/impacts
 - This Report should identify any new infrastructure and lands that may be required for areas external to the plan/site

- Servicing and Infrastructure Report
 - This Report should address financial matters/impacts
 - This Report should identify any new infrastructure and lands that may be required for areas external to the plan/site

- Nuisance and Hazard Report
 - This report should address financial matters/impacts
 - This Report should include contamination/fill

- The body of the report should specify that these policies apply to Zoning By-law amendments, Official Plan amendments, Plans of Subdivision approval, and Consent applications

- It should be specified that the *Planning Act* requirement for a complete application is not the same as completing a draft plan of subdivision or completing the multitude of other applications for development such as applications for Permits of Approved Works or Building Permits, etc. This report speaks only to receiving the 100% complete application for *Planning Act* applications for Zoning By-law amendments, Official Plan amendments, Plans of subdivision approval, and Consents. Receiving a 100% complete application enables the City to review the application. The review may result in the application being modified, refused or approved. Completing a draft plan includes satisfying the conditions of draft plan approval

Development Services Division

- Plans of Subdivision Application Form - should include sanitary, transportation, and exact location

- Draft Plans - should also include road widths, road radii, lot widths/depths, contours, etc.

- Who may request "other information" - Should Council be included as a body that may request other information pertaining to plans of subdivision?

Environmental and Ecological Planning Advisory Committee (EEPAC)

- The policy should explicitly state that the City shall require the results of environmental reports to be satisfactory to the City before that environmental report shall be considered complete. And until the environmental report is considered complete, the application can not be considered to be complete.

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EEPAC notes that this is important because it is very difficult to protect natural areas during the finalization of an EIS once other studies have proceeded on the basis of the removal of natural areas (i.e. transportation study). Furthermore, the proponent will be more motivated to finalize the EIS if it is a requirement of further processing of the application

- Report to address Environmental and Natural Matters
 - Include reference to "ecological functions" in conjunction with all references to natural areas and features as is the practise in Chapter 15
 - Include requirement for the "identification and protection of natural areas, features and ecological functions"
 - Include reference to the goal of "enhancing the natural heritage system" in addition to just protecting them from adverse effects
 - Include reference to "adjacent lands" as well as the subject lands since natural features and functions must be addressed within their ecological context
 - Allow for requirement of studies related to impacts on overall environment, not just on proximal natural areas. For example, energy and water consumption and/or conservation, air quality, solar orientation, groundwater penetration (related to impervious surfacing), tree cover
- Report to address Cultural and Design Matters
 - Allow for studies which ensure "protection" of features in addition to enhancement
 - Allow for studies such as vistas/views, shading
 - Allow for studies which include pedestrian friendliness, place-making
- Bibliography of Resources
 - Include requirement for each report or study required as other information to also contain a full and complete bibliography. EEPAC notes this is not always done with EIS reports for example. This makes the checking and research of EIS content difficult

Transportation Planning and Design Division

- Reports to address Transportation Matters
 - The submission of reports and studies related to transportation matters is to determine if a proposed development and/or change in land use can be accommodated by the transportation network, if not, what changes to the transportation network are required to accommodate development or change in land use and to ensure that any adverse...
 - Include at the end of the first sentence of the purpose "and can be accommodated by the existing transportation network"
- The background report indicates that no specific studies were to be listed, just broad categories with required studies detailed at pre-consultation, yet for subdivision applications, a number of specific studies are listed including parking and other Planning requirements
- The background report indicates that Planning Staff will hold a pre-submission meeting with the applicant and ask other relevant City Staff to attend, if necessary. A process already exists for subdivisions for this to occur. For zoning and site plan applications, what criteria will be used to determine if a representative from Transportation is required?
- The studies required will be determined at the pre-consultation meetings. Depending upon the timing of development, a traffic study may be required prior to approval (zoning, draft plan, etc.) and an update at time of development. If the development changes significantly between zoning and site plan or significant time lapses, an updated study may be required. Is the OP amendment flexible enough to allow this to occur?
- Compliance with the Provincial Policy Statement - what impacts will the interpretation of the PPS have on the transportation components of development? The implementation of this section of the proposed policy should be clarified

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PUBLIC LIAISON:	Living in the City Notice of Application was published on April 21, 2007. On April 19, 2007, 68 Notice of Application letters were sent to neighbouring municipalities, local agencies and community groups with an interest in this matter. On July 20, 2007, 31 copies of the report were circulated to neighbouring municipalities, local agencies and community groups for review and comment. Living in the City Notice of Public Meeting was published on August 4, 2007. On July 30, 2007, 68 Notice of Public Meeting letters were sent to neighbouring municipalities, local agencies and community groups. Living in the City Correction Notice of Public Meeting was published on August 18, 2007.	None
Nature of Liaison: Consideration of an Official Plan amendment to fulfill the legislated requirements of the complete application process and enable Municipal Council and its delegated approval authorities to require applicants to submit any other required information and consult with municipal staff prior to submitting applications.		
Responses: See Department/Agency comments (above).		

ANALYSIS

The amendments to the *Planning Act* that legislate the notion of a complete application have introduced two sets of information requirements. The first set are the provincial requirements listed in the Ontario Regulations of the *Planning Act* which have been expanded as part of the recent amendments and will be referred to in this report as the *prescribed information*. The second set are the municipal requirements which are legislated in the *Planning Act* under the subsections entitled other information. The municipal information requirements will be referred to in this report as *other information* and can only be requested by Council or delegated approval authorities if the Official Plan contains provisions relating to the requirements of this *other information*.

The *prescribed information* together with the *other information* form the notion of a *complete application*. Both sets of information must be submitted concurrently with the planning application to prevent applications from being submitted in a piecemeal fashion and to enable Council and its delegated approval authorities to make informed decisions within the prescribed period of time. It also aims to ensure that the public and other stakeholders have access to all the relevant information earlier in the planning process so that they may be more informed as to what land use changes can be expected if a planning application is successful. Furthermore, if any required information is incomplete or is not submitted concurrently with the planning application, Council and its delegated approval authorities may refuse to accept or further consider an application. The prescribed time period in which a decision must be made does not begin until such time as all the required information (*prescribed* and *other*) and materials have been submitted by the applicant.

The new requirements that obligate an applicant to submit all *prescribed information* and *other information* at the front end of the planning process pertain to applications for amendments to the Official Plan, amendments to the Zoning By-law, approvals of consent, and approvals of plans of subdivision.

There are no Ontario Regulations that prescribe the requirements for *other information*. The challenge is to determine requirements that are reasonable and that will result in the provision of information that is relevant to the decision making process and that Council or its delegated approval authorities consider it may need.

Not all of the studies or reports that may be required in the development approval process are required in the initial stages of a planning application review. For example, some very specific types of studies are more appropriately considered in conjunction with the review of detailed site

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planning or servicing and may be required through a condition of draft plan of subdivision approval or as a requirement for site plan approval. The requirements for submission of a complete application should have regard for this balance between studies required for informed decision-making and studies required to ensure that all municipal standards for site design and servicing are met.

It is recommended that the Official Plan provisions relating to the notion of *other information* will be comprised of five policies:

- The first is a policy that lists a small number of broad categories of reports and studies that cover a wide spectrum of required information and an accompanying bibliography;
- The second policy requires the submission of a Record of Consultation to acknowledge the expected requirements of a complete application, including an identification of the required studies;
- The third policy outlines the details to be submitted on a planning application form;
- The fourth policy requires that all concurrent planning applications be submitted simultaneously;
- And the fifth policy requires that all information be submitted in both electronic and hard copy format so that it may be more easily made available for review.

The Department/Agency comments in response to the circulation of the proposed policy largely focus on two issues. The first issue relates to the level of detail proposed in the policy describing the broad range of reports and studies, and the second issue relates to the quality of the reports submitted concurrently with the application. In response to the first issue, the policy describing the broad range of reports is intended to be an overview describing the rationale and purpose of the reports. However, as a result of the department/agency responses, the proposed policy has been modified to make specific reference to applicable Official Plan policies which must also be considered. The proposed policy also requires that the applicant demonstrate how the application is consistent with the Provincial Policy Statement, which would address concerns raised regarding the protection of natural heritage systems and agricultural areas. In response to the second issue, the purpose of the complete application policy is to identify the reports that must be submitted concurrently with the application in order to ensure that the appropriate information required to evaluate the application is available for Staff, the public and Council to review in the consideration of the application. The quality of the reports cannot be assessed within the timeframe prescribed to determine the "completeness" of the application. The quality of the reports will be considered during the application review process.

The Ontario Ministry of Food, Agriculture and Rural Affairs (OMAFRA) suggest that the broad range of reports and studies include an additional report pertaining to agricultural matters. Staff initially considered such a policy however, the intent of the City's Official Plan Agriculture policies are to preserve Agriculture designated lands for agricultural uses and discourage uses that are not supportive of agriculture from locating on such lands. As a result Staff felt that the need for a policy which required "Reports/Studies to Address Agricultural Matters" was not warranted given that the current Official Plan policies clearly articulate the preservation of prime agricultural land as an objective of the Plan. It should be noted that the proposed policy does include "Reports/Studies to Address Planning Matters" whereby an applicant must demonstrate that the application is consistent with the policies of the Official Plan as well as the Provincial Policy Statement, which also speaks to the preservation of prime agricultural land.

It is important to note that this notion of a complete application differs from the notion of a completed plan of subdivision, Permits of Approved Works, Building Permits or other development applications which require that various conditions to be satisfied. The notion of a complete application referred to in this report simply outlines the provisions that must be fulfilled by the applicant before the application can be accepted and reviewed by Staff and the prescribed time period by which a decision must be made may commence.

CONCLUSION

Recent amendments to the *Planning Act* emphasize a broadening of the range of information available for approval authorities when considering a planning application and shifting the information requisite to the front end of the planning process. These amendments have been referred to as the notion of a complete application and apply to applications for amendments to

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the Official Plan, amendments to the Zoning By-law, approvals of consent, and approvals of plans of subdivision.

Additional amendments to the *Planning Act* introduce the concept of consultation. The consultation requirements apply to applications for amendments to the Official Plan, amendments to the Zoning By-law, approvals of plans of subdivision, and approvals of site plan drawings.

In order for Council to exercise its authority to require *other information*, the Official Plan must be amended to add provisions relating to the requirements of a complete application. An additional by-law to require applicants to consult with the municipality prior to submitting an application must also be passed by Council.

It is recommended that the attached amendments to the Official Plan be adopted by Council to enable Council and its delegated approval authorities to require *other information* together with a comprehensive application package and all concurrent applications so that all relevant information can be considered prior to approving or refusing an application and to ensure that Council or its delegated approval authorities has the information it considers that it may need.

PREPARED BY:	SUBMITTED BY:
MICHAEL TOMAZINCIC PLANNER II	GREGG BARRETT, AICP MANAGER - LAND USE PLANNING, POLICY
RECOMMENDED BY:	
R. W. PANZER, MCIP, RPP GENERAL MANAGER OF PLANNING AND DEVELOPMENT	

November 30, 2007
MT/mt

Y:/shared/POLICY/draft reports/Complete Application Enabling By-law/Complete Application Enabling By-law Draft 5

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APPENDIX "A"

Bill No. (number to be inserted by Clerk's Office) **2007**

By-law No. (number to be inserted by Clerk's Office)

A by-law to amend the Official Plan for the City of London, 1989 relating to the addition of policies pertaining to the requirements of a complete application.

The Municipal Council of The Corporation of the City of London enacts as follows:

1. Amendment No. (number to be inserted by Clerk's Office) to the Official Plan for the City of London Planning Area – 1989, as contained in the text attached hereto and forming part of this by-law, is adopted.
2. This by-law shall come into effect in accordance with Section 17 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended.

PASSED in Open Council on September 17, 2007

Anne Marie DeCicco-Best
Mayor

Kevin Bain
City Clerk

First Reading – **September 17, 2007**
Second Reading – **September 17, 2007**
Third Reading – **September 17, 2007**

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APPENDIX "A"
AMENDMENT NO.
to the
OFFICIAL PLAN FOR THE CITY OF LONDON

A. PURPOSE OF THIS AMENDMENT

The purpose of this Amendment is to add a new section to Chapter 19 – Implementation to permit Council and delegated approval authorities to require that a person, public body or applicant who apply, submit or make requests or applications for consents, amendments to the Official Plan, amendments to the Zoning By-law, and approval of plans of subdivision, provide any other information or material that Council or the approval authority considers it may need and to permit Council and delegated approval authorities to require that a person, public body or applicant who apply, submit or make requests or applications for amendments to the Official Plan, amendments to the Zoning By-law, approval of plans of subdivision, and approval of site plan drawings, to consult with the municipality prior to the submission such applications.

B. LOCATION OF THIS AMENDMENT

This amendment is to be applied all lands within the City of London.

C. BASIS OF THE AMENDMENT

The Amendment which outlines the provisions of a complete application is intended to prevent applications from being submitted in a piecemeal fashion and to enable Council and its delegated approval authorities to make informed decisions within the prescribed period of time. It also aims to ensure that the public and other stakeholders have access to all the relevant information earlier in the planning process so that they may be more informed as to what land use changes can be expected if a planning application is successful. Additionally, the requirement for consultation is intended to supplement the complete application requirements by assisting applicants with the application process at the outset to determine what information will be required to comprise the complete application. These policies maintain the intent of the Official Plan since one of the components of a complete application is to confirm that each application is consistent with the its policies.

D. THE AMENDMENT

The Official Plan for the City of London is hereby amended as follows:

A new section 19.16. – Complete Application, is added to Chapter 19 – Implementation, to outline the provisions relating to the requirements of a complete application:

19.16. COMPLETE APPLICATION

The Planning Act permits a Council or a delegated approval authority to require that a person, public body or applicant who apply, submit or make requests or applications for consents, amendments to the Official Plan, amendments to the Zoning By-law, and approval of plans of subdivision, provide any "other information or material" that Council or the approval authority considers it may need to provide a basis for sound land use planning decisions in addition to the requirements of the policies of the Official Plan and the Provincial Policy Statement and to require applicants to consult with the municipality prior to submitting planning applications.

19.16.1. In order to ensure that all the relevant and required information

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Complete Application Provisions

pertaining to a planning application is available at the time of submission of the application to enable Council and its delegated approval authorities to make informed decisions within the prescribed period of time and to ensure that the public and other stakeholders have access to all the relevant information earlier in the planning process, any or all the following provisions may be requested from applicants who apply, submit or make requests or applications for consents, amendments to the Official Plan, amendments to the Zoning By-law, and approvals of plans of subdivision, including condominiums.

In all instances the number and the scope of studies to be required for the submission of a complete application should be appropriate and in keeping with the scope and complexity of the application. For applications that may be considered simple or minor in nature, little, if any, additional information may be required.

19.16.2. Reports and Studies

Council and its delegated approval authorities may require reports and studies as part of a comprehensive planning application package referred to as a complete application. The reports and studies are intended to provide additional information pertaining to a subject site and the areas adjacent to it to assist Council and its delegated approval authorities to evaluate an application.

Council and its delegated approval authorities may require that a person requesting an amendment to the Official Plan, applying for an amendment to the Zoning By-law, applying for approval of a plan of subdivision, or makes an application for a consent to sever, provide any other information or material that Council or its delegated approval authorities consider they may need. Therefore, these broad categories of reports and studies are not intended to preclude Council and its delegated approval authorities from requiring additional reports and studies that may be identified during the planning process if circumstances necessitate the need for such information as part of the decision making process.

The more specific scoping of reports and studies to be submitted by an applicant will be identified at the Consultation Meeting.

Reports/Studies to address Environmental and Natural Matters

- i) The submission of reports and studies related to environmental and natural matters is to identify and assess the environmental and natural features related to the subject site, including surface and subsurface features, and to ensure that any adverse impacts resulting from a proposed development and/or change in land use on the identified environmental and natural features are mitigated.

The required reports/studies are to identify the environmental and natural features which may be affected by the proposed development and/or change in land use; identify the areas that are to be employed as a buffer between the environmental and/or natural features and the proposed development and/or change in land use; identify any other mitigative measures to be undertaken to protect the environmental and natural features from any adverse impacts associated with the proposed development and/or change in land use, and to demonstrate consistency with the policies of Chapter 8 – Open Space Land Use Designation and/or Chapter 15 – Environmental Policies of this Plan.

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Reports/Studies to address Transportation Matters

- ii) The submission of reports and studies related to transportation matters is to determine if a proposed development and/or change in land use can be accommodated by the transportation network, what changes to the transportation network, if any, are required to accommodate the proposed development and/or change in land use, and to ensure that any adverse impacts on the surrounding land uses are mitigated.

The required reports/studies are to ensure that a proposed development and/or change in land use will not have a negative impact on the transportation network or on its surrounding land uses, can be accommodated by the existing transportation network, and to identify any new transportation infrastructure and lands that may be required external to the proposed site. Where new transportation infrastructure and/or lands are required or an expansion of the existing transportation infrastructure is necessary to accommodate a proposed development and/or change in land use, the transportation reports/studies will demonstrate that the improved transportation infrastructure will be adequate to accommodate all modes of transportation in an efficient manner with minimal adverse impacts on surrounding uses. The reports/studies must also demonstrate consistency with the policies of Chapter 18 – Transportation of this Plan.

Reports/Studies to address Servicing and Infrastructure Matters

- iii) The submission of reports and studies related to servicing and infrastructure matters is to ensure that a proposed development and/or change in land use can be supported by adequate municipal water, sanitary sewer, and stormwater management services.

The required reports/studies are to demonstrate that the existing servicing infrastructure is sufficient to accommodate the proposed development and/or change in land use or that the lands can be reasonably serviced by the extension of existing infrastructure and to identify any new servicing infrastructure and lands that may be required external to the proposed site. Where new servicing infrastructure and/or lands are required or an expansion of the existing infrastructure is necessary, the servicing and infrastructure reports/studies will demonstrate that the improved infrastructure will be adequate to accommodate the proposed development and/or change in land use as well as any anticipated users of the infrastructure. The need to address any requirements under the Environmental Assessment Act will also be identified. The reports/studies must also demonstrate consistency with the policies of Chapter 17 – Services and Utilities of this Plan.

Reports/Studies to address Financial Matters

- iv) The submission of reports and studies related to financial matters is to demonstrate that a proposed development and/or change in land use will not have an undesirable or unanticipated financial impact on the City of London.

The required reports/studies are to identify the short-term and long-term costs to the City of London for the provision of municipal infrastructure and services required to support a

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proposed development and/or change in land use and an estimate of anticipated revenues arising from a proposed development and/or change in land use.

Reports/Studies to address Cultural and Design Matters

- v) The submission of reports and studies related to cultural and design matters are to demonstrate that a proposed development and/or change in land use will have a positive impact on the City's public realm.

The required reports/studies are to demonstrate how a proposed development and/or change in land use will have a positive impact on neighbouring built heritage, is sensitive to archaeological issues, is designed in a manner that enhances the local built form and/or natural environment, is consistent with approved Urban Design Guidelines, and is consistent with the policies of Chapter 11 – Urban Design Principles and/or Chapter 13 – Heritage Resources Policies of this Plan.

Reports/Studies to address Planning Matters

- vi) The submission of reports and studies related to local and provincial planning matters is to ensure that a proposed development and/or change in land use is consistent with Council policies and the Provincial Policy Statement and provides an integrated approach to land use planning.

The required reports/studies are to specifically address how a proposed development and/or a change in land use is consistent with the Provincial Policy Statement. The reports/studies must also demonstrate that the proposed development and/or a change in land use is consistent with Official Plan policies.

Where applicable, the reports/studies will also address consistency with an Area Plan and Guideline Documents that have been adopted by City Council.

Reports/Studies to address Nuisance and Hazard Matters

- vii) The submission of reports and studies related to nuisance and hazard matters is to demonstrate that inhabitants or users of a proposed development and/or change in land use are buffered from nuisances related to noise, dust, odour, vibration, and contamination/fill, and to reduce the potential for public cost or risk to future inhabitants resulting from natural and human-made hazards.

The required reports/studies are to identify all of the potential nuisance issues and natural/human-made hazards which may impact the proposed development and/or change in land use, identify the areas that area to be employed as a buffer between the nuisance issues and natural/human-made hazards and the proposed development and/or change in land use, identify any other measures to be undertaken to mitigate the impacts associated with the nuisance issues and natural/human-made hazards from the proposed development and/or change in land use, and demonstrate consistency with Chapter 9 – Agriculture, Rural Settlement and Urban Reserve Land Use Designation.

19.16.3.
Bibliography of

All information and material that was provided to the municipality in support of an application must be listed in a Bibliography of

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Resources Resources to clearly outline what information was made available to Council prior to a decision being made.

19.16.4. Record of Consultation Council may, by by-law, require a Consultation Meeting. The purpose of the Consultation Meeting is to allow the applicant to discuss with Municipal Staff matters pertaining to the application. Through these discussions, Municipal Staff will have the opportunity, in consultation with the applicant, to outline the information and materials that the applicant will be required to submit concurrently with the application. If a Consultation Meeting occurs, it shall be completed prior to the submission of an application. The specific reports/studies that are required to be submitted together with the application will be identified at the Consultation Meeting.

If required, the applicant must also submit the Record of Consultation, in addition to the submission of any of the required reports/studies, which will be completed by staff and forwarded to the applicant/agent prior to submission of the application.

19.16.5. Application Information Requirements In addition to the prescribed information required by the *Planning Act*, and the other information outlined in Section 19.16. of this Plan, additional information and materials may be required by the City to assist in understanding, evaluating and making recommendations on the application, and to ensure that sufficient information in an appropriate format can be made available to the commenting agencies and the public, and to the Council and its delegated approval authorities. Detailed information requirements will be as set out in the relevant application forms.

19.16.6. Concurrent Application Provisions In addition to the prescribed information required by the *Planning Act*, and the other information outlined in Section 19.16. of this Plan, the City may, through the Consultation Meeting, identify applications that are required to be submitted concurrently, to ensure that Council and its delegated approval authorities can properly evaluate the applications and make consistent and appropriate decisions.

19.16.7. Electronic Submissions All information must be submitted in both electronic format and hard copy format so that it may be more easily made available for review.