



Appendix A  
Development Checklists and Process Charts

**Appendix A | Checklist for Application Submission**

| Submission Requirement  | Application Type                      |                    |                |           |  |                   |
|---|---------------------------------------|--------------------|----------------|-----------|--|-------------------|
|   | Official Plan/Zoning By-law Amendment | Removal of Holding | Minor Variance | Severance | Draft Plan of Subdivision/ Condominium | Site Plan Control |
| Completed Application Form  | X                                     | X                  | X              | X         | X                                      | X                 |
| Application Fee   | X                                     | X                  | X              | X         | X                                      | X                 |
| Letter of Authorization from Owner  | X                                     | X                  | X              | X         | X                                      | X                 |
| Record of Pre-Consultation  | X                                     | X                  | X              | X         | X                                      | X                 |
| A Sketch Plan   | X                                     | X                  | X              | X         |  | X                 |
| Draft Plan completed as required under Section 51(7) of the Planning Act  |                                       |                    |                |           | X                                      |                   |
| Draft Reference Plan (R-Plan)   |                                       |                    |                | X         | X                                      | O                 |
| <b>Additional information identified at the Pre-Consultation Meeting:</b> |                                       |                    |                |           |  |                   |
| Planning Justification Report   | X                                     | O                  | O              | O         | X                                      | O                 |
| Environmental Impact Assessment   | O                                     |                    |                | O         | O                                      | O                 |
| Record of Site Condition (RSC)  | O                                     |                    |                |           | O                                      | O                 |

**Legend**

X | Required    O | May be required at the discretion of the municipality (to be confirmed at Pre-Application Consultation)

| Submission Requirement  | Application Type                      |                    |                |           |                                       |                   |
|---|---------------------------------------|--------------------|----------------|-----------|---------------------------------------|-------------------|
|   | Official Plan/Zoning By-law Amendment | Removal of Holding | Minor Variance | Severance | Draft Plan of Subdivision/Condominium | Site Plan Control |
| Topographic Survey  |                                       |                    |                |           | O                                     | O                 |
| Master Plan, including land uses, transportation, streetscaping, parks and open space, trails, community facilities, storm drainage and/or for any other municipal initiative | O                                     |                    |                |           | O                                     |                   |
| Storm Water Management Plan   | O                                     |                    |                | O         | X                                     | O                 |
| Functional Servicing Study (Storm, Sanitary, Water, Road Network, Existing Utility Coordination)  | O                                     | O                  |                | O         | X                                     | O                 |
| Slope Stability Study   | O                                     | O                  | O              | O         | O                                     | O                 |
| Phase 1 and 2 Environmental Site Assessment   | O                                     |                    |                |           | O                                     | O                 |
| Hydrogeological Study   | O                                     |                    |                |           | O                                     |                   |
| Wellhead Protection Area Risk Assessment  |                                       |                    |                |           | O                                     | O                 |

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|---|---------------------------------------|--------------------|----------------|-----------|---------------------------------------|-------------------|
|   | Official Plan/Zoning By-law Amendment | Removal of Holding | Minor Variance | Severance | Draft Plan of Subdivision/Condominium | Site Plan Control |
| Agricultural Impact Assessment  | ○                                     |                    |                | ○         |                                       |                   |
| Aggregate Potential Assessment  | ○                                     |                    |                |           |                                       |                   |
| Archeology Phase and 2 (Archaeological Assessment) and Conservation Plan  | ○                                     |                    |                |           |                                       |                   |
| Transportation Impact Demand Management Plan  | ○                                     |                    |                |           |                                       |                   |
| Traffic Impact Study  | ○                                     |                    | ○              |           | X                                     | ○                 |
| Parking Study   | ○                                     |                    | ○              |           |                                       | ○                 |
| Land Use Compatibility Reports, which may include a Noise and Vibration Impact Assessment and/or an Odor and Dust Impact Analysis | ○                                     |                    |                |           | ○                                     | ○                 |
| Urban Design Brief  | ○                                     |                    | ○              |           | ○                                     | ○                 |
| Shadow Study  | ○                                     |                    | ○              | ○         |                                       | ○                 |

**Legend**

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|---------------------------------------|---------------------------------------|--------------------|----------------|-----------|---------------------------------------|-------------------|
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| Lighting Plan/Photometric Analysis    |                                       |                    |                |           |                                       | O                 |
| Tree Inventory and Preservation Study |                                       |                    | O              | O         | O                                     | O                 |
| Sustainability Assessment Report      |                                       |                    |                |           | O                                     | O                 |
| Nutrient Management Plan              |                                       |                    |                |           | O                                     | O                 |
| Heritage Impact Statement             | O                                     |                    | O              | O         | O                                     | O                 |

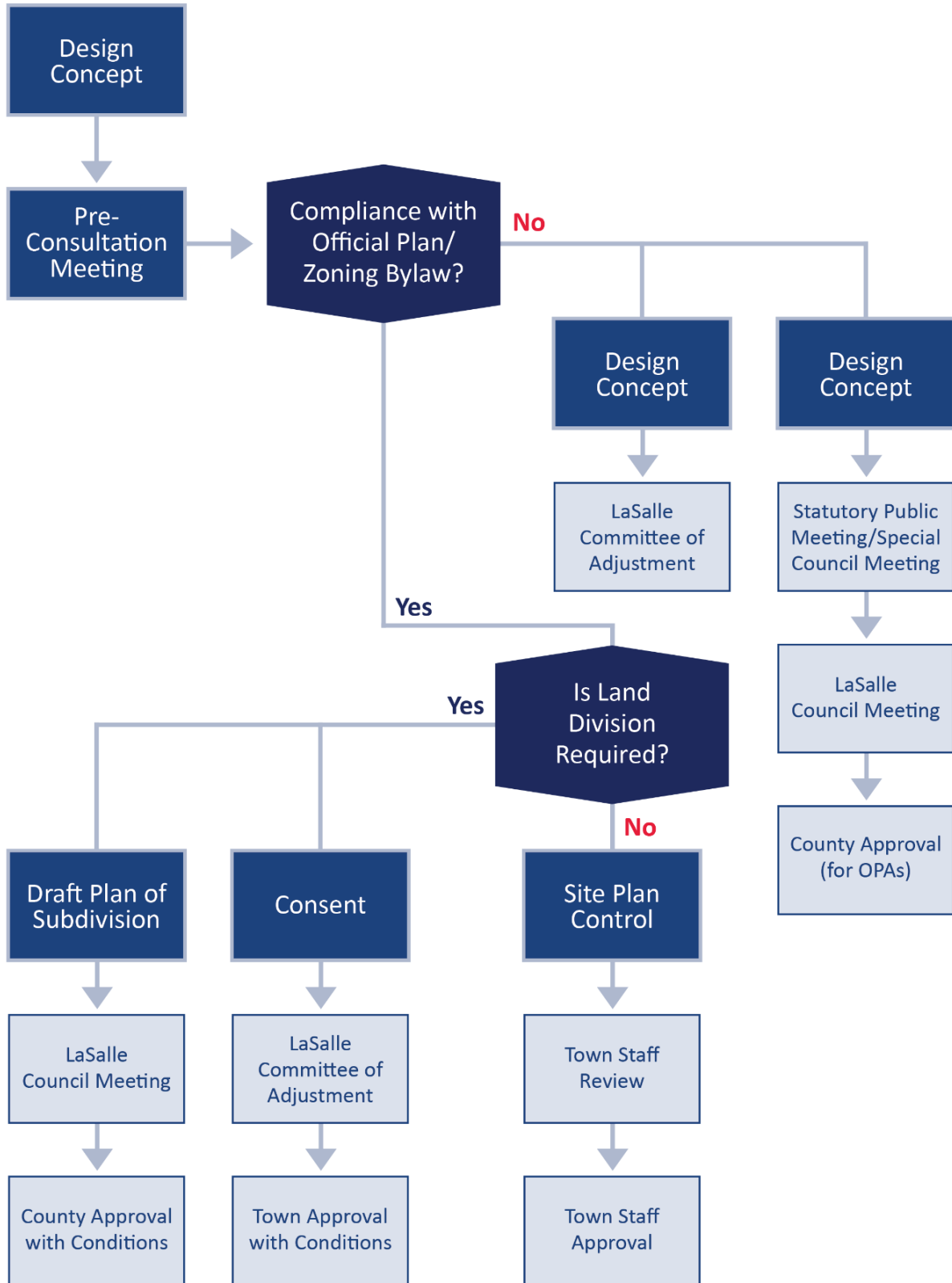
**Legend**

X | Required    O | May be required at the discretion of the municipality (to be confirmed at Pre-Application Consultation)

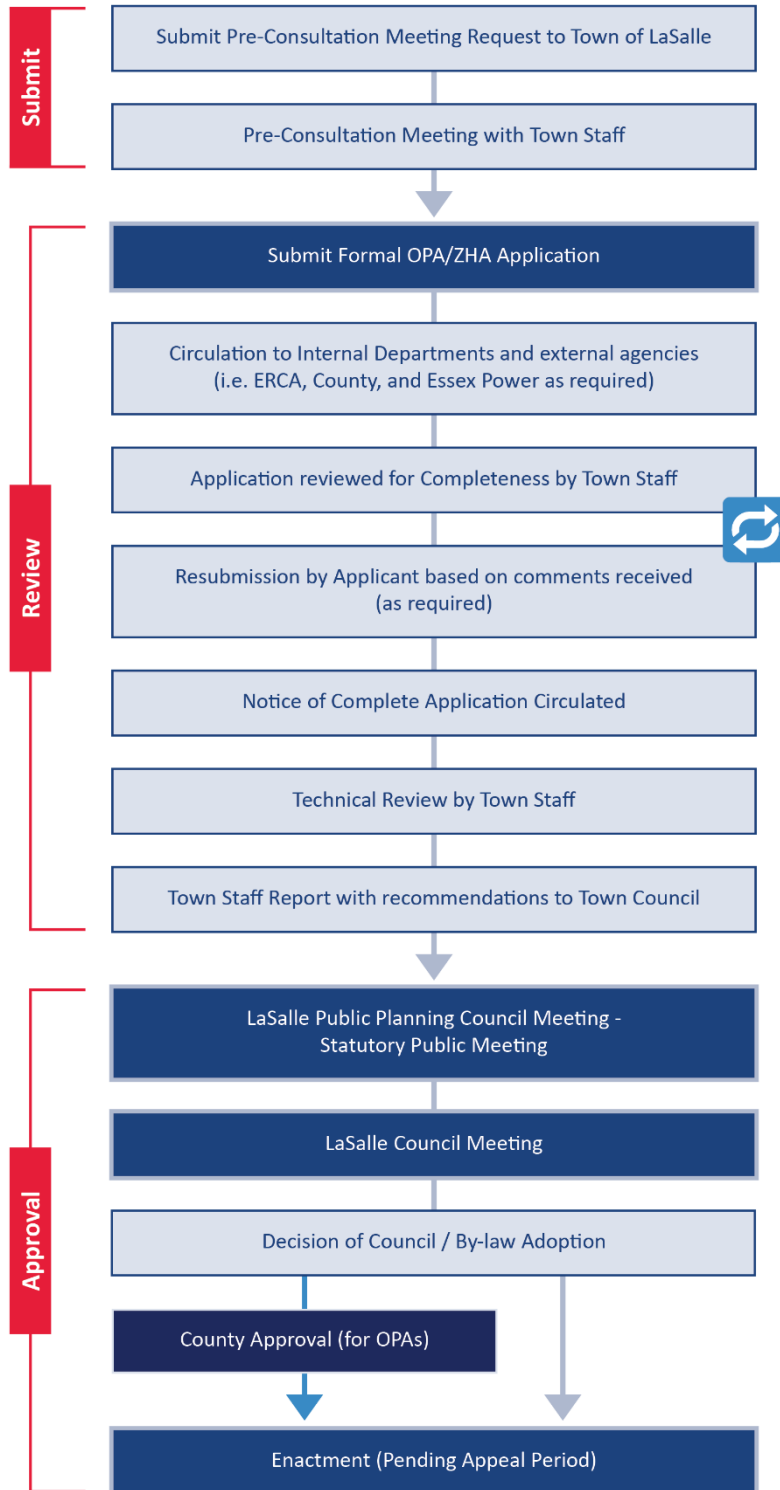
**Notes:**

- (1) Where indicated by an X, the information described is required to be included on the drawings for the planning applications specified; and,
- (2) Required information may be located or consolidated on other drawings rather than as specified in this schedule.

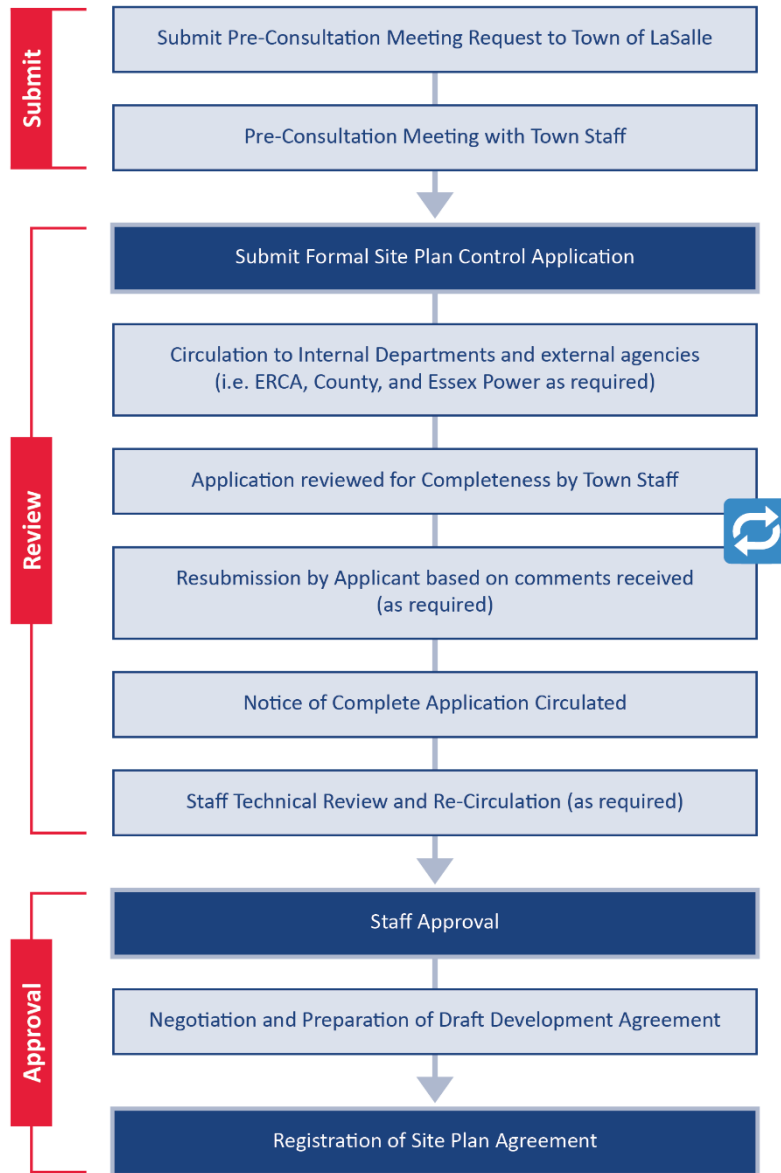
Flow Chart 1 | Planning Approval Process



**Flow Chart 2 | Official Plan Amendment/Zoning By-law Amendment**



**Flow Chart 3 | Site Plan Control Process**



**Flow Chart 4 | Draft Plan of Subdivision/Condominium Process**

