Tay Valley Township

Does your Planned Development Comply With The Official Plan Designation?

NO-OFFICIAL PLAN AMENDMENT REQUIRED

Preliminary Meeting

Application filed with Planning Department

Circulation of Application

Discuss Application with Applicant

Feedback

Positive Comments
Preparation of Legislation

Issues to be Addressed
Preparation of Comment Letter to Council

Public & Council Meeting

Decision

Decision To Adopt

Decision To Reject

To MMAH for Approval

MMAH Issues Decision

No Objections Filed Within 20 Days

No Appeal

Appeal

YES

Does your Planned Development Comply With The Existing Zone Use and most Zone Provisions?

NO-ZONING BY-LAW AMENDMENT REQUIRED

Preliminary Meeting

Application filed with Planning Department

Circulation of Application

Discuss Application with Applicant

Feedback

Positive Comments
Preparation of Legislation

Issues to be Addressed
Preparation of Comment Letter to Council

Public & Council Meeting

Decision

Decision to Reject

Decision to Adopt

Notice of Decision
20 day Appeal Period

Objections Filed

No Objections Filed

Ontario Municipal Board Hearing

Decision to Approve

Decision to Reject

Official Plan Amendment, Zoning Bylaw Amendment and/or Minor Variance Come Into Force

Official Plan Amendment, Zoning Bylaw Amendment and/or Minor Variance Do Not Come Into Force

Changes Recommended
Township May Suggest the Applicant Amend Specific Components and Return to Public, Council or Committee Meeting.

YES

Does the Planned Development with all appropriate provisions in the zone?

NO - MINOR VARIANCE REQUIRED

Preliminary Meeting

Application filed with Township

Circulation of Application

Notice of Committee Meeting Sent to Public

Committee Hearing

Decision

Notice of Decision of Commitee

No Objections Filed Within 20 Days

Objections Filed

No Objections Filed

Ontario Municipal Board Hearing

Decision Comes into Force

YES

Do You Require Site Plan Control Approval
(Under Township By-law No. 01-38 the entirety of the lands in the Township are under Site Plan Control, except:
a) One and two-unit dwellings and accessory buildings and structures thereto, on lands where no development is proposed within 100 metres of a waterbody;
b) Any temporary building or structure used during construction of a permanent building or structure.)

YES

(If you are filing a Zoning By-Law and / or Minor Variance and Site Plan Control is required for your property some form of site layout plan will be required. We recommend that the site layout plan that is used through the zoning of Minor Variance process be thorough enough that it can also be used for Site Plan Control)

Preliminary Meeting

Application Filed with Planning Department

Circulation of Application

Positive Feedback

Issues to be Addressed
Township will work with the applicant to address issues, by revising site layout plan

Revise site layout plan accordingly

Preparation of Site Plan Control Agreement

Review by Planning Department

Signed by CAO and Applicants

Agreement Registration

File Application for Building Permit

NO

File Application for Building Permit

Additional Procedural Information

-Official Plan Amendments and Zoning Bylaw Amendments can be filed concurrently.
-If the Amendment(s) or Variance(s) required are approved by Council, an applicant may still require Site Plan Control Approval before a Building Permit can be granted. Many proposals do require Site Plan Control Approval therefore **clear, detailed site layout plans filed early in the process are critical to smooth processing**.
-If done to Township standard, the clear and detailed site layout plan that was used during the Amendment or Variance process may be approved without changes for Site Plan Control Approval.
-If there are site-specific requirements imposed at the Amendment/Variance stage, the applicant will be required to change the site layout plan accordingly before Site Plan Control Approval is received and the Building Permit can be granted. This work may be undertaken during the appeal period.

Requirements for detail in the site layout plan are listed in the cover of the Township's Planning Application which can be found at:
www.tayvalleytwp.ca/BUSINESS-SERVICES/PLANNING&DEVELOPMENT/Planning%20Application-Composite.pdf

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