

Publicly Available Records – Planning Department
GENERAL CORRESPONDENCE
<ul style="list-style-type: none"> Email / letters / memos / notes / post-it notes to and from Applicant / Residents / Councillors / staff or external agencies
PRELIMINARY / PRE-CONSULTATION MEETINGS
<ul style="list-style-type: none"> Preliminary/DART Meeting Request Form and Submission Material including cover letter, plans, etc. Preliminary/DART Meeting Schedules, Agendas, Meeting Notes, Meeting Checklist Pre-Consultation (DART) Meeting Form
APPLICATION SUBMISSION / RE-SUBMISSION
<ul style="list-style-type: none"> Cover letter Application form
<p>Supporting Reports / Plans / Studies / Other:</p> <ul style="list-style-type: none"> Scalable Concept Plan or Scalable Site Plan Draft Plan of Subdivision or Draft Plan of Condominium Draft Reference Plan Survey Plan / Topographic Survey Plan Ontario Building Code (OBC) Data Matrix Zoning Matrix Land Use Schedule Certificate of Lot Area / Lot Frontage Draft Official Plan Amendment / Draft Zoning By-law Amendment (as Provided by the Applicant) Aggregate Resource Impact Study Agricultural Impact Assessment Air Quality Assessment Appraisals – Cash in Lieu of Parkland Architectural Design Guidelines and Design Plan Built Heritage and Cultural Heritage Landscape Assessment Commercial Impact Study Comprehensive Broader Scale Environmental Study Cultural Heritage Impact Statement Demarcation of Areas Regulated by a Conservation Authority Elevations Environmental Impact Study / Management Plan / Site Assessment / Natural Heritage Study Erosion and Sediment Control Plans and Reports Facility Fit Plan Fiscal Impact Analysis / Fiscal Market Study Floodplain Analysis Functional Servicing Report Geotechnical Report Grading Drawings Healthy Development Assessment

- Heritage Conservation Plan
- Housing Distribution Analysis
- Hydrogeological Impact Assessment
- Landscape Plan
- Neighbourhood Concept Plan
- Noise and Vibration Study
- On-Street Parking Analysis / On-Street Utilization Plan
- Pedestrian Circulation and Trail Plan
- Planning Justification Report
- Rehabilitation Plan
- Servicing Drawings
- Soil Stability Report
- Stormwater Management Report
- Traffic Impact Study
- Tree Inventory Analysis
- Urban Design Brief
- Visual Impact Report
- Water Balance / Budget Analysis
- Woodlot Edge Hazard Risk Assessment
- Archaeological Reports / Studies / Assessments / Comments

APPLICATION CIRCULATION / RE-CIRCULATION

- Fact Sheet
- Location Map
- Circulation or Re-Circulation Letter / Memo, including a print screen of AMANDA identifying a recirculation attempt
- Peer Review Comments from a Consultant
- Summary of comment letters, memos, emails, including redlined drawings
- Formal comments from Agencies, Staff, etc., including emails, letters/memos, print screens of AMANDA comments
- Final names and final quotes for each bidder

PUBLIC CONSULTATION

- Public Notices, including Notice of Application, Notice of Open House, Notice of Public Meeting, Notice of Resident Meeting, Notice of Intent to Lift Holding 'H'
- Letter of support / opposition and petitions from residents
- PIM Information Reports, Slideshow Presentations, Display Board Mapping / Visuals

REPORTS / BY-LAWS / MEMOS TO COMMITTEES AND COUNCIL

- All staff reports, memos, by-laws that have appeared before Committee or Council

APPROVALS / REFUSALS

- Final fully executed agreements

Committee of Adjustment (Minor Variance, Consent, Validation Certificate)

- Decision of the Committee of Adjustment



Publicly Available Records - Planning

- Registered Reference Plan
- Letters / Memos / Emails Clearing Conditions
- Secretary-Treasurer Certificate
- Anything provided to Committee members or displayed at the meeting

Exemption Escarpment Development Permits / Amendments

- Registered Reference Plan
- Signed By-law

Niagara Escarpment Development Permits / Amendments (Records sent to the NEC from the Town)

- Letters / Memos / Emails Providing Comments
- Letters / Memos / Emails Clearing Conditions

Official Plan Amendment and Zoning By-law Amendment

- Notice of Approval or Refusal
- Confirmation of Approval or Refusal (after appeal period)
- Approved Amendment document

Site Plans and Oak Ridges Moraine (ORM) Site Plans

- Conditional Approval Letter, Plans and Reports
- Letters / Memos / Emails Clearing Conditions
- Final Approval Letter, Plans and Reports
- Signed Site Plan Exemption Memos / Letters

Subdivision and Condominium

- Notice of Draft Approval or Refusal of Draft Approval
- Confirmation of Draft Approval or Refusal of Draft Approval (after appeal period)
- Letters / Memos / Emails Clearing Conditions
- Final Draft Plan Conditions
- Draft Approved Plans
- Final Approved (signed) Engineering and Landscape Plans, including drainage, grading, landscaping, road design, storm water management, streetscaping, etc.