

City of Barrie

Community Planning Permit System: Educational Guide

The following Educational Guide is provided to assist readers with the navigation and interpretation of a Community Planning Permit (CPP) By-law. This Guide is for informational purposes only and may be updated from time to time at the City's discretion.

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1.0 What is a Community Planning Permit System?

A Community Planning Permit System (CPPS) is a land use planning tool under the *Planning Act* that municipalities can use to help plan the long-term growth of their communities. The CPPS combines Site Plan Control, Zoning By-law Amendment, and Minor Variance applications into a single application process. Implemented through a Community Planning Permit (CPP) By-law, city staff review applications to ensure By-law standards are met and have certain discretion in considering variations to standards and final permit approval.

Creation of the CPPS is a key initiative under the [Housing Accelerator Fund \(HAF\) Action Plan](#). This new system will function to support growth within the Allandale Major Transit Station Area (MTSA).

Key Terms:

- **Minor Variance:** A minor variance is a small adjustment to an existing zoning by-law. It allows a property owner to seek relief from a zoning by-law, such as adjusting building size or placement, while still meeting the overall intent of the by-law.
 - Minor variances are reviewed through the four tests, as established by the *Planning Act*, being:
 - Is the general intent and purpose of the Official Plan maintained?
 - Is the general intent and purpose of the Zoning By-law maintained?
 - Is the variance minor in nature?
 - Is the variance desirable for the appropriate development of the lands in questions?
- **Zoning by-law Amendment:** A zoning by-law sets the rules for how land can be used, what buildings can be built and where on the property. A zoning by-law amendment is a request to change the existing rules for that property. If someone wants to build something that does not follow those rules and the relief needed is not considered minor, a zoning by-law amendment would be required.
- **Site Plan:** A site plan is a planning tool used to show how a proposed building will be constructed on a property. It helps the city staff review important details such as building location, landscaping, and parking to ensure the development fits well within the surrounding area.

2.0 What are the Benefits of a Community Planning Permit System?

A Community Planning Permit System (CPPS) is one of the planning tools the City of Barrie can use to help guide future development. Some key benefits include:

- **Streamlined Development Approvals:** The CPPS streamlines the development process by combining three separate applications into a single submission and providing a decision within 45 days of receiving a complete application.
- **Certainty and Transparency:** The CPPS sets out clear standards and expectations for development applications through using a single process with clear requirements. Residents, developers, and city staff have a shared understanding of what is permitted which reduces uncertainty and improves the planning process.
- **Flexibility to Support Community Character and Design:** Design standards are built into the CPPS including permissions for certain variations to ensure new buildings fit the existing character of their surrounding neighbourhood and support complete, vibrant communities.
- **Support New Housing and long-term growth:** The Community Planning Permit (CPP) By-law helps to direct housing development in areas where growth is planned and needed. By establishing clear standards and direction, the CPPS helps city staff plan comprehensively for future development and work to improve housing supply and affordability.

3.0 How is a Community Planning Permit By-law Different?

A Community Planning Permit (CPP) By-law combines three planning approval processes into a single application and delegates certain approvals from City Council to city staff.

Implemented through a CPP By-law, this land use planning tool consolidates policy and technical standards into one document, including defined limits for permitted variations from the rules. By clearly outlining all application requirements upfront, it makes the process easier for residents and builders while helping city staff review and make decisions more efficiently.

Applications are subject to a 45-day review period to support timely decisions, and applicants may appeal to the Ontario Land Tribunal if a decision has not been made within 45 days of the application being deemed complete.

The single application process described below reflects the anticipated process for most applications. Certain applications, depending on complexity, may result in a faster review and

application processing. For example, tree removal applications are processed as a Class 1 CPP and may be less complex than applications for larger redevelopment projects.

Table 1: Application steps in the CPPS Process

Steps	Action	Responsibility
1	Applicant requests pre-application consultation meeting with City, to discuss proposal and receive preliminary feedback	Applicant
2	City provides information to applicant regarding permit class, requirements including studies and/or reports, and applicable fee(s), for application to be deemed complete.	City
3	Applicant responds to City's comments through formal application submission.	Applicant
4	City issues Notice of Complete Application, beginning the 45-day review window. Public notice, if required.	City
5	City reviews the application and works with the applicant to resolve or clarify any outstanding matters.	City and Applicant
6	For Class 1 and 2 permits, city staff shall issue a decision. For Class 3 permits, a decision is made by Council. Decisions to approve a permit may also come with a condition(s) that must be satisfied prior to issuance of a building permit.	City
7	The City's decision may be appealed to the Ontario Land Tribunal only by the applicant. If the City does not decide within the 45-day window, an applicant may file an appeal.	Applicant

Property owners should always consult with city staff to determine the approval requirements for a particular project. Decisions to approve a permit may come with conditions that must be satisfied prior to issuance of a building permit.

3.1 Community Planning Permit By-law Districts

Districts have been established to reflect geographic areas with different rules in each district around new development. Details of each District are provided within Section 5: Allandale Major Transit Station Area Districts of the Allandale CPP By-law.

While the Allandale CPP By-law provides the more detailed, technical understanding of each District, below is a snapshot of what you might expect:

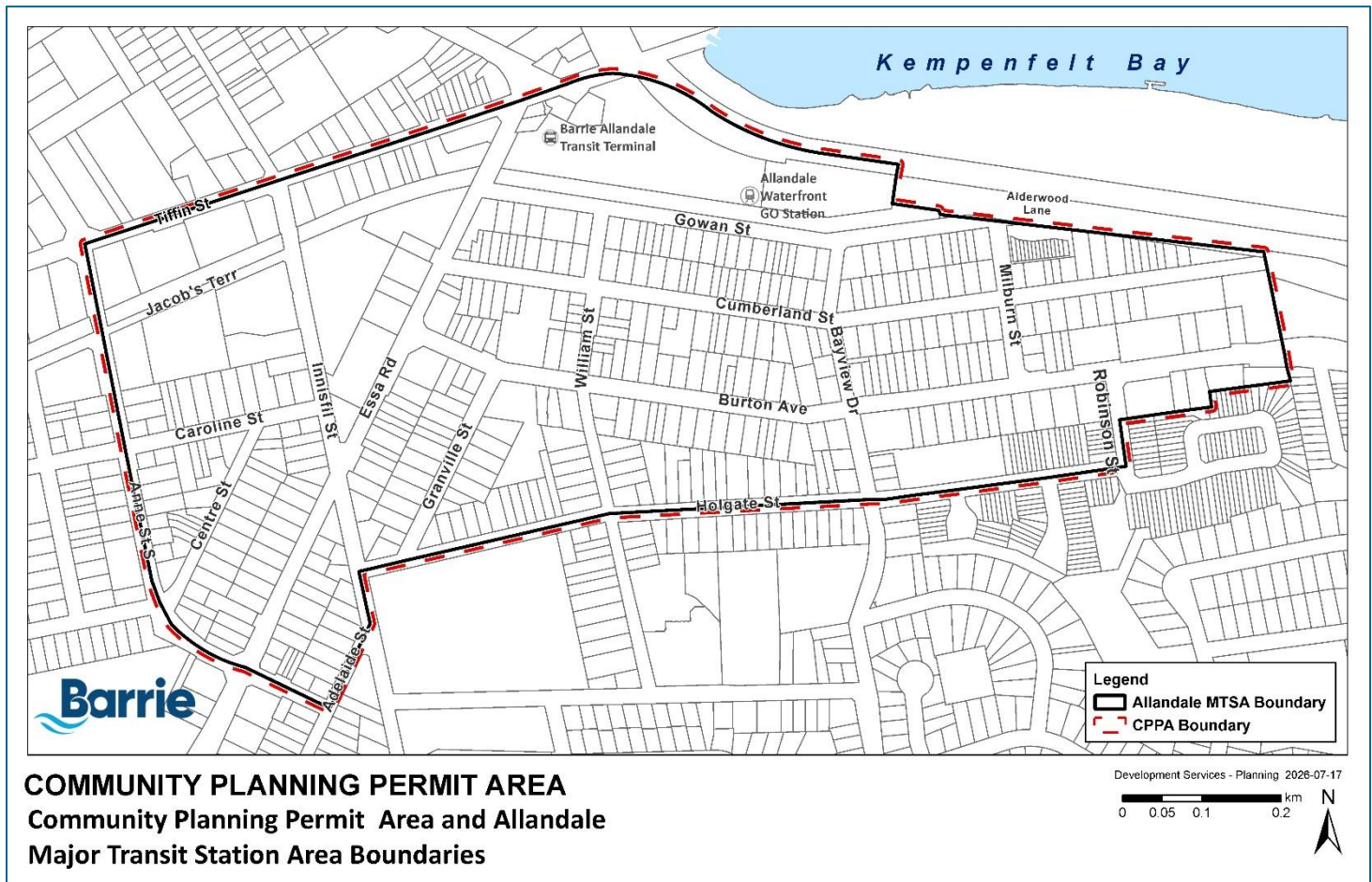
Table 2: Allandale Community Planning Permit Districts Snapshot

Allandale Neighbourhood Districts	
<u>Allandale Neighbourhood One (A-N1)</u> - Residential areas with a limited number of residential units permitted per lot - Limited retail and service uses permitted - Detached, semi-detached, and rowhouses/townhouses	<u>Allandale Neighbourhood Two (A-N2)</u> - Residential areas with additional residential units permitted per lot - Expanded retail and service uses permitted - Detached, semi-detached, rowhouse/townhouse, and low-rise buildings
Mixed Use Districts	
<u>Allandale Mixed Use One (A-MU1)</u> - Mixed residential with commercial, retail, or service uses permitted - Limited ability for stand-alone uses - Low- to mid-rise buildings, limited to approximately 12 storeys	<u>Allandale Mixed Use Two (A-MU2)</u> - Mixed residential with commercial, retail, or service uses permitted - Limited ability for stand-alone uses - Mid- to high-rise buildings, limited to approximately 25 storeys
Community Hub Districts	
- Significant community uses as the anchor which may include residential uses as part of a mixed-use building - Limited ability for other uses such as commercial, retail, or service uses - Mixed-use buildings limited to approximately 12 storeys	
Environmental Protection District	
- No new development, or permitted buildings or structures unless associated with conservation, or low impact use - Recreational trails are permitted	

4.0 Where does the Community Planning Permit System Apply?

The Community Planning Permit System (CPPS) in Barrie applies only to the Allandale Major Transit Area (MTSA), shown in Figure 1: Allandale CPP Area. The proposed CPPS will implement the vision and goals for how this area of Barrie will grow and develop, as detailed in the Barrie Official Plan 2051.

Figure 1: Allandale Community Planning Permit Area



5.0 When is a Community Planning Permit Required?

An application for a Community Planning Permit (CPP) is required for:

- An addition to a building, or building certain accessory structures
- A change in how a building, or land, is used
- The construction or alteration of a building
- The development, or redevelopment, of a property
- Tree removal

For a CPP to be issued the proposed development or redevelopment must conform and comply with the Allandale CPP By-law.

An application for a CPP is not required for:

- An activity involving only site alteration as per the Site Alteration By-law
- Development that received site plan or minor variance approval prior to the effective date of the Allandale CPP By-law
- Infrastructure projects initiated by a public authority (e.g. the City of Barrie)
- Repairing or rebuilding a structure which constitutes a legal non-conforming use
- Awnings, fences, gazebos, porches, swimming pools, hot tubs, and storage sheds less than 15 square metres which meet the CPP By-law requirements

6.0 What are the Community Planning Permit Classes?

Before a Community Planning Permit (CPP) application is submitted, consultation with city staff is required, by a pre-application consultation meeting.

The Allandale CPP By-law introduces three permit classes which outline approval criteria, acceptable variation thresholds, and the approval authority for each CPP class. Each CPP class is outlined in the following Table 3: Community Planning Permit Class Types and includes both the approval authority as well as public notice requirements for each CPP.

Table 3: Community Planning Permit Class Types

Permit Class	Description	Approval Authority	Public Notice and Comment
1	An application that meets all development standards and general regulations and addresses the criteria for approval. No Variation required. Removal of a significant tree.	Executive Director of Development Services for the City or delegate.	None, unless removing a significant tree, in which case notice is posted on-site.
2	Required if the application proposes: - Variation(s) from development standards, within established limits, or from general standards and provisions including parking standards; - Approval of discretionary use; - New construction, additions, or alterations on lands subject to Heritage Character (HC); - Development on lands adjacent to a property designated under the Ontario Heritage Act; and/or - Variations from the Heritage Character (HC) standards.	Executive Director of Development Services for the City or delegate.	Notice posted on the City website and on-site signage that includes an explanation of the application and City contact information.
3	Required if the application proposes: - Variation(s) from the development standards of this by-law, beyond established limits; - Approval of a use not permitted; and/or - Major variations from the Heritage Character (HC) provisions that, in the City's opinion, may adversely affect heritage character.	Council	Notice posted on the City website and on-site signage that includes an explanation of the application and City contact information to provide comment.

7.0 How will Current Projects Transition to the New System?

Some in-progress projects may continue under the previous site plan or zoning requirements, while others may fall under conditions that trigger the application of the new Community Planning Permit (CPP).

Existing applications are subject to the following conditions:

- **Site Plan Agreements:** Ongoing site plan agreements entered before the enactment of the Allandale CPP By-law will continue to apply.
- **Zoning By-law Amendments:** Approved site-specific amendments to Zoning By-law 2009-141 have been incorporated into the Allandale CPP By-law as deemed applicable throughout the course of the project. Site-specific amendments being carried forward and will remain in effect with the By-law are identified in Section 1.29.4 of the By-law.
- **Minor Variances:** Applications for a minor variance to the standards of the Comprehensive Zoning By-law filed on or before the passage of the Allandale CPP By-law are no longer applicable. If required, variations to the standards of the By-law would now be considered through the CPP application process.
- **Building Permit Applications:** If a complete building application permit was filed on or before the date the By-law came into effect, the Allandale CPP By-law will not prevent the construction or use of any building or structure. Additionally, nothing will prevent the construction or use of any building or structure where planning approvals were obtained in accordance with the By-law or where applications were in the process of being obtained with the same requirements.

8.0 What is in the Allandale Community Planning Permit By-law?

The Allandale Community Planning Permit (CPP) By-law is comprised of administrative requirements, general and parking-related standards, District-specific standards, and special requirement for heritage properties and tree removal. The structure of these components is described in Tables 4 and 5.

Table 4: CPP By-law Document Section Guide

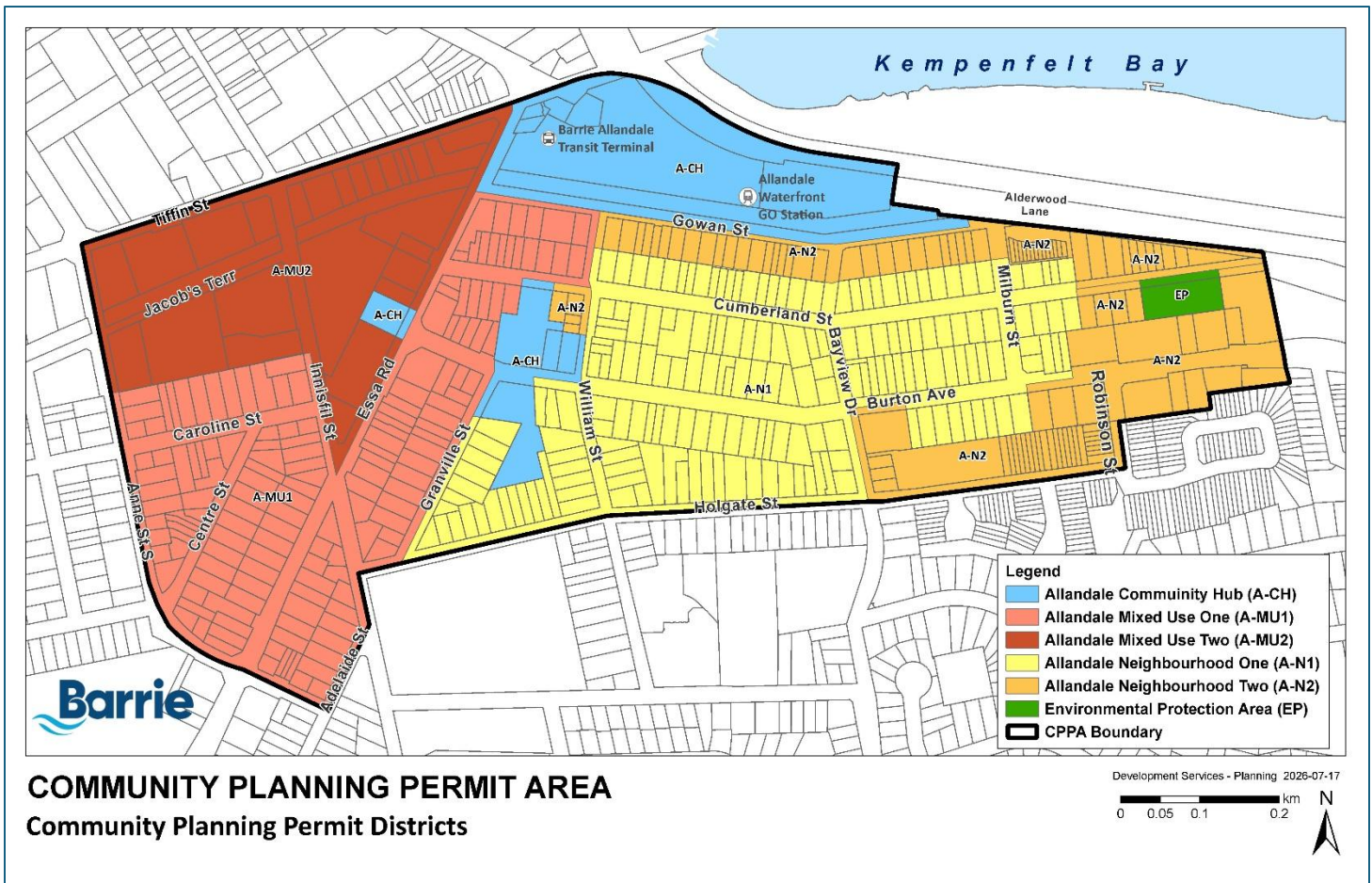
Section		Description
1	Application and Administration	Section 1 contains the administration of the CPP By-law and its relationship to the building permit process. It includes details on the pre-application consultation process, permit application process, exemptions, and conditional approval.
2	Interpretation	Section 2 provides direction on how to interpret the CPP By-law for residents, property owners, and developers.
3	General Standards and Provisions	General standards are regulations and standards that apply to specific uses, buildings and/or structures, that may be found across multiple Districts.
4	Parking and Loading	This section contains standards related to off-street parking requirements for motor vehicles and includes barrier-free parking, bicycle parking, and loading areas.
5	Allandale Major Transit Station Area Districts	This section establishes the Districts included in the By-law. Each District section outlines permitted uses, development standards (i.e., standards for lots and buildings), and additional standards which may apply only to certain uses. All lands within the CPP By-law area are assigned a District. All Districts are labelled on the schedules that accompany the CPP By-law.
6	Heritage Character (HC) Provisions	This section contains HC provisions that conserve the heritage character in the Allandale neighbourhood, and outlines land use standards, criteria, and studies related to new development and land uses.
7	Tree Preservation	This section includes standards to protect the existing tree canopy and regulate the removal of significant trees within the established CPP area.
8	Definitions	This section contains definitions for all bolded terms within the CPP By-law. Definitions must be read in conjunction with the applicable standards of this By-law.
9	Schedules	This section of the CPP By-law contains District standards that pertain to specific lands within the City, as delineated on the corresponding schedules. Regulations in this section apply in addition to the requirements of the CPP By-law.

9.0 How do I use the Allandale Community Planning Permit By-law?

Step 1 – Find your property District on the Schedule

To determine the District for a property, the property of interest should first be identified. When using the Allandale Community Planning Permit (CPP) By-law you can refer to the [District mapping](#) provided on the website. District boundaries and their limits are shown as various colours on Figure 2 below. A District label is applied to each property (e.g. A-MU1, A-CH, EP) and described in the legend.

Figure 2: Allandale Community Planning Permit Districts



Each District has a set of requirements and standards, which can be found in Section 5: Allandale Major Transit Station Area Districts.

The general standards and provisions found in Section 3: General Standards and Provisions and the parking and loading standards found in Section 4: Parking and Loading, are applicable across the entire Allandale CPP area.

Note: Properties that are identified using the letters “SP” with a numbered code represent planning decisions that were previously made for future development on that site and act to override the District standards set out in the CPP By-law. These are described in Section 1.29.4 of the Allandale CPP By-law.

Please contact planneroftheday@barrie.ca to get additional details about the “SP”.

Step 2 – Identify Permitted Uses and Development Standards

Once the applicable District symbol for the property of interest is identified, refer to the corresponding District under Section 5: Allandale Major Transit Station Area Districts, of the Allandale CPP By-law to determine permitted uses and development standards. For instance, if the property is within the “A-N2” District, these requirements are within Section 5.2: Allandale Neighbourhood Districts.

There may also be standards that apply to specific uses or buildings which are identified in Section 6: Heritage Character (HC) Provisions.

Step 3 – Determine Applicable General Standards and Provisions

The Allandale CPP By-law includes Section 3: General Standards and Provisions that apply to a range of uses, buildings, and structures across all CPP Districts. Depending on the proposed use of the subject property, additional requirements may apply that are not described in Section 5: Allandale Major Transit Station Area Districts. For example, the general provisions and standards contain specific requirements for outdoor patios, food/refreshment stands, and home occupations. Other requirements relate to landscaping and driveways as well as permitted projections into yards (e.g. porches, canopies, bay windows, etc.). When confirming the applicable District requirements, it is important to read and consider what general provisions and standards will apply.

Step 4 – Determine Parking and Loading Requirements

Parking and loading requirements for all Districts are established within Section 4: Parking and Loading of the Allandale CPP By-law. These requirements are applied across all Districts except for the Environmental Protection (EP) area. There are no minimum vehicular parking space requirements in the Major Transit Station Area (MTSA) as prescribed by the Province of Ontario. Any variation to a standard as outlined in Section 4 will require a Class 2 CPP application, unless otherwise noted.

Step 5 – Determine if Additional Sections Apply

The Allandale CPP By-law includes provisions and standards for heritage character (“HC”) as well as tree preservation. These provisions and standards are only applicable in certain circumstances, which are detailed in Section 6: Heritage Character (HC) Provisions and Section 7: Tree Preservation. HC provisions are only applicable to the Allandale Neighbourhood One (A-N1) District, and act to guide new development to be sensitive and integrate with existing heritage character.

The tree preservation standards only apply where tree removal is being considered and can be addressed through a Class 1 permit application only.

10.0 Questions?

- How will I know if my neighbour has received a Community Planning Permit?

Notice is required for Class 2 and 3 Community Planning Permits. Further to Table 3, notice is provided both on the City of Barrie website and by posting notice on the property itself. Notice should be in a visible location for members of the public to view. Class 1 Community Planning Permits, except for those involving the removal of a significant tree, do not require notice.

- How will I know if my neighbour has permission to remove a significant tree?

A Class 1 Community Planning Permit is required to remove a significant tree. Notice is posted on the City of Barrie website and on the property in a visible location for members of the public to view.

- If I think my neighbour is undertaking work without a Community Planning Permit, who should I reach out to?

Contact Planning Services at 705-726-4242 or planneroftheday@barrie.ca for further assistance. If you suspect a significant tree has been removed without permit, contact Service Barrie at (705) 726-4242, or email ServiceBarrie@barrie.ca to log a zoning enforcement complaint.

- How do I find out if my project requires a Community Planning Permit?

A Community Planning Permit is required for most building, development, land use changes, and tree removal, and must comply with the [Community Planning Permit By-law](#). Some activities, including buildings less than 15 sq. m., public infrastructure projects, and previously approved developments, are exempt. Please refer to Section 1.9 of the Community Planning Permit By-law, or Section 5.0 (page 7) of this guide to determine if your project requires a permit.

- I want to apply for a Community Planning Permit, where do I start?

If you wish to discuss your project, reach out to Planning Services at 705-726-4242 or planneroftheday@barrie.ca. If you're ready to proceed, apply for a Pre-Application Consultation through the City of Barrie [APLI portal](#).

This document is meant to assist users in reading and interpreting the Allandale Community Planning Permit By-law. Should there be any question on interpretation, approval requirements, or technical matters please contact Planning Services at 705-726-4242 or planneroftheday@barrie.ca.