

#### Study Description

A **Planning Justification Report** provides a review of all applicable planning policy and the rationale for a proposed development.

#### Purpose

- To provide a clear understanding of the proposal
- To justify why the land use and built form are appropriate
- To state why, in the opinion of the author, the proposal should be considered and approved
- To identify and analyze all of the relevant legislation, regulations, and policies (both provincial and municipal)
- To highlight information specific or particular to the proposal (i.e., special history, different circumstances)

#### Who should prepare this?

A Registered Professional Planner (RPP) or through direct supervision of an RPP. All reports and drawings must be stamped and/or signed and dated by a qualified professional, licensed in the Province of Ontario.

#### When is this required?

To support the following *Planning Act* applications:

- Official Plan Amendment
- Zoning By-law Amendment
- Draft Plan of Subdivision/Condominium
- Site Plan Control
- Part Lot Control
- Consent to Sever and/or Minor Variance

#### Required Contents

City Planning staff may, at the pre-consultation stage, determine that a *Planning Justification Letter* is appropriate in straight forward proposals.

- Direct reference to the concept plan on which the rationale is based
- Description of the proposal, overview, major statistics (i.e., height, density, parking), relevant phasing, and site and contextual considerations
- Required approvals and their sequencing (i.e., Zoning, Site Plan Control, Land Division, Condominium)
- Site description and surrounding land uses, context, and built form
- Relevant planning application history such as previous approvals, legislative references, Local Planning Appeal Tribunal (LPAT) history, and relevant authorities (include copies of relevant documents)
- Discussion on the following:
  - Relevant Provincial Policy Statement, Growth Plan, and *Planning Act* policies and regulations;
  - Relevant Official Plan and Secondary Plan policies including rationale as to how and why each policy is being addressed by the proposal;
  - Relevant Zoning By-law information, areas of compliance and non-compliance and why; and,
  - Discussion of how the proposal will address any other relevant City planning studies or guidelines
- Rationale for all proposed site specific provisions

- Analysis and opinion as to why the proposal is good planning, including issues of impact
- An outline of the supporting studies submitted (i.e. traffic studies, urban design briefs)
- Summary and conclusions
- A list detailing the requested amendments to the Official Plan and/or Zoning By-law or a draft Official Plan amendment and/or Zoning By-law amendment, if applicable.

**What else should we know?**

A Neighbourhood Meeting will be held as part of the technical review of a complete *Planning Act* application.

See Appendix A – Neighbourhood Meeting for information on the process.

**What other resources are available?**

To hire a professional planning consultant, consult the directory:  
<https://ontarioplanners.ca/hire-an-rpp>

Development Review Process:  
[barrie.ca/DevelopmentReviewProcess](http://barrie.ca/DevelopmentReviewProcess)

Growth Management Information:  
[barrie.ca/growth](http://barrie.ca/growth)

Official Plan:  
[barrie.ca/OfficialPlan](http://barrie.ca/OfficialPlan)

Comprehensive Zoning By-law 2009-141:  
[barrie.ca/ZoningBylaw](http://barrie.ca/ZoningBylaw)

**Notes**

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the recommendations and conclusions are the same.

Please note that a peer review may be required. The cost of the peer review will be borne by the applicant.

Please note that the requirements of this study may vary depending on the nature of the proposal. This will be determined through the pre-consultation process and in consultation with any applicable external agencies.

If the submitted study is incomplete, is authored by an unqualified individual, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.

# Appendix A – Neighbourhood Meeting

## TERMS OF REFERENCE

<b>Roles</b>	Applicant and consulting team Planner (file manager) Planning Administration Staff Ward Councillor
<b>Responsibilities</b>	Applicant and consulting team: <ul style="list-style-type: none"><li>• Post approved notice sign on subject property</li><li>• Prepare presentation material in advance of meeting; presentation must be provided a minimum of 48 hours in advance of the meeting</li><li>• Present proposed concept to attendees, answer any questions, respond to feedback, and commit to providing additional information as appropriate</li></ul> Planner (file manager): <ul style="list-style-type: none"><li>• Schedule Neighbourhood Meeting (date and location)</li><li>• Provide approved wording and installation procedures for notice sign to applicant</li><li>• Chair Neighbourhood Meeting</li><li>• Answer questions relating to process and timing</li></ul>
<b>Notice</b>	The Planner will coordinate the required notices. It is the applicant's responsibility to post the approved notice sign on the subject property as soon as possible and a minimum of 14 days prior to the meeting.
<b>Location</b>	<ul style="list-style-type: none"><li>• In a suitable publically accessible venue that is as close as possible to the subject site, such as schools, community centres, etc.</li></ul>
<b>Required Presentation by Applicant/Agent</b>	The applicant is required to prepare a short presentation that: <ul style="list-style-type: none"><li>• Introduces the proposed development concept</li><li>• Provides building elevations</li><li>• Demonstrates how the development will fit into the existing neighbourhood</li><li>• Identifies the studies to be provided in support of the application</li></ul>
<b>Feedback Gathered and Responses</b>	The goal of the meeting is to engage with the community and obtain their feedback regarding the proposed development. The applicant must demonstrate how any public comments and concerns are to be addressed.
<b>Notes</b>	Please note that Planning Administration Staff will take meeting minutes at the Neighbourhood Meeting, but do not record the meeting verbatim. It is critical that the applicant and consulting team take appropriate notes to capture the comments, questions, and feedback.