

## Appendix 2: Process Specific Change Highlights

### Official Plan Amendment and/or Rezoning Application Process Outline

The following is an outline of the 10 process steps, and includes the identification 'New' accountabilities:

1. Development Application Review Committee – Meeting 1
  - Applicant submits via ePlans - submission requirements are the same as current application process
  - **(New)** Non-refundable fees
  - Purpose:
    - Preliminary feedback
    - Identify requirements of Complete application
  - Outcomes:
    - List of required studies
    - Preliminary feedback on proposal
2. Pre-Development Application Review Committee – Meeting 2
  - Applicant prepares studies
  - Plans are revised (if applicable)
  - Community Meeting
  - Mississauga Urban Design Panel (if determined by staff)
  - Applicant responds to feedback and uploads additional material and studies
3. **(New)** Development Application Review Committee – Meeting 2
  - Purpose:
    - Applicant to report on:
      - Submitted Material
      - Community Engagement
      - Changes to the application
    - Staff to:
      - Provide comments and note any further deficiencies for complete application
      - Confirm studies meet the terms of references previously provided (no detailed review)
      - Provide direction on appropriate base zone to be amend (if applicable)
      - Provide a preliminary position
  - Outcome:
    - Direction for the applicant to move ahead to application submission or that their proposal is likely to receive a recommendation to refuse their proposal
4. Pre-Submission Work
  - **(New)** Pre-Zoning review meeting: to identify all the exceptions (performance regulations) to the base zone required to implement the development proposal
  - Additional DARC's will be scheduled at the applicant's request and expense

#### 5. Application Submission (Deeming Complete and Circulation)

- **(New)** Implementing By-law, crafted by staff, will be based on what the applicant submits as part of complete application (i.e. less or no application revisions and downstream negotiations)
- Applicant submits application through ePlans
- Application reviewed for completeness
- Once all materials have been provided, application is deemed complete (the “clock” starts at this point)
- Outcome:
  - Notice of complete application sent to applicant and residents
  - Application circulated to commenting bodies
  - Website updated with application materials
  - **(New)** Community meeting (Recommendation Report) date scheduled

#### 6. Application Review

- Review and comment period
- Outcome:
  - Comments provided by staff
  - Potential Conditions of Holding provision identified by commenting bodies if applicable
  - Identification of deficiencies that would warrant refusing the application if applicable

#### 7. Applicant Feedback and Response Period

- Project status report (PSR) provided to applicant
- Staff provide City staff position
- Outcome:
  - Minor revisions can be resubmitted if applicable

#### 8. Report and By-law Preparation

- Planner finalizes the Recommendation Report
- If the application is recommended for approval by staff, the Planner prepares implementing Official Plan Amendment and/or Zoning By-law
- Zoning By-law Review Committee meeting finalizes implementing documents for Council consideration

#### 9. Notice and Agenda

- **(New)** Newspaper advertisement of Public Meeting/Recommendation Report only, (as notice of complete application with meeting date was previously provided)
- Mobile signs will be provided at discretion of Ward Councillor

#### 10. Approvals

- Report is approved or refused by Planning and Development Committee See chart below which indicates possible scenarios for decisions on Official Plan Amendment and Rezoning Applications
- Implementing OPA and/or Zoning By-law are passed (with a Holding provision if applicable) by Council at the following meeting

- **(New)** Notice provided by Clerks within the week

<b>Scenarios for Rezoning/Official Plan Amendment Decisions</b>			
<b>Application supportable but some technical issues remain outstanding</b>	<b>Application has merit but there are outstanding concerns in addition to technical issues</b>	<b>Application is generally supportable but requires additional modification to bring forward for a decision</b>	<b>Application is not supportable</b>
<ul style="list-style-type: none"> <li>• Staff could recommend that the application could be approved with a holding provision</li> <li>• Holding provisions will be applied more often to address outstanding technical issues</li> </ul>	<ul style="list-style-type: none"> <li>• Staff can make a recommendation that PDC refuse the application but direct staff to continue to work with the applicant to address the outstanding issues and report back to PDC at a future date</li> <li>• Applicant may appeal application to OLT</li> </ul>	<ul style="list-style-type: none"> <li>• Staff could bring forward an alternative recommendation that proposes modifications to the proposal for approval</li> <li>• Applicant may appeal application to OLT</li> <li>• Rezoning Applications</li> </ul>	<ul style="list-style-type: none"> <li>• Application would be recommended for refusal</li> <li>• Applicant would likely appeal application to OLT</li> </ul>

### Site Plan Application Process Outline

The following is an outline of the 9 process steps, and includes the identification 'New' accountabilities:

1. Pre-Screen
  - Pre-application request submitted on ePlans.
  - Staff will determine if the development is subject to Site Plan Approval. If site plan is not required, the applicant will be directed to apply for a Building Permit,
2. Pre-Application Meeting 1
  - Applicant submits concept plan, letter, elevations and site statistics
  - Purpose:
    - Preliminary feedback and requirements for complete application
  - Outcome:
    - List of required studies and plans for complete application
    - Limited preliminary comments
3. Pre-work for Pre-Application Meeting 2
  - Applicant completes studies/drawings
  - Development Proposal is further refined
  - Applicant attends Mississauga Urban Design Panel (if determined by staff)

- Note, staff will monitor the timeline between Pre-Application Meeting 1 and 2. Although this step is generally in applicant's hand, staff will look to limit the time in between meetings to no more than a one year due to potential changes in site conditions, servicing and legislation.
4. **(New)** Pre-Application Meeting 2
    - Studies are completed
    - Applicants identify any anticipated minor variances
    - Purpose:
      - Applicant reports on content of studies
      - Applicant reports on any changes to the Development proposal/application
      - Staff provide preliminary comments and note any further deficiencies for a complete application
    - Outcome:
      - Direction for the applicant to move ahead to application submission or identify outstanding conditions for a complete application (i.e. Minor Variance)
  5. Pre-submission work
    - Applicants make further refinements
    - **(New)** Pre-Zoning review meeting: to identify all the exceptions to the by-law required to permit the development proposal
    - Applicant applies for a Minor Variance based on outcomes of Pre-Zoning Review
  6. Application Submission (aka. Deeming Complete and Circulation)
    - Applicant submits application through ePlans
    - Application reviewed for completeness
    - Once all materials have been provided, application is deemed complete
    - **(New)** *the clock starts at this step*
    - Application is circulated to commenting bodies
  7. Review
    - Review and Comment Period
    - Staff conditions and comments are provided in Project Status Report (PSR)
      - Grading and landscaping plans may be a condition
    - Comments released to applicant – 10 days to respond
      - **(New)** if no response, city staff will redline / conditionally approve the plans with conditions
  8. **(New)** Approval with Conditions
    - Stamped plans "approved with conditions"
    - Plans may be approved with redline revisions
    - Examples of potential conditions:
      - Site Plan Agreement and/or
      - Satisfactory landscape plan
      - Payments of deposits and securities
      - Minor variance approval, unless there has been changes

- Land dedications and easements
- Satisfactory grading plan
- **(NEW)** External agency approval (i.e. Ministry of Transportation, Conservation Authority) if clearance not received within review timelines

9. Clearance of Conditions\*

- Final Site Plan stamp
- **(New)** Director, Development & Design, may amend or add conditions after 1-year from date of initial approval

*\*Following clearance of conditions applications may apply for building permitting*