

Description:

A planning rationale is the unifying component of a development application. The purpose of the Terms of Reference is to assist the applicant to organize and substantiate the planning justification in support of the proposed development and to assist staff and the public in the review of the proposal. This document also demonstrates good planning and how the proposed development is consistent with the Official Plan, relevant secondary plans, Council adopted plans and policies, the *Planning Act* and when required, Provincial Policy Statement.

Authority to Request a Planning Rationale:

The *Planning Act* gives municipalities the authority to require that a Planning Rationale be prepared. Under Sections 22(4) and (5) of the *Planning Act*, a Council has the authority to request such other information or material that the authority needs in order to evaluate and make a decision on an application. Section 5.2.6 of the Official Plan sets out the general requirement for a Planning Rationale.

Preparation:

The Planning Rationale should be signed by a full member of the Canadian Institute of Planners (MCIP).

When Required:

A Planning Rationale is required for the following planning applications:

- Official Plan Amendment
- Zoning Bylaw Amendment

A scoped Planning Rationale is required when the following planning application is applied for and not accompanied by a Zoning Bylaw Amendment application:

- Plan of Subdivision

** Scoped Planning Rationale – will only require the items indicated under “Plan of Subdivision Only” and a select number of “Contextual Analysis” items. “Contextual Analysis” items will be confirmed in the pre-application consultation meeting.*

The requirement for and scope of a Planning Rationale will be determined at the formal pre-application consultation meeting.

Contents for a Planning Rationale:

A Planning Rationale will contain and/or address the points identified in a pre-consultation meeting. Failure to address the critical elements identified in the pre-consultation meeting may result in the application being considered incomplete.

The Application Submission:

N/A Critical Suggested

State the: type of application, legal description, municipal address and the purpose of the application

Contextual Analysis:

N/A	Critical	Suggested	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of the local context (including built form, land use, development pattern, local character, gateways and landmarks). The use of maps is encouraged
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing site conditions (including topography, historical significance, potential contamination, and natural features) and the existing use of the site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Summarize the views to and from the subject site, including any significant views to: public landmarks, national monuments, natural heritage system or the city skyline
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Connections from the site to the transportation system: pedestrian, cycling, transit (including an indication of level of service), and automobile
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Natural heritage system: parks, open space and urban natural features

The Proposal:

N/A	Critical	Suggested	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain the details of the proposal, including items such as: landscaping, parking, building orientation, streetscaping, buildings, accesses, pedestrian, vehicular circulation, phasing issues and major statistics (i.e. height, density, parking)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a detailed analysis of the compatibility of the proposed development or land use designation with the existing adjacent developments and land use designations, in accordance with Section 4.11 of the Official Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate if a pre-consultation with City Staff, technical agencies, public, or City Councillors took place and explain feedback given. Where departure from the feedback is proposed, provide justification
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain previous approvals, relevant authorities, and any other history relevant to the site. If possible include previous file numbers or copies of documents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain how the contextual analysis influenced the development and how conflicts between different objectives were resolved

Policy Justification:

N/A	Critical	Suggested	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain how the proposal is consistent with the <i>Planning Act</i> and Provincial Policy Statement

Policy Justification (cont'd):

- | N/A | Critical | Suggested | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | State the Official Plan land use designation for the subject property and demonstrate how the proposal conforms to the Official Plan. Reference specific policy numbers from the Official Plan to demonstrate consistency. Justify areas of non-compliance and explain why the policy(s) cannot be met |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | State the applicable plans which apply to the subject proposal: community design plan, concept plan and/or secondary plan and any other relevant studies that apply to the subject proposal. Demonstrate how the proposal is consistent with the subject Plan(s) and explain why the objectives cannot be met |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Explain how the proposal addresses any individual properties or Heritage Conservation Districts designated under Parts IV or V of the <i>Ontario Heritage Act</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Explain why the proposal is good planning and should be considered and approved |

Conclusion:

- | N/A | Critical | Suggested | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide an overview of the main arguments (for lengthy Planning Rationales) |

Additional Contents for Planning Rationale Submissions:

Plan of Subdivision Only:

- | N/A | Critical | Suggested | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>Policy Justification</u> : State the Zoning for the subject property, and demonstrate how the application conforms to the Zoning By-law. Be sure to use specific details and provisions from the Zoning By-law |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>The Proposal</u> : Explain and/or illustrate alternative options considered of the proposal |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>The Proposal</u> : Identify the relevant Design Guidelines and provide a comprehensive analysis as to how the proposed subdivision meets the objectives or why it does not meet the objectives |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>Supporting Studies Summary</u> : provide a brief summary of each supporting study submitted, e.g. Transportation Studies, Site Servicing Study, Tree Conservation Report, Environmental Site Assessment, Geotechnical Study, etc. |

Zoning Bylaw Amendment Only:

N/A Critical Suggested

Policy Justification: Demonstrate and explain how the proposed Zoning Bylaw amendment(s) meet the intent of the Official Plan and are appropriate, suitable and desired. Include rationales for alterations to General Provisions, such as setback reductions, parking requirements, etc.

Policy Justification: Discuss how the proposal will address Official Plan Section 37 policies

Submission Requirements

- Six hard copies and one digital copy.

Examples of maps to include

- Map of the surrounding
- Map of the site at scale
- Aerial photo of the site
- Map of the transit services
- Map of existing and surrounding zoning
- Map of the Official Plan land use designation
- Map of restraints on the site (heritages, endangered species, water features, forest cover)

DRAFT