

TOWNSHIP OF MALAHIDE: ZONING BY-LAW AMENDMENT PROCESS

Pre-consultation with Township's Planning Consultant (recommended)

Applicant submits application, required documents, and \$4,000.00 deposit to the Township

Planner deems application complete

Application is circulated to internal staff and applicable outside agencies for comment

Notice of Public Meeting

The notice is published in two editions of the Aylmer Express, and circulated via mail to neighbours within a 120-meter buffer from the subject property to provide for public review and comment

Receipt of comments and preparation of Planning Report with recommendation to Township of Malahide Council

Public Meeting occurs and decision to approve or refuse application is made by Council

Decision to Approve

Decision to Refuse

Decision Deferred

Notice of Decision circulated to applicant, property owners, agencies, and anyone who has requested notice of decision

20-day appeal period begins the day after the Notice of Decision is circulated

No Appeals: decision is final and binding

Appealed: to Ontario Land Tribunal (OLT) for final decision

Generalized Planning Responsibilities

Municipal Control

- Coordinate pre-consultation meetings
- Accept Complete Application
- Internal and External Consultations
- Hold Public Meeting
- Prepare Recommendations for Report to Council
- Application Approval Decision

Applicant Control

- Attend pre-consultation meeting
- Submit Complete Application (including studies), and Application Deposit
- Attend Public Meeting
- Respond to Staff Recommendation Report