

# Planning Application Checklists

## Pre-Consultation Application

1. ☐ **Obtain application from municipality**
2. ☐ **Review current zoning and OP (Official Plan) designation** (the municipal website or a private planner can assist with this)
3. ☐ **Submit completed application** and ensure all information is filled out
4. ☐ **Submit fees/deposit**
5. ☐ **The municipality will submit pre-consultation to Planning Consultants**
6. ☐ **Receive pre-consultation summary report/attend pre-con meeting**
7. ☐ **Complete the necessary steps to move forward**

## Zoning By-law Amendment

1. ☐ **Obtain application from municipal office**
2. ☐ **Review pre-consultation report for additional information**, check website or contact a private planner for assistance
3. ☐ **Submit completed application**
4. ☐ **Submit fees/deposit**
5. ☐ **Staff will forward application to planning consultant**
6. ☐ **Receive Notice from planning consultant**
7. ☐ **Staff will Notify 120 m buffer properties and relevant bodies**
8. ☐ **Staff will Schedule public meeting** at Council Meeting (attendance is optional but recommended)
9. ☐ **Council will Pass ZBLA by-law** at the next meeting
10. ☐ **20-day appeal period** (usually just prior to the next meeting)
11. ☐ **If no appeals, by-law in effect** from the day of passing