



Town of Halton Hills
1 Halton Hills Drive
Halton Hills ON L7G 5G2
www.haltonhills.ca

OFFICIAL PLAN AMENDMENT AND/OR ZONING BY-LAW AMENDMENT

AMENDMENT UNDER SUBSECTION 22(1) AND/OR 34 OF THE PLANNING ACT

This application package includes covering material related to applications submitted to the Town of Halton Hills. The total package consists of the following (* represents forms to be filled out):

1. Completed Pre-consultation Form*
2. Agreement to Post Signs and Permit Site Visits*
3. Development Application*
4. Drawing Requirements
5. Official Plan Amendment and Rezoning Process Flow Charts
6. Fees for Development Applications
7. Development Charges Pamphlet
8. Places and Persons to Contact

While there are time frames for Town positions/decision on applications, with additional periods for final approval, by Halton Region (for Official Plan Amendments), the time frame starts at the submission of a "Complete Application". In order for an application to be "complete", the Pre-consultation Form, Agreement to Post Sign and Permit Site Visits and the Application forms must be filled out in their entirety and the required drawings and fees must be submitted.

It is recommended that you pre-consult with as many of the review agencies as possible. You are expected to manage your own application as it proceeds through the review process, and regularly consult with Planning staff.

It is the Town's practice and preference to consolidate all relevant, and/or statutory, public meetings into one public meeting process unless determined otherwise by Council. At the public meeting, the proponent must make a full and detailed presentation and express to the public and Members of Council the vision, intention and objectives of the proposal. Copies of the Town's public meeting format are available upon request. A "Public Information Centre" meeting may also be involved in the process, at which the proponent must also be present.

As the proponent of an application, you are expected to familiarize yourself with this application package and the relevant processes. Town staff will assist as required throughout the process.



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Agreement to Post Sign and Permit Site Visits for Development Applications

For the purpose of public notification and staff identification, I agree to erect a sign (2 signs on corner lot) in accordance with the "Town of Halton Hills Sign Requirements" within one (1) week of the date the Town Planner has deemed that the application is "complete".

Furthermore, for the purposes of processing this application, I permit members of the Town of Halton Hills, its various Departments and Committees, and their members/ employees/representatives, to enter into my lands and inspect my property at the following time(s):

Please check one of the following boxes:

Any and all times;

OR

Certain times as specified below:

Days (i.e. Mon. to Fri.) _____

Times (i.e. 10:00 am to 4:00 pm) _____

OR

By appointment only.



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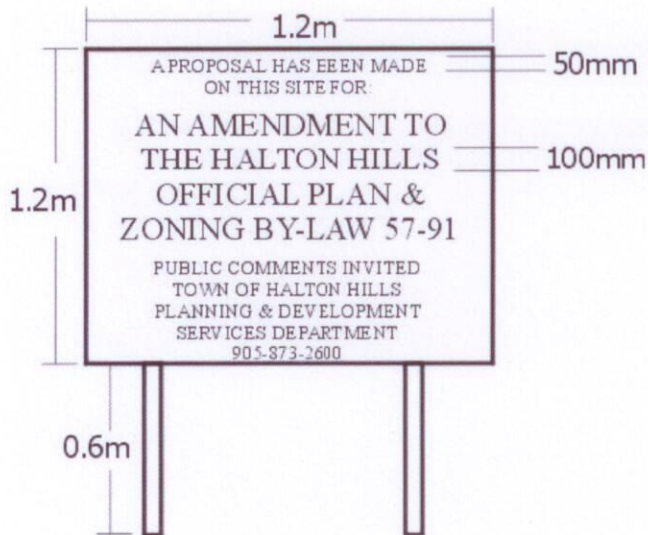
Town of Halton Hills Sign Requirements

The applicant shall erect a sign in accordance with the attached instructions and file with the Town of Halton Hills Planning and Development Department a letter agreeing to maintain the sign(s) both for structure and paint work to the satisfaction of the Town. For all applications, the applicant is required to erect signs in accordance with the following requirements:

1. The applicant shall erect and maintain, in a structurally sound condition, the required sign(s). For the purpose of these requirements, the applicant means any person, firm or corporation controlling the property under consideration and shall include any authorized agent or person or corporation controlling the property under consideration and shall include any authorized agent of such person, firm or corporation. The sign shall not be erected prior to filing the application with the Town of Halton Hills.
2. Development application signs shall read as follows: An application has been made to develop this site for (i.e.) Townhouses and Apartments. Public comment invited - Town of Halton Hills Planning and Development Department 905-873-2600 (see below).

Subdivision and Condominium application signs shall read as follows: An application has been made to develop this site for (e.g.) 20 single-detached homes within a Plan of Subdivision. For information, please contact the Town of Halton Hills Planning & Development Services Department at 905-873-2601.

3. The applicant shall remove the sign within 48 hours:
 - (a) After withdrawing the application;
 - (b) After having been notified by the Town or the Ontario Municipal Board that the application has been approved or denied.
4. It is the applicant's responsibility to maintain the sign, both in structure and paint work.



Note:
 Sign must indicate that information is available from the Town of Halton Hills Planning and Development Department
 Tel: 905-873-2600.

