

GLOSSARY OF TERMS

When selecting to view an active development application in the Town of Halton Hills the relevant information for that project is listed on the left side of the screen (as shown below). The information is updated regularly to ensure that the status of an application is current.

The screenshot shows a computer interface for viewing development applications. On the left, a table titled 'Details' lists various application parameters. A red bracket on the right side of the table points to a callout line that extends from the bottom of the table towards the right side of the screen. This callout line points to a detailed view of a specific application on a map. The map displays a satellite view of a rural area with a yellow polygon highlighting a particular property. A callout box is overlaid on the map, containing the same 'Details' table from the left, which is now populated with specific data for that highlighted application.

Details	
Map ID No.	1
Location	11673 Sixth Line
Area of Town	Rural
File Number	D09/12/14
File Type	Subdivision
Use	Residential
Application Description	20 single detached lot subdivision
Application Received Date	4/15/1975
Current Status	Approved (Clearing Conditions)
Planning Next Steps	Registration of Plan
Planning Contact	Jeff M. Ext. 2296

Each category for an application has been explained for reference:

Map ID No.: The identification number shown on the interactive map for each active development application.

File No.: The file number assigned to an application by the Town.

File Type: What type of application is required to try and obtain approval for a proposed development (ie. Official Plan Amendment (OPA), Zoning By-law Amendment (ZBA), Site Plan, etc.).

Location: The address or location of a property subject to a development application.

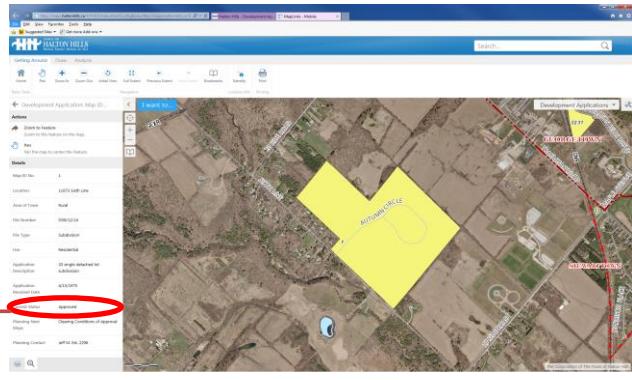
Area of Town: Refers to the area of Halton Hills the proposed application is located in.

- Description:** A description of the application/development proposed for a property.
- Use:** The principal use of the proposed development (ie. residential, industrial, etc.). Refer to the Description of the proposal for more information.
- Received Date:** The date the application was filed with the Town.
- Current Status:** The current status of an active development application. Refer to the glossary below for an explanation of each status.
- Next Steps:** The next step to occur in the review of a development application. Refer to the glossary below for an explanation of each next step.
- Planning Contact:** The Town Planner assigned to the review of an application. This is the best person to contact to gain more information on a specific application or proposal.

Current Status

The current status in the review process for each active application is provided on the left side of the screen (as shown below).

Details	
Map ID No.	1
Location	11673 Sixth Line
Area of Town	Rural
File Number	D09/12/14
File Type	Subdivision
Use	Residential
Application Description	20 single detached lot subdivision
Application Received Date	4/15/1975
Current Status	Approved (Clearing Conditions)
Planning Next Steps	Registration of Plan
Planning Contact	Jeff M. Ext. 2296



A screenshot of a computer screen displaying a map of a rural area. A yellow polygon highlights a specific property. On the right side of the map, there is a legend and some text. To the left of the map, there is a table with various columns and rows of data. A red circle is drawn around the word 'Approved' in the 'Current Status' row of the table, pointing to the same status listed in the map's legend.

A description of each potential status is provided for reference:

Appealed to OMB: The application has been appealed to the Ontario Municipal Board (OMB). Therefore, the decision to approve or refuse the application has been referred to the OMB.

Approved: The application has been approved.

Town Council is the approval authority for the following application types:

- Official Plan Amendments (OPA);
- Zoning By-law Amendments (ZBA);
- Subdivision Approval;
- Condominium Approval;
- Part Lot Control Approval; and
- Holding (H) Removal's.

Town staff have been delegated the authority to issue Site Plan approval.

Approved (Clearing Conditions): The application has been approved (see above). Following approval of Site Plan, Subdivision or Condominium applications there are typically a number of technical conditions that must be satisfied before building permits can be issued. The applicant is in the process of clearing the post-approval conditions with staff. Depending on the type or complexity of the application the process of clearing conditions can take as little as a few weeks or as long as a couple of years. The timeframe to clear conditions can be extended at the request of the applicant.

Concurrence with Town Protocol Issued: Industry Canada is the approval authority for telecommunication or cell tower applications; the Town only provides comments to Industry Canada on any new tower proposal. However, the Town has established a protocol that applicants are expected to follow when proposing new telecommunication or cell towers in the municipality. When the applicant has satisfied all of the requirements outlined in the protocol staff will issue a concurrence report notifying Industry Canada that the Town has no further concerns with the proposed tower.

On Hold: The application has been placed on indefinite hold pending further information or direction from the applicant.

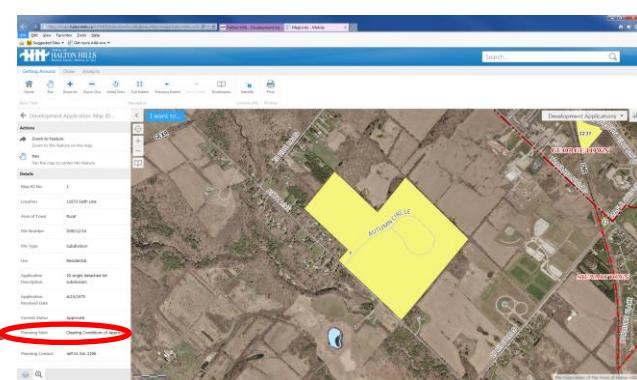
Refused: The application was refused by the Town.

Under Review: The application is currently being reviewed by staff to determine whether the proposal satisfies the intent of Town, Regional and Provincial policies and guidelines as well as all applicable legislation and regulations.

Planning Next Steps

The expected next step in the review process for each active application is provided on the left side of the screen (as shown below).

Details	
Map ID No.	1
Location	11673 Sixth Line
Area of Town	Rural
File Number	D09/12/14
File Type	Subdivision
Use	Residential
Application Description	20 single detached lot subdivision
Application Received Date	4/15/1975
Current Status	Approved (Clearing Conditions)
Planning Next Steps	Registration of Plan
Planning Contact	Jeff M. Ext. 2296



A description of each potential next step is provided for reference:

Contact Planning Department: For more information on the status of this application contact the Planner assigned to the file.

Decision subject to 20-day appeal period: Following a decision by Town Council to approve or refuse an application, the decision is subject to a 20-day appeal period. During the 20 days an applicant or resident may appeal the application to the Ontario Municipal Board (OMB) if they disagree with Council's decision. Once the 20-day appeal period has expired and no appeals have been filed the decision by Council is final.

Issuance of Building Permit(s): Once the conditions of approval have been satisfied Building Permits can be issued for a proposed development.

Public Meeting: As part of the application review process a public meeting is required to be held at a Town Council meeting for the following applications:

- Official Plan Amendments (OPA);
- Zoning By-law Amendments (ZBA);
- Subdivision Approval; and
- Condominium Approval.

The purpose of the public meeting is for Council, Town staff and the applicant to obtain feedback from area residents regarding an application. If a resident does not attend a public meeting or make a written submission to the Town before an application is approved or refused by Council the person is not entitled to appeal the decision to the Ontario Municipal Board (OMB).

Public Information Centre (PIC): A PIC is a public open house intended to present an application to the public for staff and the applicant to obtain feedback from the community. Unlike a Public Meeting, a PIC is not held at Town Council and is not required to be held as part of the application review process.

Recommendation Report: Once the review of an application has been completed Town staff prepares a report outlining their recommendations for the disposition of the application (ie. approve or refuse the application). Town Council will consider the report at one of its meetings and decide whether to adopt staff's recommendations.

Registration of Plan: Once the conditions of approval have been satisfied the Plan of Subdivision or Condominium can be registered which legally creates the individual lots or units. The lots or units can then legally be sold to purchasers. For a Plan of Subdivision this may allow for the issuance of Building Permits.