

**APPENDIX A  
COMPLETE APPLICATION**

(Updated June 2025)

**Complete Application Requirements**

*The need for studies, reports, plans and other supporting technical information in support of any Planning Act application shall be determined by the Town following consultation between the Town and the proponent/applicant in advance of submission of the application. In order for an application to be deemed complete, for an Official Plan Amendment under Section 22, a Zoning By-law Amendment under Section 34, an application for a plan of subdivision under Section 51, consent under Section 53 or site plan approval under Section 41 of the Planning Act, those reports, studies, plans and other supporting technical background information from the following list that are deemed by the Town to be required, shall be provided with the application. The Town may consult with other approval or commenting agencies to identify applicable application requirements.*

*Such information shall be submitted in quantities determined by the Town and may be required to be submitted in both digital and paper formats.*

PROPERTY DESCRIPTION:

---

PROPOSED DEVELOPMENT:

---

APPROVALS REQUIRED

- Zoning By-law Amendment
- Official Plan Amendment
- Consent
- Plan of Subdivision
- Plan of Condominium
- Development Agreement
- Site Plan Agreement
- Agreement (other) \_\_\_\_\_

FEATURE (Schedule B) OR CHARACTERISTIC		OP Section	REQUIRED INFORMATION OR STUDIES
<b>Planning Act, Complete Application</b>		9.8	<input type="checkbox"/> Complete application form (including signatures and owners authorization)
<b>Town Tariff of Fees By-law</b>			<input type="checkbox"/> Fees and deposit
<b>ALL DEVELOPMENT</b>	Development proposed where there are potential incompatibilities or impacts	4.1.1	<input type="checkbox"/> Impact Assessment <input type="checkbox"/> Servicing Report <input type="checkbox"/> Justification report <input type="checkbox"/> Need Assessment <input type="checkbox"/> Adequacy of servicing
		9.8	
<b>AGRICULTURAL</b>	New and expanding livestock operation	4.2.3.1	<input type="checkbox"/> Nutrient Management Plan or Strategy <input type="checkbox"/> Agreement with Town <input type="checkbox"/> Environmental Compliance Approval from Ministry of Environment
	Spreading of bio-solids	4.2.2.3	
<b>ARCHEOLOGICAL</b>	High Potential Archeological Resources and areas along the Grand River, as identified on Schedule B-1 and the provincial screening criteria for evaluating archeological potential	4.2.6	<input type="checkbox"/> Archeological Assessment
<b>ENVIRONMENTAL PROTECTION</b>	3 or more lots proposed adjacent to lands or partially within designated Environmental Protection on Schedule A Less than three lots proposed adjacent to lands or partially within designated Environmental Protection on Schedule A, or within 120 metres of the designation	5.11 5.12	<input type="checkbox"/> Environmental Impact Study (EIS) <input type="checkbox"/> Consultation with conservation authority <input type="checkbox"/> Site Plan (exception for single residence)
<b>NATURAL HERITAGE</b>	<i>Development</i> within 120m of a natural heritage feature or 50m of an ANSI	4.2.1	<input type="checkbox"/> Environmental Impact Study (EIS)
<b>LUTHER MARSH (ANSI)</b>	<i>Development</i> proposed within 120 metres of Luther Marsh and 50m to ANSI (shown on Schedule B-1)	4.2.1.1 4.2.1.3	<input type="checkbox"/> Environmental Impact Study (EIS)
<b>WETLAND</b>	Development proposed within 120 metres of a Provincially Significant Wetland identified on	4.2.1.1 4.2.1.4	<input type="checkbox"/> Environmental Impact Study (EIS) <input type="checkbox"/> Consultation with conservation authority

FEATURE (Schedule B) OR CHARACTERISTIC		OP Section	REQUIRED INFORMATION OR STUDIES
	Schedule B (Luther Marsh) or within 30 metres of a locally significant wetland		
<b>PEAT EXTRACTION</b>	Any new or expanding proposed extraction of peat	4.2.1.4.3	<input type="checkbox"/> <i>Development</i> Plan <input type="checkbox"/> conservation authority consultation
<b>WOODLANDS</b>	Development proposed within 50 metres of a significant forest	4.2.1.1 4.2.1.5	<input type="checkbox"/> Management Plan <input type="checkbox"/> Impact Assessment
<b>VALLEYLANDS</b>	Development proposed within 50 metres of significant valleylands identified on Schedule B	4.2.1.1 4.2.1.6	<input type="checkbox"/> Environmental Impact Study (EIS)
<b>WILDLIFE HABITAT</b>	Development within 120 metres	4.2.1.7	<input type="checkbox"/> Environmental Impact Study (EIS) <input type="checkbox"/> MNR consultation <input type="checkbox"/> No <i>development</i> within 500 metres of an Osprey nest in peak
<b>HABITAT OF ENDANGERED AND THREATENED SPECIES</b>	Development within 120 metres	4.2.1.7	<input type="checkbox"/> Environmental Impact Study (EIS)
<b>FISH HABITAT</b>	Development and site alteration proposed within 120m to fish habitat identified on Schedule B-1	4.2.1.1 4.2.1.8	<input type="checkbox"/> Environmental Impact Study (EIS)
<b>CULTURAL HERITAGE RESOURCES</b>	Conversion of building or structures or development of lands occupied with older buildings, typically in the village or along the shoreline	4.2.6	<input type="checkbox"/> Site Plan Control
<b>HAZARDS</b>	Development proposed within 120 metres of a hazard area identified on Schedule B-2	4.3	<input type="checkbox"/> Consultation with MNR and conservation authority <input type="checkbox"/> Study
<b>FLOODPLAIN, FLOOD FRINGE</b>	Development proposed within the Floodplain or flood-fringe shown on schedule B-2	4.3.1.2	<input type="checkbox"/> Consultation with conservation authority and MNR and possible approval <input type="checkbox"/> Site Plan Agreement <input type="checkbox"/> Zoning By-law Amendment
<b>GRAND RIVER</b>	Development proposed within 30 metres of the top of bank of the Grand River	4.3.1.3	<input type="checkbox"/> Geo-technical Study <input type="checkbox"/> Archeological Assessment

FEATURE (Schedule B) OR CHARACTERISTIC		OP Section	REQUIRED INFORMATION OR STUDIES
<b>STEEP SLOPE</b>	Development proposed on steep slopes in excess of 25%	4.3.1.4	<input type="checkbox"/> Environmental (or engineering) report
<b>WASTE DISPOSAL SITE</b>	Development proposed within 500 metres of a former or active waste disposal site	4.3.2	<input type="checkbox"/> Report
<b>WATER</b>			<input type="checkbox"/>
<b>WATER QUALITY, SOURCE WATER PROTECTION</b>	Major development (commercial, industrial, institutional, >200m <sup>2</sup> or >5 lots)	4.2.2.1 4.2.2.3	<input type="checkbox"/> Water Resource Management (WRM) report <input type="checkbox"/> Site Plan, Tree Cutting
<b>SOURCE PROTECTION</b>	Risk Management Plan	4.2.2.3 - <i>WHPA</i>	<i>Risk Management Plan</i>
<b>VULNERABLE AQUIFERS</b>	Major development (commercial, industrial, institutional, >200m <sup>2</sup> or >5 lots) proposed in areas identified on Schedule B as vulnerable aquifers	4.2.2.2	<input type="checkbox"/> Water Resource Management (WRM) report
<b>WATER QUANTITY</b>	Any new land use or expanding (non-agricultural) development requiring >50,000L/day of water	4.2.2.2 4.2.2.3	<input type="checkbox"/> <i>Development Agreement</i>
<b>STORM WATER MANAGEMENT</b>	New and expanding industrial, commercial, institutional and multiple residential, and >200m <sup>2</sup> or 5 or more lots	4.4	<input type="checkbox"/> Storm water management report
<b>STORM WATER MANAGEMENT AND WWTP IN WHPA</b>	Protection of Well head protection areas where new waste water treatment plants or storm water management ponds are developed	4.2.2.3, <i>WHPA Schedule B4</i>	<i>Plan to be approved by MOECC</i>
<b>Stormwater discharge, sanitary sewer or infrastructure</b>	Study submitted to support development near WHPA and Vulnerable Areas	4.2.2.3, 4.5	<i>Master Environmental Servicing Plan (MESP) or similar information</i>
<b>Urban Design</b>	Infill, <i>intensification</i> and redevelopment in the Village	5.3	<i>Urban Resign Brief</i>
<b>Parking</b>	Require parking studies for residential and non-residential developments with greater than 10 parking spaces required	7.9	<i>Parking Study</i>

FEATURE (Schedule B) OR CHARACTERISTIC		OP Section	REQUIRED INFORMATION OR STUDIES
<b>MINERAL AGGREGATES</b>			<input type="checkbox"/>
<b>MINERAL AGGREGATE</b>	New mineral aggregate operation	5.9	<input type="checkbox"/> Assessment <input type="checkbox"/> Compatibility Assessment <input type="checkbox"/> Haul Routes <input type="checkbox"/> Rehabilitation Plan <input type="checkbox"/>
<b>RESIDENTIAL NEAR EXTRACTION</b>	New residential or sensitive land uses within 1000 metres of a licensed mineral aggregate operation	4.2.5	<input type="checkbox"/> Impact Assessment
<b>WAYSIDE PIT</b>	New proposed waysite pit	5.9.4l	<input type="checkbox"/> Sketch <input type="checkbox"/> Rehabilitation Plan
<b>AGRICULTURAL CONVERSION</b>	Proposed new development resulting in conversion from Agricultural land use to non-agricultural land use	5.1.4c	<input type="checkbox"/> Justification Report <input type="checkbox"/> OMAFRA consultation
<b>INDUSTRIAL DEVELOPMENT</b>	New industrial development	4.1.3	<input type="checkbox"/> Impact Assessment to determine distances
<b>GARDEN SUITES, 2<sup>nd</sup> DWELLINGS</b>	Temporary or permanent use of a second dwelling, garden suite or accessory apartment	4.1.4	<input type="checkbox"/> Temporary use By-law <input type="checkbox"/> Agreement
<b>SITE PLAN</b>	See Site Plan Control By-law	9.3	<input type="checkbox"/> Site Plan Control
<b>GROWTH CONFORMITY</b>		8.0	<input type="checkbox"/> Density and Target Calculation, Affordable Housing Calculation
<b>ADDITIONAL STUDIES, PLANS &amp; REPORTS</b>			<input type="checkbox"/> Such other reports, plans, studies and supporting technical information as may be described in more detail in the Policies of this plan for specific <i>developments/uses</i> and/or as may be appropriate for the specific proposal.
<ul style="list-style-type: none"> <li>• <i>Secondary Plan where such is required by this Plan but has not yet been carried out;</i></li> <li>• <i>Recreation Area Master Plan where such is required by this Plan but has not yet been carried out;</i></li> <li>• <i>Needs Justification,</i></li> <li>• <i>Growth Management</i></li> <li>• <i>Secondary Plan Conformity Report;</i></li> <li>• <i>A Planning Report detailing how the proposal conforms to all applicable Federal, Provincial, Agency and Town policies, regulations and other requirements;</i></li> <li>• <i>Agricultural Impact Assessment Report;</i></li> <li>• <i>Minimum Distance Separation (MDS 1 and MDS 2)</i></li> </ul>			

FEATURE (Schedule B) OR CHARACTERISTIC	OP Section	REQUIRED INFORMATION OR STUDIES
<ul style="list-style-type: none"> <li>• <i>Rural Character/Visual Impact Assessment;</i></li> <li>• <i>Financial Analysis Report and Economic Impact Assessment;</i></li> <li>• <i>Master Servicing Plan or Servicing Feasibility Report;</i></li> <li>• <i>Servicing Options Study;</i></li> <li>• <i>Hydrogeological Study;</i></li> <li>• <i>Hydrological Study, including water budget;</i></li> <li>• <i>Geotechnical/Soil Suitability/Slope; Stability Report;</i></li> <li>• <i>Traffic Impact Study;</i></li> <li>• <i>Affordable Housing Study;</i></li> <li>• <i>Cultural Heritage Study;</i></li> <li>• <i>Emissions Impact Report (Noise, vibration, dust, smoke, particulates, odours and/or other potential nuisances);</i></li> <li>• <i>Wellhead Protection Area - Risk Assessment Report;</i></li> <li>• <i>D4 Landfill Study;</i></li> <li>• <i>Mineral Aggregate Potential/Impact Assessment Report;</i></li> <li>• <i>Mineral Aggregate Studies in accordance with the Aggregate Resources Act relating to licensing, including phasing and rehabilitation plans, for new pits or quarries and expansions;</i></li> <li>• <i>Pesticide/herbicide/chemical/fertilizer Impact Assessment Report (golf courses);</i></li> <li>• <i>Audubon Standards Compliance Report (golf courses);</i></li> <li>• <i>A propane storage risk and safety management plan;</i></li> <li>• <i>Such other reports, plans, studies and supporting technical information as may be described in more detail in the Policies of this plan for specific developments/uses and/or as may be appropriate for the specific proposal.</i></li> </ul>		

*The need for any or all of the above studies, reports, plans and other supporting technical information shall be determined by the Town following consultation in advance of submission between the Town and the proponent/applicant. After the application is deemed a complete application, the Town reserves the right to request additional information to address any issue that may arise.*