



GUIDELINES FOR THE PREPARATION OF A PLANNING JUSTIFICATION REPORT

PURPOSE:

A planning justification report provides the planning rationale for a proposed development. This document is intended to help the applicant organize and substantiate the application and to assist staff in the review of the proposal. Depending on the complexity of the application, the information requirements may be addressed in a letter format or a more comprehensive report.

WHO SHOULD PREPARE THIS DOCUMENT?

A planning justification report should be prepared by an individual who is a full member of the Canadian Institute of Planners (MCIP).

WHEN IS A PLANNING JUSTIFICATION REPORT REQUIRED?

A planning justification report is required for the following applications:

- Official Plan Amendment
- Zoning By-Law Amendment (including applying for a temporary use)
- Plan of Subdivision
- Plan of Condominium (conversion of existing rental housing to condominium only)

A covering planning justification letter with a brief planning rationale may be required for the following applications:

- Site Plan Control applications
- Part Lot Control
- Plan Revisions

WHY IS THIS REPORT REQUIRED?

The planning justification report or letter is required to:

- Provide a clear understanding of the proposal
- Highlight information specific or particular to the proposal (i.e., Special history or circumstances)
- Demonstrate good planning and how the proposal conforms to the Provincial Policy Statement and the Town of Petawawa Official Plan

HOW SHOULD THIS REPORT BE PREPARED?

The planning justification report should contain:

1. Description of the proposal, overview, major statistics (i.e., Height, density, parking), relevant phasing issues, site, and contextual considerations
2. Process steps/approvals required (i.e., Zoning, site plan, consent, condominium)
3. Site description and surrounding land uses/context/built form
4. Planning history of the site, such as previous approvals, legislative references, Ontario Municipal Board – now Local Planning Appeal Tribunal (LPAT) history, relevant authorities (i.e., Site plan agreements, site specific zoning by-laws) and variances currently or recently in process, with copies of relevant documents
5. Planning justification/rationale to address: Provincial Policy Statement and Town Official Plan, to include a discussion as to how and why each is addressed by the proposal
 - a. Relevant Zoning By-law information, areas of compliance and non-compliance and why
 - b. Discussion of how the proposal will address any other relevant Town planning studies or guidelines
6. Analysis and opinion as to why the proposal is considered appropriate, including issues of impact and compatibility
7. An outline of the supporting studies submitted (i.e., Traffic studies, urban design briefs)
8. Summary and conclusions
9. A list detailing the potential amendments to the Zoning By-law or a draft Zoning By-law amendment, if applicable

A planning justification letter should contain:

1. Description of the proposal, overview, major statistics (i.e., Height, density, parking), relevant phasing issues, site, and contextual considerations
2. Site description and surrounding land uses/context/built form
3. Site's planning history such as previous approvals, legislative references, Ontario Municipal Board history – now Local Planning Appeal Tribunal (LPAT), relevant authorities (i.e., site plan agreements, site-specific zoning by-law, heritage designation by-laws), variances currently or recently in process, with copies of relevant documents