

Table 1
Application Requirements
Procedures and Criteria of the Peer Review Process for land conveyances under the *Planning Act*

Application Type ¹	Description / Purpose	Authority	Scenario Where Procedures and Criteria Apply	Requirements				Timing for Fulfillment of Environmental Conditions
Consent Application	To seek approval to sever/divide a parcel of land. <i>Applicant has 1 year from the date of the Committee's decision to satisfy all conditions.</i>	Authority to approve Consent applications is delegated to the Committee of Adjustment.	Applicant is required to convey/grant lands for parks, road/road widening purposes and/or easements to the City.	Conveyance Size (each parcel of land)	Type of Land Use Change ³	Record of Site Condition	Peer Review	Prior to: Issuance of Any Building Permit (if <u>no</u> Agreement, then prior to Issuance of Certificate of Consent Approval).
				Area ≤ 100 m ²	RPI→RPI	NO	NO	
					ICC→RPI	YES	YES	
					Area ≤ 100 m ²	ICC→ICC	NO	
YES, if average width > 1.0 m								
Site Plan Application	To seek approval to develop property that is currently in compliance with the existing zoning by-law.	Authority to approve site plan applications is delegated to the Chief Planner. However, a Councillor may request that the application be "bumped up" to Community Council.	Applicant is required to convey/grant lands for parks (in accordance with Section 42 of the Planning Act), road widening purposes and/or easements to the City.	Area > 100 m ²		ICC→RPI	YES	YES
					RPI→RPI	NO	NO, if average width ≤ 1.0 m	
			ICC→ICC	YES, if average width > 1.0 m				
			Stratified Conveyance ²	Area > 100 m ²	Stratified Conveyance ²			
Subdivision Application	To seek approval to sever and divide land into lots, blocks, parks, and roads.	Authority to approve Plan of Subdivision applications is delegated to the Chief Planner.	Applicant is required to convey lands to the City for road, road widening, easements, and/or parks.	All roads, blocks, and parks conveyance require Peer Review and Record of Site Condition.				Prior to: Registration of Plan of Subdivision.

Notes:

¹ Application type may include combined applications with Official Plan or Zoning by-law amendments.

² Stratified Conveyance is defined as conveyance of a horizontal layer of land having a defined profile within a vertical column having multiple layers and ownerships.

³ Land use change will be supported by a letter from the applicant's Qualified Person (QP, as per O. Reg. 153/04, as amended) and stated on the application.

ICC = Industrial/Commercial/Community Use; RPI = Residential/Parks/Institutional Use, as per O. Reg. 153/04 (as amended).