

Development application guidelines

Draft Official Plan Amendment or Zoning By-law Amendment

What is the purpose of this?	A <i>draft Official Plan amendment or Zoning By-law amendment</i> is a document that proposes revisions to the Official Plan or Zoning By-law based on a development application.
Who should prepare this?	Draft amendments should be prepared by a full member of the Canadian Institute of Planners (MCIP).
When is this required?	A <i>draft Official Plan amendment or Zoning By-law amendment</i> is required as part of a complete planning application.
Why do we need this?	When a development proposal does not conform with the policies of the Official Plan, and/or the regulations of the Zoning By-law, the proponent must clearly outline the requested modifications with justification.
How should this be prepared?	<p>A <i>draft Official Plan amendment</i> should follow the format used by the Town, including the following items:</p> <ul style="list-style-type: none">▪ purpose▪ location▪ basis▪ amendments to the Plan text▪ amendments to figures or schedules▪ figures or schedules with changes indicated <p>A <i>draft Zoning By-law Amendment</i> should follow the By-law format used by the Town, including the following items:</p> <ul style="list-style-type: none">▪ amendment(s) to the Zoning By-law text▪ amendment(s) to the zoning maps
What else should we know?	The <i>draft Official Plan amendment or Zoning By-law amendment</i> may be included in the <i>Planning Justification Report</i> .
What other resources are there?	<p>Town of Oakville – Examples of amendments from Planning and Development Council staff reports: http://www.oakville.ca/townhall/agendas-minutes.html</p> <p>Town of Oakville - Active Development Applications: http://www.oakville.ca/business/planning-applications.html</p>