

*Planning
Processes
Explained*

What is this?

When is it required?

Why is it required?

*Who is the First
Contact?*

*Who administers
the Application
process?*

*How long will this
process take?*

*Official Plan
Amendments*

An official plan amendment is a formal document that changes a municipality's official plan. Changes may be needed because of new circumstances in the community or because of requests made by property owners

If you want to use your property or develop it in a way that conflicts with the County and/or Walkerton Official Plan, you will need an Official Plan amendment

The Provincial Policy Statement (2020) requires that municipal official plans be consistent with provincial policies for the wise management of land in the Province. Official Plan Amendments allow the municipality to ensure that the use of local properties align with provincial policies and regulations.

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120 Days (from the time the County receives a complete application to the decision)

*Zoning By-law
Amendments*

If you want to use or build something your property in a way that is not permitted by the provisions of the Zoning By-law, you may be required to apply for a zoning by-law amendment (also called a rezoning). Zoning By-law Amendments are used for major revisions to the By-law such as land use changes or significant increases in permitted building heights and development densities.

A zoning by-law amendment is needed for major revisions to the By-law such as land use changes or significant increases in permitted building heights and development densities.

A zoning By-law amendment is required to ensure significant property changes align with the overlying Zoning By-law and aligns with permitted uses within the Official Plan.

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90 Days (from the time the County receives a complete application to the decision)

*Minor
Variances*

If you want to use or build something your property in a way that is not permitted by the provisions of the Zoning By-law, you may be required to apply for a minor amendment to the Zoning By-law. A minor variance is a minor change to a performance or policy standard under the Zoning By-law. A Minor variance does not often change the underlying zone of the

Minor Variances are used for small changes and might be required when:

- provisions of the zoning by-law cannot be met by new construction
- an addition is proposed for a legal non-complying building
- creating new undersized lots through Consent
- legalizing the property prior to sale

A minor variance is required to ensure minor property changes are in compliance with the Municipal Zoning By-law.

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30 Days (from the time the County receives a complete application to the decision)

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property or the applicable permitted uses.					
A land severance is the authorized separation of a piece of land to form a new lot or a new parcel of land. This is typically permitted through the consent application process.	A consent application is required to: <ul style="list-style-type: none">• Divide land (sever) into new lots, and/or;• Add land to an abutting lot (lot additions, lot adjustments, lot extensions, corrections to deeds or property descriptions), and/or;• Establish easements or rights-of-way, and/or;• Lease land or register a mortgage in excess of 21 years	Section 50 of the Planning Act prevents the division of land into smaller parcels unless the division of land is subject to a public process ensuring that provincial interests and local planning concerns (as expressed in the official plan) are both satisfied	Julie Steeper Brockton Planner County of Bruce, Planning & Development, 30 Park St, Walkerton ON N0G 2V0, 226-909-1601 jsteeper@brucecounty.on.ca	Julie Steeper Brockton Planner County of Bruce, Planning & Development, 30 Park St, Walkerton ON N0G 2V0, 226-909-1601 jsteeper@brucecounty.on.ca	30 Days (from the time the County receives a complete application to the decision)
Site plan control is a tool to make sure that land development is designed appropriately, safe, functional and minimizes potential impacts on neighbouring properties. It also makes sure that the County and Municipal standards for developing land are respected.	All commercial, institutional, industrial and residential developments (except single and semi-detached dwelling units) within the former Town of Walkerton may be subject to site plan approval, along with commercial parking lots and mobile home developments. Development being proposed within the <u>East Ridge Business Park</u> also has specific site plan requirements.	The Municipality of Brockton feels that it is important that the details of any new development should be clearly understood by both the individual(s) initiating the development and the Municipality prior to any building permit(s) being issued.	Dieter Weltz* Chief Building Official (CBO) Municipality of Brockton, Box 68, 100 Scott Street, Walkerton, ON N0G 2V0 519-881-2223 Ext.127 dweltz@brockton.ca	Dieter Weltz* Chief Building Official (CBO) Municipality of Brockton, Box 68, 100 Scott Street, Walkerton, ON N0G 2V0 519-881-2223 Ext.127 dweltz@brockton.ca	There is no timeframe for Site Plan Control Approval, Municipal staff will work as diligently as possible with the developer/applicant and consultants to ensure the necessary approvals are achieved in a timely manner. Approval from Municipal Council and potentially Bruce County Council are required.

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<i>Plans of Subdivision/ Condominium</i>	A subdivision is land that has been divided into multiple lots for the purpose of development. These lots may be developed individually, or as a group. They may be used for a range of uses such as residential, commercial or institutional depending on the designation of the land in the Official Plan and Zoning By-law.	A plan of subdivision is required when a proposal involves dividing land into more than 3 lots	<p>The Plan of Subdivision process ensures that:</p> <ul style="list-style-type: none"> • The land is suitable for its proposed new use; • The proposal conforms to the official plan and zoning by-law, as well as to provincial legislation and policies; and, • The proposed development will not put an undue strain on community facilities, services or finances. 	Julie Steeper Brockton Planner County of Bruce, Planning & Development, 30 Park St, Walkerton ON N0G 2V0, 226-909-1601 jsteeper@brucecounty.on.ca	Julie Steeper Brockton Planner County of Bruce, Planning & Development, 30 Park St, Walkerton ON N0G 2V0, 226-909-1601 jsteeper@brucecounty.on.ca	Approximately 6 to 10 months to complete, depending on complexity
<i>Part Lot Control Exemption</i>	After a plan of subdivision is registered, the County uses “Part Lot Control” to regulate further division of lots or blocks within that subdivision. The County must approve the transfer or sale of part of a lot within in a registered plan of subdivision.	<p>The most common reason to apply for a Part Lot Control exemption is to allow semi-detached and townhouse lots once the buildings are under construction and unit-demising foundations or party walls are in place.</p> <p>Property owners can also apply for a Part Lot Control exemption to:</p> <ul style="list-style-type: none"> • divide land into smaller parcels • change lot lines; • create part lots from whole lots for semi-detached or on-street townhouse units; • correct title; • create an easement; or • create industrial or commercial lots 		Julie Steeper Brockton Planner County of Bruce, Planning & Development, 30 Park St, Walkerton ON N0G 2V0, 226-909-1601 jsteeper@brucecounty.on.ca	Julie Steeper Brockton Planner County of Bruce, Planning & Development, 30 Park St, Walkerton ON N0G 2V0, 226-909-1601 jsteeper@brucecounty.on.ca	Approximately 2 months

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<p>A Community Improvement Plan (CIP) is a planning tool used to focus efforts for improvement such as maintenance, rehabilitation, development and / or redevelopment in targeted geographic areas.</p> <p>Both upper tier and lower tier municipalities can participate in CIPs and in each other's CIPs, however the current regulations limit the role an upper tier can have in a CIP context.</p>	<p>In the absence of an enacted CIP and a designated CIP area, the provision of funds from Municipalities to private businesses is considered “bonusing”, which is illegal under the Municipal Act. CIPs are an essential component of successful community development because it drives opportunities and development toward specific identified priorities in defined areas.</p> <p>Applicants are required to apply for specific Grants through the County prior to receiving any funding for their improvement-related project.</p>		<p>Business Development Grants</p> <p>Department: Planning & Development info@businesstobruce.com 1-800-268-3838</p>	<p>Business Development Grants</p> <p>Department: Planning & Development info@businesstobruce.com 1-800-268-3838</p>	<p>Applications usually open in February of each year and grant projects must be completed by October 31st of that same year to obtain grant funding.</p>

**Note, a recommendation of this study is to have a consistent local contact email for these applications. As such, Brockton should consider revising this to a generic planning at Brockton email address that a few local staff have access to.*