

## Terms of Reference – Planning Application Technical Studies

Where the City requires technical studies to be submitted in conjunction with a planning application, the Terms of Reference for the required studies shall be based on the following guidelines. The City may scope the scale of the study in terms of the study area, the duration of the study and the reporting requirements in a manner that reflects the scale and/or complexity of the development. These guidelines are not part of the Official Plan and may be amended from time to time to reflect changing conditions and circumstances.

### Planning Rationale Report

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#### ***Purpose:***

*The purpose of the Planning Rationale Report is to provide a framework for an applicant seeking development approval to explain salient details of the application and provide supporting reasons why the proposal should be considered and approved. This document is also intended to assist staff with their review and processing responsibilities.*

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Where a Planning Rationale Report is required, such a study should:

1. Provide a clear description of the proposal together with any appendices, maps or plans that help to provide the context of the location and approvals required;
2. Include a conceptual plan for the development including items such as building design and orientation, landscaping, streetscaping, access locations, pedestrian and vehicular circulation, and development statistics including height, density, proposed setbacks, parking (existing, required, and proposed), and any potential phasing plans;
3. Describe the site's previous development approval history;
4. Describe major physical features or attributes of the site including current land uses(s) and surrounding land uses, built form and contextual considerations together with maps and appendices which assist with context;
5. Provide a professional opinion on:
  - i. How the proposal addresses the relevant requirements of the Planning Act, and how the proposal is consistent with the Provincial Policy Statement;
  - ii. Compliance with relevant Official Plan policies, including both general policies and site-specific land use designations and policies;
  - iii. How the proposal addresses the Community Strategic Plan and/or any applicable City adopted Design Guidelines;

- iv. The suitability of the site and indicate reasons why the proposal is appropriate for this site and will function well to meet the needs of the intended future users;
  - v. Compliance and/or non-compliance with the Zoning By-law.
6. Provide an analysis of the compatibility of the design and massing of the proposed developments and land use designations on properties in the vicinity;
  7. Provide a summary of the questions, concerns and/or comments raised at any Open House, together with a response that sufficiently addresses each item raised;
  8. Provide an analysis and professional opinion as to why the proposal represents good planning, including the details of any methods that are used to mitigate potential undue, adverse impacts;
  9. Provide a summary on the policy and planning analysis, including a summary of recommendations from other supporting studies required as part of the complete application, and how they have informed the Planning Justification Report;
  10. Provide a comprehensive professional planning conclusion demonstrating how a proposal conforms to applicable planning policy documents and good planning principles; and
  11. Where modifications to the Official Plan and/or zoning by-law provisions are proposed, a draft Amendment and detailed concept plan shall be provided applying all applicable policy and zoning regulations;

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### **Qualifications:**

*A Planning Rationale Report must be completed by a Registered Professional Planner (RPP), registered with the Ontario Professional Planners Institute (OPPI), to the satisfaction of the City Planner.*

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