

To: COUNCIL

Meeting Date: 06/08/21

Subject: Public Notice for Planning Applications

Submitted By: Hardy Bromberg, Deputy City Manager – Community Development

Prepared By: Elaine Brunn Shaw, Chief Planner

Report No.: 21-136(CD)

File No.: L11.02.04

Recommendations

THAT Report 21-136(CD) Public Notice for Planning Applications be received as information;

AND THAT circulation areas via regular mail for official plan amendments, zoning amendments, plans of subdivision, vacant land condominiums and parcels of tied land condominiums be increased from 120 m (393 ft) to 150 m (492 ft) to provide notice to property owners in a larger geographic area;

AND THAT no change occur to the 60 m (197 ft) circulation area for Committee of Adjustment severance or minor variance applications for reasons as set out in Report 21-136(CD);

AND FURTHER THAT that the City continue to require applicants to prepare and post larger signs for more complex planning applications when applicable.

Executive Summary

Purpose

- At the November 12, 2019 Planning and Development Committee directed staff to review the distribution and notification processes involved with providing notices about applications and public meetings under the Planning Act and related regulations. The preparation of this report was delayed due to dealing with other matters during the pandemic.

- The purpose of this report is to advise Council of the City's notice obligations along with some additional options for Council's consideration if there is interest in providing additional notice.

Key Findings

- The City is currently complying with notice requirements in the Planning Act and its related regulations and the City's Official Plan
- Notice about planning applications is provided via regular mail to property owners within prescribed notification areas, through signage posted on the site of a planning applications, and for some applications, through notice in the Cambridge Times. In addition, people outside the notification area who become aware of a planning application can submit a written request for notice via regular mail, email or facsimile.
- As part of improved communication City staff has recently started requiring more informative signage with plain language to be posted on a property for more complex planning applications.
- Public notice practices for other area municipalities in this region are included in **Attachment 3** to this report for comparison purposes.

Financial Implications

- The cost of preparing the new, more informative signage for more complex planning applications is the responsibility of the applicant. The cost of signage for Committee of Adjustment severance and minor variance applications is included in the cost of those applications.
- This report includes estimated cost implications of increasing the geographic area for providing notice to assessed properties owners via regular mail for zoning amendment, official plan amendment, plans of subdivision, vacant land condominiums and parcels of tied land condominiums applications. The annual cost implications to the City of increasing regular mail notice to property owners from 120 metres (394 ft) to 150 metres (492 ft) is \$0- \$1,900.
- This report also includes estimated cost implications of increasing the geographic area for providing notice to assessed properties owners via regular mail for Committee of Adjustment severances and minor variances. The annual cost implications to the City of increasing regular mail notice to property owners from 60 metres (197 ft) to 120 metres (394 ft) is \$0- \$11,000.

Background

At the November 12, 2019 Planning and Development Committee meeting, Committee provided the following direction to staff which was ratified at the November 19, 2019 Council meeting:

THAT staff review the distribution and notification processes involved with providing notices of public meetings under the Planning Act.

Notice Requirements under the Planning Act

When notice is required about planning applications within a circulation area, the Planning Act and its related regulations sets out that notice must be provided by personal service to the currently assessed property owner(s) based upon Municipal Property Assessment data, ordinary/regular mail, fax, email or published in newspaper advertisements. Others who see newspaper notice or a notice sign on a property can request to be notified by ordinary/regular mail, fax, email.

In accordance with the Planning Act, City staff provides notice to assessed property owners via regular mail about receipt of complete planning applications and statutory public meetings, including posting a sign on the property, and notice in the Cambridge Times based upon the following circulation areas:

- Zoning amendment, official plan amendment, plans of subdivision, vacant land condominiums and parcels of tied land condominiums (each homeowner in the condominium has a part ownership in the common elements in the condominium. The common elements can include things like parking areas, access roads, sidewalks, parks, playgrounds, trails, etc.) – 120 metres (393 ft);
- Severances and minor variances – 60 metres (197 ft)

These notices are measured from the property boundary of the subject land to the neighbouring lands that fall within these circulation areas. The presence of roads, railways and other geographic features are not excluded and do not lead to an increase the radius of the circulation area.

The circulation areas are identified by City staff using the City's OnPoint Geographic Information Systems (GIS) software which is linked to the property assessment roll.

City staff provides email notice to people within or outside the circulation area who have provided us with their email contact information, in lieu of notice via regular mail. Staff in the Planning Services Division coordinates notice for planning applications.

Newspaper notice:

Advertisement in the Cambridge Times is provided for public meetings for: zoning amendments; official plan amendments; plans of subdivision; vacant land

condominiums; and parcels of tied land condominiums. Providing notice by mail within the circulation area **and** publishing in the newspaper exceeds what is required under the Planning Act regulations. For removal of a holding provision under zoning, newspaper notice is provided along with notice via regular mail or email to people who have asked in writing to be notified.

Notice signs:

Notice signs posted on a subject property, and newspaper notice in the Cambridge Times provide an opportunity for people outside the circulation area to be informed about planning applications in their neighbourhood and a phone number to call for more information.

City staff has recently started requiring more informative signage with plain language to be posted on a property for more complex planning applications. The signs are required to have a width 3 ft (91.44 cm) and height 2 ft (60.96 cm). A sample of the new sign is included as **Attachment 1**. The cost of preparing and posting signs for official plan amendments, zoning amendments, plans of subdivision, vacant land condominiums and parcels of tied land condominiums are the responsibility of the applicant and mock-up signs are provided and approved by the Planner prior to being prepared. For more complex planning applications, the City's practice is to require notice signs to be posted on the property within 10 days of receipt of the City receiving a complete planning application to share information about an application as soon as possible. The Planning Act generally only requires posting of signs a specific number of days before a public meeting/hearing (e.g. 20 days before a public meeting for a Zoning Amendment). The sign must be visible and legible in a location from the street on each frontage. The applicant must also provide digital photos of the installed sign to the City's development planner who is coordinating the application.

Coroplast (plastic cardboard) signage for minor planning applications is still being provided by the City. The cost of those signs is covered in the applications fees. A sample of these signs is included as **Attachment 2**.

Notification approaches by other municipalities in the region

In order to consider public notice options for planning applications in Cambridge, the notice practices for most of the other municipalities in this region are included in **Attachment 3**. A summary of the notification approaches from the responding municipalities is as follows:

- For official plan amendments, zoning amendments and plans of subdivision, circulation areas vary from 120 metres (394 ft) - 150 metres (492 ft). The 150m (492 ft) circulation is used in the Township of Woolwich is due to the larger lot fabric in the rural area.

- For site plans when Council directs that staff consult with neighbouring residents, only the City of Cambridge provides notice
- For severances and minor variances, with the exception of the City of Kitchener, municipalities provide notice to a 60 m (197 ft) circulation area
- The City of Kitchener uses a provision in the Planning Act regulation which permits them to provide notice within 30 m (98 ft) for minor variances to detached, semi-detached or duplex housing
- All of the responding municipalities provide some information about planning applications on their municipal website

No Notice Requirements under the Planning Act and Its Related Regulations

There is no obligation under the Planning Act or its Regulations for a municipality to provide any notice about site plan applications or Council passing a by-law to temporarily remove part lot control from parcels within a plan of subdivision. Also, there is no obligation for a municipality to provide notice via regular mail to tenants (residential, commercial or industrial) within a building. This is due to municipalities not having a reliable, up-to-date source of accurate information about current tenants within a building.

Currently the City releases agendas for Council meetings the week prior to Council meetings providing more than 24-hour notice of meetings to the public. As the City reviews the Procedure By-law staff aim to continue to provide more than 24 hour notice to the public of Council meetings

Notices about Planning Applications through the City's website

As part of providing easy access to information about planning applications, City staff also posts a summary of the planning application and lists all submitted supporting studies on the City's website for large, complex applications at:

<https://www.cambridge.ca/en/build-invest-grow/current-development-applications.aspx>

Analysis

Strategic Alignment

PEOPLE To actively engage, inform and create opportunities for people to participate in community building – making Cambridge a better place to live, work, play and learn for all.

Goal #2 - Governance and Leadership

Objective 2.1 Provide a wide range of ways that people can become involved in city decision making.

Where required, notice about complete planning applications and public meetings under the Planning Act are minimums. A municipality has the option of requiring and/or providing additional notice and the City's Official Plan includes policies about notice requirements.

Comments

Evaluation of Options:

City staff has previously heard information about previous Ontario Municipal Board matters where notification to a larger geographic area was argued as being prejudicial to an applicant because more people were notified about the proposal than required. After contacting the Ontario Municipal Board (now Local Planning Appeal Tribunal) and searching case law, specific information has not been able to be found confirming this.

Current costs associated with preparing and sending notice via regular mail equates to approximately \$2.00 per letter factoring in postage and staff handling. Costs of providing notice via email is not reported on since that is a cost due to Planning Act requirements that anyone requesting notice via email must be contacted in that manner, regardless of where they own property.

Any additional costs of providing regular notice to a larger geographic area would be covered by the City to further the City's strategic objective of providing Provide a wide range of ways that people can become involved in city decision making.

1. **Larger circulation area notice** for zoning amendment, official plan amendment, plans of subdivision, vacant land condominiums and parcels of tied land condominiums via regular mail: increase from 120 m (394 ft) to – 150 metres (492 ft)

As examples, City staff evaluated the implications of expanding the circulation area in the Core Areas, Hespeler Road and a newly developed subdivision since there is a lot of development interest in these areas.

Area	120 m - Number of Properties and cost	150 m – Number of Properties and cost	Difference – Number of Properties and Cost
Core Area	46 properties - \$92	69 properties - \$138	23 properties - \$46
Hespeler Road	5 properties - \$10	5 properties - \$10	\$0
Residential	118 properties -	152 properties -	34 properties - \$68

Area	120 m - Number of Properties and cost	150 m – Number of Properties and cost	Difference – Number of Properties and Cost
Area - newly developed subdivision	\$236	\$304	
Average # of zoning amendment, official plan amendment, plans of subdivision, vacant land condominiums and parcels of tied land condominiums applications combined per year and cost implications			
Average Number of Applications combined	Range of Current circulation costs – 120m based upon three scenarios above	Range Estimated circulation costs – 150m rounded based upon three scenarios above	Cost difference to City rounded based upon three scenarios above
28	\$300 - \$6,600 (28 x # properties x \$2)	\$300 - \$8,500 (28 x # properties x \$2)	\$0- \$1,900

* Average number of applications based upon five year average.

Recommendation: that circulation areas via regular mail for official plan amendments, zoning amendments, plans of subdivision, vacant land condominiums and parcels of tied land condominiums be increased from 120m (394ft) to 150m (492 ft) to provide notice to more property owners.

2. **Larger circulation area notice** for severances and minor variances via regular mail from 60 m to 120 (394 ft)

Area	60 m - Number of Properties and cost	120 m - Number of Properties and cost	Difference – Number of Properties and Cost
Core Area	10 properties - \$20	46 properties - \$92	36 properties - \$72
Hespeler Road	1 property - \$2	5 properties - \$10	4 properties - \$8

Area	60 m - Number of Properties and cost	120 m - Number of Properties and cost	Difference – Number of Properties and Cost
Residential Area - newly developed subdivision	51 properties - \$102	118 properties - \$236	67 properties - \$134
Average # of Committee of Adjustment applications (severances and minor variances) per year and estimated cost implications of a larger circulation area			
Average Number of Applications	Current circulation costs – 60m based upon three scenarios above	Estimated circulation costs – 120m based upon three scenarios above	Cost difference to City rounded based upon three scenarios above
83	\$170 - \$8,500 (83 x # properties x \$2)	\$170 - \$19,600 (83 x # properties x \$2)	\$0- \$11,000

* Average number of applications based upon five year average.

In presenting the information above, it is acknowledged that Committee of Adjustment applications occur throughout the City and not just within the newly developed subdivisions. Also the analysis above is based upon the estimated cost of notice for single applications. In some cases combined severance and minor variance applications are submitted for a property. In those cases notice of both applications is combined in one notice. The cost estimate above is an ultimate case scenario.

Recommendation: Considering that the nature of many Committee of Adjustment applications are minor in nature, and the City's current regular mail notification practice is in line with most of the area municipalities in the Region of Waterloo, it is recommended that no change to the geographic extent of the circulation area for these types of applications occur. This would not change the ability of people outside the circulation area who become aware of an application via a sign or upcoming Committee of Adjustment agenda posted on the City's website to request notice of the application.

3. **Notice for controversial site plan applications**

As noted above, the Planning Act does not require public notice for any site plan applications. This is because the property owner will be complying with all of the zoning regulations affecting the property. Once a site plan is approved and any related site plan agreement is registered on the property title, the property owner is also eligible to receive a building permit. Notice of the building permit is provided by property owner placing a placard on the property.

In Cambridge, when Council directs City staff to carry out neighbourhood consultation for controversial site plan applications, neighbourhood meetings (and in some cases also smaller neighbourhood liaison meetings) are held to discuss the proposal with neighbours. Notice of those neighbourhood meetings are provided via regular mail to property owners within 120 metres (393 ft) of the subject site and to anyone else that hears about proposal and requests notice. Like other applications, City staff provides email notice to people who have provided us with their email contact information, in lieu of notice via regular mail.

Also, the site plan application and any submitted supporting studies for such controversial site plan applications are posted on the City's website.

<https://www.cambridge.ca/en/build-invest-grow/current-development-applications.aspx>

Through Report 21-074(CD) Council recently passed the following resolution on March 2, 2021:

AND THAT Council continue to delegate site plan approval authority to the Chief Planner or designate unless Council passes a resolution directing which site plans they would like to review and approve at the public meeting stage for a planning application

4. **Notice flyers to tenants within a building**

As noted above City staff does provide required notice about planning applications to property owners. There is no obligation for a municipality to provide notice via regular mail to tenants (residential, commercial, institutional or industrial) within a building. This is due to municipalities not having a reliable, up-to-date source of accurate information about current tenants within a building

The suggestion that the City consider providing notice to tenants is intended to provide more opportunities for tenants to be informed about applications in their neighbourhood if the property owner does not share their notice.

City staff has considered this option and there are some issues to be considered for trying to provide notice to tenants such as:

- controlled access buildings where developers or City staff cannot easily enter to deliver notice flyers;
- some buildings where delivery of junk mail or posting of flyers is not permitted;
- no obligation for property owner or a condominium board to agree to distribution of information to renters and lessees.

As noted above, the City does provide newspaper notice and require signage about an application on the subject property which tenants can view.

Recommendation: That the City does not require applicants or City staff to provide additional notice flyers to tenants within a residential, industrial, institutional or commercial buildings. In cases where a development application applies to a property that includes tenants, the planning application form could require the property owner to confirm that tenants on that subject property have been notified

5. Larger signs for more complex planning applications

As part of a recent continuous improvement initiation, the development planning section implemented the requirement for larger signage for more complex planning applications to provide easier, plain language information in an eye-catching format. This approach is based upon examining some other municipalities application signage requirements. The applicant is responsible for the cost of preparing and posting the sign(s) for all applications requiring public notice, other than Committee of Adjustment applications.

As noted above, City staff require more informative signage with plain language to be posted on a property for more complex planning applications. The signs are required to have a width 3 ft (91.44 cm) and height 2 ft (60.96 cm). A sample of the new sign is included as **Attachment 1**. When required, for more complex planning applications City staff can require even larger signs than these new standards. Applicants would be advised of these larger sign requirements prior to submitting a planning application.

Recommendation: that the City require applicants to prepare and post larger signs for more complex planning applications when applicable.

Existing Policy/By-Law

In addition to the Planning Act's requirements for notice as set out above, the City's Official Plan sets out the following in Chapter 10:

10.1 Public Involvement

1. Council recognizes that public involvement is an essential component of decision-making and encourages all people to provide input in the decision-making process.
2. Council will follow the public notification procedures regarding planning matters that are contained in the Planning Act and its regulations.
4. In addition to requirements specified in Policy 10.1.2, the City will use the following mechanisms to promote public participation and informed decision-making: a) requiring the proponent to post one or more signs, clearly visible to the general public, on properties undergoing a planning approval process; and b) any other means that Council deems appropriate including electronic communications.
5. During the processing of amendments to this Plan and the Regional Official Plan or for other initiatives where interests with the Region are common, the City will hold joint public meetings with the Region, where appropriate.
6. Changes to the notification procedures in Policy 10.1.2 are permitted as specified below:
 - a) for a general amendment to the Official Plan, Zoning By-law or other planning matters for which the City deems public notice to be appropriate, notice shall be given at least 20 days prior to the public meeting by:
 - i) advertisement in a newspaper or newspapers having general circulation in the city; and Chapter 10 Implementation 187 September 2018 Consolidation
 - ii) personal service or prepaid first class mail to every person and agency that has given the Clerk a written request for such notice with respect to that planning matter;
 - b) for a site specific amendment to this Plan or Zoning By-law, notice shall be given at least 14 days prior to the public meeting by:
 - i) personal service or prepaid first class mail to every owner of land within 120 metres of the area to which the amendment will apply; and
 - ii) personal service or prepaid first-class mail to every person and agency that has given the Clerk a written request for such notice with respect to that planning matter;
 - c) a notice of public meeting shall contain the following information:
 - i) the date, time and place of the meeting;
 - ii) in the case of a site-specific amendment, a key plan showing the location of the site or area to which the proposed amendment will apply; and

iii) the proposed amendment or an explanation of the proposed amendment. 7. The City may hold informal public meetings for development matters.

Financial Impact

- The cost of preparing the new, more informative signage for more complex planning applications is the responsibility of the applicant. The cost of signage for Committee of Adjustment severance and minor variance applications is included in the cost of those applications.
- This report includes estimated cost implications of increasing the geographic area for providing notice to assessed properties owners via regular mail for zoning amendment, official plan amendment, plans of subdivision, vacant land condominiums and parcels of tied land condominiums applications. The annual cost implications to the City of increasing regular mail notice to property owners from 120 metres (394 ft) to 150 metres (492 ft) is \$0- \$1,900.
- This report also includes estimated cost implications of increasing the geographic area for providing notice to assessed properties owners via regular mail for Committee of Adjustment severances and minor variances. The annual cost implications to the City of increasing regular mail notice to property owners from 60 metres (197 ft) to 120 metres (394 ft) is \$0- \$11,000.

Public Input

Posted regularly as part of the report preparation process.

Internal/External Consultation

The City's Legal Services Division and Clerk's Division was consulted for the preparation of this report. City staff consulted with the municipalities in this region about their notice practices. The summary of that information is included as **Attachment 3**.

Conclusion

Notice about planning applications is provided via regular mail to property owners within prescribed notification areas, through signage posted on the site of a planning applications, and for some applications, through notice in the Cambridge Times. In addition, people outside the notification area who become aware of a planning application can submit a written request for notice via regular mail, email or facsimile.

This report includes information about the current circulation practices of many of the municipalities within this region. It is recommended that circulation areas via regular mail for official plan amendments, zoning amendments, plans of subdivision, vacant land condominiums and parcels of tied land condominiums be increased 150 m (492 ft)

to provide notice to property owners in a larger geographic area. This report also recommends that no change to the geographic extent of the circulation area for minor variance and severance applications.

Lastly, this report recommends that the City continue require applicants to prepare and post larger signs for more complex planning applications when applicable.

This report about public notice aligns with the City's strategic objectives of providing a wide range of ways that people can become involved in city decision making.

Signature

Division Approval

Name: N/A

Title: N/A

Reviewed by the CFO

Reviewed by Legal Services

Departmental Approval



Name: Hardy Bromberg

Title: Deputy City Manager, Community Development

City Manager Approval



Name: David Calder

Title: City Manager

Attachments

1. Sample public meeting notice sign for posting on property by applicant
2. Sample sign for minor planning applications
3. Current Public Notice for Planning Applications – Best Practices Review January, 2020

Sample public meeting notice signs for posting on property by applicant

Example



The sign features a blue header with the Cambridge Canada logo on the left and the title "27-31 Cambridge Street Development Proposal" in white text on a black background. Below the header, the text is arranged in a clean, professional layout with blue and black text on a white background. To the right of the text are four architectural renderings of the proposed building from different angles. At the bottom, a black bar contains contact information in white text.

**27-31 Cambridge Street
Development Proposal**

**The City of Cambridge has received a
Planning application.**

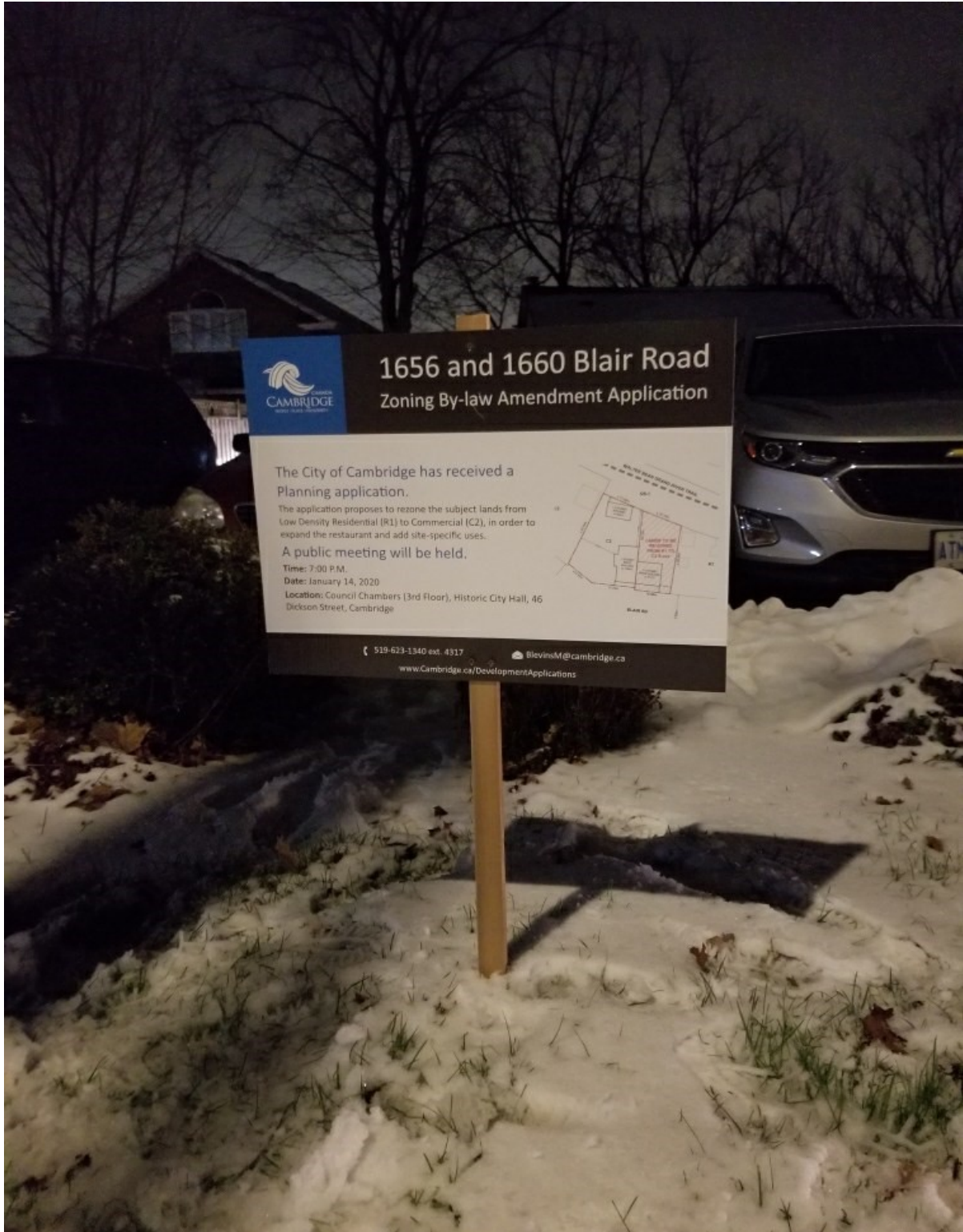
Five storey residential building with 24 residential units and
a 2 commercial units on the ground floor and 30 underground
parking spaces.

A public meeting will be held.

Time: 7:00pm
Date: Tuesday June 5, 2018
Location: Council Chambers, Historic City Hall, 46 Dickson St. Cambridge

519-623-1340 ext. 4520 | fliessd@cambridge.ca
www.Cambridge.ca/DevelopmentApplications

Sample public meeting notice signs for posting on property by applicant



Sample sign for minor planning applications



Notice

The City of Cambridge Committee of Adjustment has received an application under the Planning Act for this property.

A public meeting will be held to hear this application.

Hearing Date:

Time: 6:00 p.m.

**Location: 46 Dickson Street 3rd Floor
Historic City Hall**

**For more information call
(519) 623-1340 ext. 4289.**

Refer to file:

Attachment 3

Current Public Notice for Planning Applications – Best Practices Review January, 2020

City of Cambridge

Notice type	Zoning amendment	Official Plan amendment	Plan of subdivision	Vacant Land or Parcels Of Tied Land (POTL) condominium	Removal of Holding Provision	Site plan	Part Lot Control Removal By-law	Severance/Consent	Minor Variance
Regular mail circulation radius from subject property	120 m	120 m	120 m	120 m	Owner of subject land and anyone who has submitted a written request for notice	No, unless Council has directed neighbourhood consultation is required then 120 m used plus anyone else that hears about proposal and requests notice	N	60 m	60 m
Notice sign posted on subject property - Y or N	Y	Y	Y	Y	N	N	N	Y	Y
Summary of proposal and supporting studies posted on municipal website - Y or N	Y – complex applications only	Y – complex applications only	Y – complex applications only	N	N	Y – complex, controversial applications only	N	N	N
Newspaper notice Y (within municipality's corporate ad) or	Y	Y	Y	Y	Y	N	N	N	N

Notice type	Zoning amendment	Official Plan amendment	Plan of subdivision	Vacant Land or Parcels Of Tied Land (POTL) condominium	Removal of Holding Provision	Site plan	Part Lot Control Removal By-law	Severance/ Consent	Minor Variance
N									

City of Kitchener

Notice type	Zoning amendment	Official Plan amendment	Plan of subdivision	Vacant Land or Parcels Of Tied Land (POTL) condominium	Removal of Holding Provision	Site plan	Part Lot Control Removal By-law	Severance/ Consent	Minor Variance
Regular mail circulation radius from subject property	120 m	120 m	120 m	120 m	N	N	N	30m	30m *
Notice sign posted on subject property - Y or N	Y	Y	Y	Y	N	N	N	Y	Y
Summary of proposal and supporting studies posted on municipal website - Y or N	Y	Y	Y	Y	N	N	N	N	N
Newspaper notice Y (within municipality's corporate	Y	Y	Y	Y	Y	N	N	Y	Y

Notice type	Zoning amendment	Official Plan amendment	Plan of subdivision	Vacant Land or Parcels Of Tied Land (POTL) condominium	Removal of Holding Provision	Site plan	Part Lot Control Removal By-law	Severance/ Consent	Minor Variance
ad) or N									

- The Planning Act permits a 30 m circulation area to be used, where a zoning by-law restricts the use of the land to detached, semi-detached or duplex housing and the application is for a minor variance under subsection 45 (1) of the Planning Act

City of Waterloo

Notice type	Zoning amendment	Official Plan amendment	Plan of subdivision	Vacant Land or Parcels Of Tied Land (POTL) condominium	Removal of Holding Provision	Site plan	Part Lot Control Removal By-law	Consent	Minor Variance
Regular mail circulation radius from subject property	125m	125m	125m	N/A	125m	N/A	N/A	60m	60m
Notice sign posted on subject property - Y or N	Y	Y	Y	N	Y	N	N	Y	Y
Summary of proposal and supporting studies posted on municipal website - Y or N	Y	Y	Y	N	Y	N	N	N	N
Newspaper notice Y (within municipality's corporate ad) or N	Y	Y	Y	Y	Y	N	N	N	N

Township of Wellesley

Notice type	Zoning amendment	Official Plan amendment	Plan of subdivision	Vacant Land or Parcels Of Tied Land (POTL) condominium	Removal of Holding Provision	Site plan	Part Lot Control Removal By-law	Severance/Consent	Minor Variance
Regular mail circulation radius from subject property	120 m	120 m	120 m	120 m	Applicant/Owner	No public circulation	N	60 m	60 m
Notice sign posted on subject property - Y or N	Y	Y	Y	Y	N	N	N	Y	Y
Summary of proposal and supporting studies posted on municipal website - Y or N	Y	Y	Y	Y	N	N	N	N	N
Newspaper notice Y (within municipality's corporate ad) or N	N	N	N	N	N	N	N	N	N

Township of Woolwich

Notice type	Zoning amendment	Official Plan amendment	Plan of subdivision	Vacant Land or Parcels Of Tied Land (POTL) condominium	Removal of Holding Provision	Site plan	Part Lot Control Removal By-law	Severance /Consent	Minor Variance
Regular mail circulation radius from subject property	150 m	150 m	150 m	n/a Regional process	Owner of subject land and anyone who has submitted a written request for notice	N	N	60 m	60 m
Notice sign posted on subject property - Y or N	Y	Y	Y	n/a	N	N	N	N	N
Summary of proposal and supporting studies posted on municipal website - Y or N	Y – complex applications only	Y – complex applications only	Y – complex applications only	n/a	N	N	N	Y Circulation package only	Y Circulation package only
Newspaper notice Y (within municipality's corporate ad) or N	Y	Y	Y	n/a	Y	N	N	Y	Y