

**Document 2 – Details of Recommended Official Plan Amendment 47
to the
Official Plan for the
City of Ottawa**

INDEX

THE STATEMENT OF COMPONENTS

PART A – THE PREAMBLE introduces the actual amendment but does not constitute part of Amendment No. 47 to the Official Plan for the City of Ottawa.

PART B and C – THE AMENDMENT constitutes Amendment 47 to the Official Plan for the City of Ottawa.

PART A – THE PREAMBLE

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PART A – THE PREAMBLE

1. Purpose

The purpose of this Official Plan amendment is to list the prescribed information and materials that may be requested as part of an application under the *Planning Act*. The list is currently contained in By-law No. 2023-297 as amended by By-law 2024-444. In addition, other information and materials have been added to reflect Agricultural System and Future Neighbourhood policies included in OPA 46.

2. Location

The amendment affects lands city-wide.

3. Basis & Background

The implementation section is updated to list the prescribed information and materials that may be requested as part of an application under the *Planning Act*. The list is currently contained in a By-law No. 2023-297 as amended by By-law 2024-444.

4. Rationale

Section 22 (5) of the *Planning Act* allows municipalities to request additional information or material in support of a complete application to amend the Official Plan. However, the additional information, reports and/or studies required must be identified within the Official Plan itself. With written approval from the Minister of Municipal Affairs and Housing, this amendment explicitly establishes complete application requirements in the Official Plan rather than a separate by-law.

PART B – THE AMENDMENT

1. Introduction

All of this part of this document entitled Part B - The Amendment consisting of the following text constitutes Amendment No. 47 to the Official Plan for the City of Ottawa.

2. Details

The following changes are hereby made to the Official Plan for the City of Ottawa:

- i. Section 11.8), identified as deletions: ~~red text with a strikeout, for example text~~; and additions: black text in bold and underlined, for example **text**: with the following text:

11.8 Provide direction for ~~pre-application consultations~~ prescribed and required ~~prescribed~~ information and materials for complete applications

1) Prior to submitting a development proposal, a pre-application consultation meeting is recommended with City staff ~~in order~~ to identify the information **and materials** ~~that will be~~ required at the time of application submission. ~~The City has the authority to request additional information, that will be required as part of a complete application, after further review of the application proposal~~

2) Development shall comply with the complete application submission requirements of the *Planning Act*. ~~The City will maintain a Development Application Study policy, which will be reviewed with applicants in the pre-consultation process. To process the application, the City may require additional information and/or reports as listed in the Policy.~~ **Section 11.8, Policy 3) lists the information and materials that may be required as part of a complete application.** The **required** ~~additional~~ information and ~~or reports~~ **materials** will be identified **by City staff** in writing after a pre-application consultation or after further review of the development proposal. All required ~~reports~~ **information and materials** must be completed to the satisfaction of the City or relevant approval authority.

3) In addition to the prescribed information and materials, any person or public body that applies for an Official Plan amendment, Zoning By-law amendment, draft Plan of Subdivision approval, Condominium approval, Site Plan Control, or Urban and Village Boundary Expansion Official Plan amendment may be required

to provide such additional information and materials that the City may need, at the time of filing an application, to deem an application complete. The additional information and materials that may be required to be provided are:

- a) Application Form**
- b) Agronomy and Soil Capability Study**
- c) Archaeological Assessment**
- d) Building Elevations**
- e) Community Energy Plan**
- f) Environmental Impact Study**
- g) Energy Modelling Report**
- h) Environmental Management Plan**
- i) Environmental Site Assessment (Phase 1 & Phase 2)**
- j) Geotechnical Study**
- k) Grading and Drainage Plan**
- l) Heritage Impact Assessment**
- m) Heritage Act Acknowledgment Report**
- n) Hydrogeological and Terrain Analysis**
- o) High-performance Development Standard**
- p) Impact Assessment Study - Mineral Aggregate**
- q) Impact Assessment Study - Mining Hazards**
- r) Impact Assessment Study - Waste Disposal Sites | Former Landfill Sites**
- s) Landscape Plan**
- t) Mature Neighbourhood Streetscape Character Analysis**
- u) Minimum Distance Separation**
- v) Noise Control Study**
- w) Parking Plan**
- x) Plan of Survey**
- y) Plan of Subdivision**
- z) Plan of Condominium**
- aa) Planning Rationale**
- bb) Preliminary Construction Management Plan**
- cc) Public Consultation Strategy**
- dd) Rail Proximity Study**
- ee) Shadow Analysis**
- ff) Site Plan**
- gg) Site Servicing Study**
- hh) Slope Stability Study**
- ii) Transportation Impact Assessment**
- jj) Tree Conservation Report**
- kk) Urban Design Brief**
- ll) Urban Design Review Panel Report**
- mm) Water Budget Assessment**
- nn) Wellhead Protection Study**
- oo) Wind Analysis**
- pp) Zoning Confirmation Report**

- qq) Urban and Village Area Boundary Expansion – Land Needs Assessment
- rr) Urban and Village Boundary Expansion – Settlement Area Parcel Analysis
- ss) Urban and Village Area Boundary Expansion - Infrastructure Capacity Assessment
- tt) Agricultural Impact Assessment
- uu) Existing Conditions Report for Future Neighbourhoods
- vv) Master Servicing Study for Future Neighbourhoods
- ww) Transportation Study for Future Neighbourhoods

4) The terms of reference for existing conditions reports and supporting studies to Official Plan Amendment applications to develop a concept plan for small scale urban expansion areas with a Future Neighbourhood Overlay, in accordance with Section 5.6.2, shall be co-developed between the proponent and City staff to allow for the flexibility of considering unique circumstances associated with a particular Future Neighbourhood area. Pre-application consultation with the City is recommended to provide guidance on the framework for amending the existing secondary plans, existing community design plans, and/or developing new area-specific policies for the application.

5) After the City has deemed an application complete, the City may require additional information and materials as listed in Policy 3); however, the provision of such additional information and materials will not change the date that the application was originally deemed complete.

6) ~~3)~~ For each of the ~~studies~~ additional information and materials listed in a ~~Development Application Study policy~~ Policy 3), the City will provide terms of reference and/or guidelines outlining study requirements. These terms of reference and/or guidelines are meant to set the minimum standards for ~~the study~~ submission expectations, required as part of a complete application. These terms of reference and/or guidelines may be provided through a By-law.

7) In addition to the prescribed information required by the *Planning Act* and the additional information and materials listed in Policy 3), other information and materials may be requested by the City during the pre-application consultation process or after an application has been deemed complete through the review process. However, the provision of the other information and materials is not required for an application to be deemed complete by the City, nor will the provision of the other information and materials change the date that the application was originally deemed complete. This other information and materials may be requested to:

- a) assist in understanding, evaluating and making recommendations on the application; and

b) ensure that sufficient information and materials, in an appropriate format, can be made available to the commenting agencies; the public; City Council; and delegated approval authorities.

8) 4) Applications for alteration or development on properties designated under the *Ontario Heritage Act* or notices required for demolition on listed properties under the *Ontario Heritage Act*, shall include information outlined in an applicable Heritage Conservation Districts plan or guidelines, procedural documents approved by Council, information required by any future amendments to the *Ontario Heritage Act*, ~~or the Development Application Study policy~~ **and may include information listed and materials listed in Policy 3) above.**

3. Implementation and Interpretation

Implementation and interpretation of this Amendment shall be in accordance with the policies of the Official Plan for the City of Ottawa.