



Ontario Land Tribunal

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Web Site: olt.gov.on.ca

Checklist (R2) Zoning By-laws and Amendments *Planning Act*

Required Documentation (Please check boxes below to indicate that the document is included)

Format of Submission:

Submit the documents listed on this checklist via electronic format on a USB key, or email the documents via [Secure Email service](#). Electronic documents are to be provided in portable document format (pdf) with searchable text and tabbed electronic bookmarks indexed to a table of contents. If a document cannot be submitted at this time, please provide comments, additional information or details in the space provided at the end of the checklist.

1. Appeal Clerks

- ☐ a. Original or certified copy of each notice of appeal received and reasons for appeal with indication of the date on which each notice was filed.
- ☐ b. Tribunal fee paid by each appellant made payable to the Minister of Finance. The appeal will not be processed without this fee being paid by each appellant. Ensure that cheque/fee payment is affixed to each appeal.

2. Application Planning

- ☐ If applicable, the original or a certified copy of the application for amendment to the by-law that includes name, e-mail address, address and telephone number of the applicant and lawyer or agent.

3. Notice of Passing/Refusal Clerks

- ☐ a. A copy of the notice of passing of the zoning by-law or interim control by-law. [Sections 34(19) or 38(4)]
- ☐ b. A copy of Council's refusal, including the date that the giving of notice was completed, or an affidavit or declaration duly sworn certifying that Council refused or neglected to make a decision on the complete application within 90 days and an indication that notice of the refusal was given in accordance with the provisions of the Act. [Section 34(11)]

4. Explanatory Note Planning

- ☐ An explanation of the purpose and effect of the by-law/proposed by-law.

5. List

- ☐ a. List of names, e-mail addresses and mailing addresses of all parties (including the applicant) and persons and agencies to be notified of the Ontario Land Tribunal (OLT) hearing. Planning

☐ b. Where notice of a decision/refusal was issued by e-mail, a list of all names and e-mail addresses and an indication of the date that the e-mail was sent. Clerks

6. Zoning By-law Planning

☐ Certified copy of the zoning by-law/proposed amending by-law under appeal.

7. Map Planning

☐ A map of the land under appeal or a description of the subject land.

8. Affidavit/Statement Planning/ Clerks

☐ a. An affidavit or sworn declaration from an employee of the municipality or planning board certifying, as applicable:

- i. The statutory requirements for the giving of notice and the holding of public meetings and open houses, if required, or the alternative measures for informing and obtaining the views of the public as set out in the official plan have been complied with; Planning
- ii. The statutory requirements for the giving of notice of passing or refusal of the by-law have been complied with. Include date written notice was given. Attach a copy of the notice, explanatory note and key map; Clerks
- iii. A typed list of all persons and public bodies that made oral submissions at the public meeting, including their full names, e-mail addresses, mailing addresses and telephone numbers; and Clerks
- iv. If subsection 34(10.7) of the Act applies, a certificate that the requirements of clause 34(10.7)(a) of the Act have been complied with. Planning

☐ b. A statement from an employee of the municipality or planning board as to whether the decision of the council or planning board, Planning

- i. is consistent with the policy statements issued under subsection 3(1) of the Act
- ii. conforms to or does not conflict with any applicable provincial plan or plans, and
- iii. conforms with applicable official plans.

☐ c. Report on the position taken by Council in response to each appeal, including conformity with official plan.

☐ d. A statement addressing whether or not the 2-year no application restriction under section 34(10.0.2) is applicable. If a restriction is applicable, please provide a copy of

any notice that was provided. Planning

9. Notice of Public Meeting Planning

☐ Where a public meeting has been held, a copy of the Notice.

10. Minutes Clerks

☐ Where a public meeting has been held, a copy of the minutes of the public meeting (printed format)

11. Planning Report Clerks

☐ A copy of any planning report considered by the council or planning board.

12. Oral/Written Submissions Clerks/ Planning

☐ Provide all information and material that the Municipal Council or Approval Authority considered in making their decision and/or received in relation to the matter such as any written or oral submissions from the public relating to the planning matter. Clerks/ Planning

☐ Provide, where available, a USB key upon which is stored a video and audio record of each public session at which oral submissions were made to the Municipal Council or Approval Authority regarding the application, together with a list of the names of the persons who made the submission, and the time on the recording where the submission begins. Clerks

13. Other Information Planning/ Clerks

☐ a. The original or a certified copy of the prescribed information and material received by the council or planning board under subsection 34(10.1) of the Act. Planning

☐ b. The original or a certified copy of any other information and material that is required to be provided by the official plan of the municipality or planning board. Planning

☐ c. Original or true copy, if any, of each written withdrawal of appeal. Clerks

Please provide any comments, additional information or details regarding the documents listed above
