

# Planning Justification Report

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## **PURPOSE:**

This document explains the guidelines for the preparation of a Planning Justification Report which may be required for the submission of an application under the *Planning Act*. Planning Justification Reports must follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a report being considered unsatisfactory and a submitted application being deemed incomplete.

The purpose of a Planning Justification Report is to provide information about an application and establish a planning rationale for the application. A Planning Justification Report is intended to help the applicant organize evidence and support for the merits of an application and assist staff in the review of the proposal. The Planning rationale is established by demonstrating how a proposal conforms to applicable planning policies, documents, guidelines and standards, and how all of the planning considerations related to a proposal have been balanced appropriately based on good planning principles.

## **PREPARED BY:**

All reports must be prepared by a Registered Professional Planner (RPP) or a Certified Planning Technician (CPT).

## **CONTENTS:**

All Planning Justification Reports must follow the City's approved Planning Justification Report Guidelines. Reports are expected to vary widely in content and detail according to the nature and complexity of the application; however, all reports must include the following general sections:

- Introduction
- Site Context
- Description of Proposal
- Policy and Planning Analysis (including a summary of the recommendations from all other supporting studies required as part of the application, and how they have informed the Planning Justification Report.)
- Summary/Conclusion
- Appendices/Maps/Plans

The required contents for a Planning Justification Report may be scoped on a case by case basis through the Formal Consultation Process. A preliminary consultation meeting with Development Planning staff to confirm a terms of reference may be required prior to preparing a report.

## **OTHER INFORMATION:**

## **Combining Other Information and Materials within a Planning Justification Report**

Some other studies and reports required as part of a complete application may be included within a Planning Justification Report as a section or in the appendices, instead of as a separate document. These may include:

- Draft Official Plan Amendment/Draft Zoning By-law Amendment
- Housing Report
- Land Use Compatibility Study
- Public Consultation Summary and Comment Response Report
- Right of Way Impact Assessment
- Summary Response to Formal Consultation Comments

Guidelines for Planning Justification Reports:

<https://www.hamilton.ca/build-invest-grow/planning-development/planning-policies-guidelines/guidelines-planning>

### **REVIEWED AND APPROVED BY:**

Development Planning, Planning and Economic Development Department

### **CONTACT:**

[pdgeninq@hamilton.ca](mailto:pdgeninq@hamilton.ca)