

# APPLICATION FOR AN OFFICIAL PLAN AMENDMENT AND / OR ZONING BY-LAW AMENDMENT SUBMISSION REQUIREMENTS AND INFORMATION

Submission of this application constitutes tacit consent for authorized City of Hamilton staff to inspect the subject lands or premises.

## BEFORE SUBMITTING AN APPLICATION:

The Formal Consultation process is no longer mandatory for planning applications and is at the discretion of the Applicant. However, Formal Consultation continues to be an integral part of the planning application process. Applicants are strongly encouraged to use Formal Consultation as a first step to streamline their application and tailor submission requirements based on the context of the proposal.

The Formal Consultation Application can be found at [Formal Consultation | City of Hamilton](#)

If the applicant chooses not to apply for Formal Consultation, please proceed to 'Application Submission Requirements' below.

## APPLICATION SUBMISSION REQUIREMENTS:

- ☐ **Cover Letter** providing a summary of the applications being submitted, including a list of documents included in the submission.
- ☐ **Application Form** with all applicable sections completed, including the Owner's Consent, Authorization, Acknowledgements and Affidavit signed in the presence of a Commissioner of Oaths.
- ☐ **Application Fee(s)** are required to be submitted with the application. Please refer to the current City of Hamilton [Planning Division Fee Structure](#), as all fees are subject to change annually.

Application Fees can be paid by cheque (payable to "City of Hamilton") or by credit card. All cheques submitted to the Planning Division must be accompanied by a cover letter or [Fee Intake Memo](#) indicating the following: municipal address of the development; the application type, description of the fee, fee amount, and cheque number; Owner / Applicant's name and contact information; Agent's name and contact information; and if known, the assigned file number and assigned Planner's name.

Refer to the section below for more information on External Agency Fees.

- ☐ **All of the Required Materials and Information** as required by either Option 1 or Option 2 below.

<b>Option 1 Formal Consultation Process</b>	<b>Option 2 No Formal Consultation</b>
<p>All the required Materials and Information as identified through the Formal Consultation process and outlined in the Formal Consultation document.</p> <p>The Formal Consultation Document signed by Owner / Applicant is required to be submitted with the application.</p> <p><b>A Summary Response to Formal Consultation Comments</b> is required to be submitted with the application.</p>	<p>All the required Materials and Information as identified in the Official Plan and based on the following four specific criteria:</p> <ul style="list-style-type: none"> <li>• Minimum</li> <li>• Locational</li> <li>• Proposal Based</li> <li>• Discretionary</li> </ul> <p>Links to the “Other Information and Materials” Schedule in the Official Plan:</p> <p><a href="#">Schedule I – Urban Hamilton Official Plan</a></p> <p><a href="#">Schedule H – Rural Hamilton Official Plan</a></p> <p>Schedule I – former Region Official Plan (OPA 47 – By-law 24-190)</p> <p><b>A Complete Application Compliance Summary</b> is required to be submitted with the application.</p>

All plans, reports and/or studies submitted must:

- be prepared according to the [Terms of Reference](#) if available.
- be in digital (PDF) format.
- be submitted without a password and/or restrictions.
- be prepared in metric measurement.
- be prepared and stamped / signed by qualified professionals.

- ☐ **Zoning Compliance Review Letter** signed by the Owner / Applicant.  
(This is required for a Zoning By-law Amendment application only)
- ☐ **Documentation to support the request to remove the ‘H’ Holding Provision(s).**  
(This is required for H Holding Removal applications only)

### **Electronic Documentation**

All submission requirements must be submitted in digital format to the Planning Division through a SYNC link. A SYNC link can be requested by emailing [planningapps@hamilton.ca](mailto:planningapps@hamilton.ca).

Electronic files are to be provided with the following naming conventions:  
IndexNumber\_CondensedAddress\_CondensedName\_Date (with no spaces).

For Example:

- 01\_71MainSTW\_ApplicationForm\_02-07-2025
- 02\_71MainSTW\_Aerial\_02-07-2025
- 03\_71MainSTW\_Survey\_02-07-2025
- 04\_71MainSTW\_SitePlan\_02-07-2025

Full details and additional instructions can be found at [Planning Applications Digital File Naming Conventions](#)

### **Disclosure of Information**

All information submitted in support of this application will be considered public information, including any reports, studies, drawings, or other documentation submitted by applicant(s), agent(s), consultant(s) or solicitor(s). The City of Hamilton is permitted to make the application and any associated supporting information available to the general public, including posting electronic versions of the application form and associated studies and reports online. The City of Hamilton is also permitted to provide copies of the application and any supporting information to any member of the public or other third party which requests the information.

### **DEVELOPMENT APPLICATION CLASSIFICATION**

#### **Official Plan Amendment**

Certain development proposals may not comply with the Urban Hamilton Official Plan or Rural Hamilton Official Plan and may require an **Official Plan Amendment**. Compliance with the Official Plan will be determined by Planning and Economic Development Department staff. In the case of a joint application for an Official Plan Amendment and Zoning By-law Amendment both application fees are required. There is no discount for joint applications.

#### **Official Plan Amendment (Urban Boundary Expansion)**

City Council has approved a [Draft Framework for Processing and Evaluating Urban Boundary Expansion Applications](#) to be used by staff in processing urban boundary expansion applications until the Draft Framework is finalized into Official Plan policy. The purpose of this framework is to ensure that any urban boundary expansion applications submitted are complete and comprehensively assess the implications of the proposal against municipal land use priorities including accommodating growth through intensification, farmland preservation, infrastructure capacity and costs, planning for the impacts of climate change, protection of the natural environment, and supporting an active transportation network.

The Draft Framework is broken into three parts:

- Part A – Official Plan Amendment Submission Requirements
- Part B – Evaluation and Locational Consideration
- Part C – Application Submission & Review Process

### **Official Plan Amendment (Secondary Plan for Expansion Lands)**

City Council has approved [Secondary Planning Guidelines for Urban Expansion Areas](#). The purpose of the guidelines is to advise what is required in the preparation of a Secondary Plan for areas of land added to the urban boundary. It is intended to illustrate the expectations and standards that the process of creating a Secondary Plan is intended to follow.

Where a Secondary Plan is privately initiated, failure to adhere to the guidelines may result in a submission being considered unsatisfactory and an Official Plan Amendment application being deemed incomplete.

### **Zoning By-law Amendment**

There are two types of Zoning By-law Amendment applications: **Secondary Suites** and **Complex**. When an application is submitted, the following guidelines are used to determine the type of application:

- **Secondary Suites** - Applications to add a secondary suite (dwelling unit) to an existing residential dwelling.
- **Complex** - All other Applications, including those that are considered “Minor Zoning By-law Amendments” as defined in the Urban Hamilton Official Plan / Rural Hamilton Official Plan.

### **Holding Removal**

There are three types of Zoning By-law Amendment applications for a Holding Removal: Downtown, Routine and Complex. When an application is submitted, the following guidelines are used to determine the type of application:

- **Downtown** – Applications within Downtown Hamilton Secondary Plan Area.
- **Routine** – Applications whereby the removal of the “H” Holding symbol is to the satisfaction of an External Agency (i.e. Ministry of Transportation, Ministry of Environment, Conservation and Parks, CN Rail etc.).
- **Complex** – Applications whereby the removal of the “H” Holding symbol is to the satisfaction of the City of Hamilton, and may include an External Agency’s clearance of an “H” Holding symbol.

For a Holding Provision approved by Council prior to August 12, 2022, the required fee for the removal of the “H” Holding symbol shall be as follows:

- Removal of a 'H' Holding Provision - \$4,510
- Removal of a 'H' Holding Provision (Downtown) - \$6,575

This modified fee structure shall be in effect from August 12, 2022 until December 31, 2024, subject to yearly CPI increases. These fees are extended to December 31, 2025, or until the updated Removal of Holding Provision fee(s) are approved.

## EXTERNAL AGENCY FEES

### Conservation Authority Fee

The Conservation Authorities within the City of Hamilton charge fees for their review of *Planning Act* applications. Please visit the link below to determine if the property falls under a Conservation Authority's regulated area.

<https://conservationontario.ca/conservation-authorities/find-a-conservation-authority>

**Note:** The Applicant is responsible to send the payment direct to the Conservation Authority. The City of Hamilton no longer collects payment on behalf of the Conservation Authority and any payments submitted to the City will be returned to the Applicant.

### Hamilton International Airport Review Fee

The Hamilton International Airport (HIA) charge fees for their review of applications that fall within any of the three Airport Zoning Regulation zones (Approach, Transitional and Outer Surface), within the Noise Exposure Forecast (NEF) contour, or for specific land uses located within the Wildlife Hazard Zone.

Planning Division staff can assist in determining whether the Hamilton International Airport review fee is required.

**Note:** The Applicant is responsible to send the payment direct to the HIA. Instructions can be found at the following link: <https://business.flyhamilton.ca/invoicing-and-payments/>  
The City of Hamilton no longer collects payment on behalf of the HIA, and any payments submitted to the City will be returned to the Applicant.

## ADDITIONAL INFORMATION FOR THE APPLICANT

### 1) Public Notice Sign

The City of Hamilton requires the applicant to post a sign on the property where an application for an Official Plan Amendment or Zoning By-law Amendment has been received and is being considered by the City.

Refer to the [Public Notice Sign Guide for Planning Act Applications | City of Hamilton](#) for instructions on sign specifications as well as installation, declaration and removal requirements. The applicant is required to prepare the three-dimensional massing image to be included on the sign.

## 2) Financial Requirements

The owner may be required to meet financial requirements of the City, such as, but not limited to the following:

- Development Charges; contact [dcrequest@hamilton.ca](mailto:dcrequest@hamilton.ca)  
<https://www.hamilton.ca/build-invest-grow/planning-development/development-charges/development-charges>
- Parkland Dedication; contact [parklandrequest@hamilton.ca](mailto:parklandrequest@hamilton.ca)  
<https://www.hamilton.ca/build-invest-grow/planning-development/development-charges/parkland-dedication-fees>
- Local Improvement Charges; contact the Corporate Services Department.

## 3) Ontario Land Tribunal (OLT) Hearing

The owner will be required to pay City staff costs, fees and disbursements for outside legal counsel and external consultants for preparation for and attendance at OLT hearings where the City supports a developer on third party appeals. Accordingly, as part of this application the owner will be required to sign and submit the Cost Acknowledgement Agreement included in the Application Form.

## CONTACT

To submit an application email [planningapps@hamilton.ca](mailto:planningapps@hamilton.ca).

For general inquiries or questions related to the application, please contact the Planning Division at [pdgeninq@hamilton.ca](mailto:pdgeninq@hamilton.ca) or 905-546-2424 ext. 1355.