Complete Application Compliance Summary / Summary Response to Formal Consultation Comments

PURPOSE:

This document provides guidance for the preparation of a Complete Application Compliance Summary / Summary Response to Formal Consultation Comments. All Complete Application Compliance Summary / Summary Response to Formal Consultation Comments documents shall follow the guidelines referenced in this document.

A Complete Application Compliance Summary demonstrates which submission items are required to be provided to deem *Planning Act* application(s) complete based on Schedule I – Other Information and Materials of the Urban Hamilton Official Plan and/or Schedule H – Other Information and Materials of the Rural Hamilton Official Plan in the absence of a previous Formal Consultation Application. **Note:** Formal Consultation is encouraged ahead of the submission of a *Planning Act* application; however, it is not mandatory.

A Summary Response to Formal Consultation Comments provides information for the demonstration of how feedback received through the Formal Consultation Document has been considered and addressed in a formal development application. If a Planning Justification Report is being submitted with an application, a Summary Response to Formal Consultation Comments should be included within the Planning Justification Report.

PREPARED BY:

A Complete Application Compliance Summary / Summary Response to Formal Consultation Comments must be prepared by a Licensed Architect (OAA), a Registered Professional Planner (RPP) or a Certified Planning Technician (CPT).

CONTENTS:

Complete Application Compliance Summary:

A Complete Application Compliance Summary shall follow Schedule I – Other Information and Materials of the Urban Hamilton Official Plan and/or Schedule H – Other Information and Materials of the Rural Hamilton Official Plan to identify which submission items are considered “Minimum”, “Locational”, “Proposal Based”, and “Discretionary” relative to the proposal.

The Complete Application Compliance Summary must justify the exclusion of the remaining “Locational”, “Proposal Based”, and “Discretionary” submission items to support the submission of a complete *Planning Act* application in accordance with Schedule I – Other Information and Materials of the Urban Hamilton Official Plan and/or Schedule H – Other Information and Materials of the Rural Hamilton Official Plan.

Summary Response to Formal Consultation Comments:

Summary Response to Formal Consultation Comments shall contain the following information:

- Formal Consultation File Number;
- Formal Consultation Development Review Team Meeting Date (if applicable);
- Formal Consultation Summary of Comments (including a copy of the signed Formal Consultation Document);
- Requirements for the Complete Application Compliance Summary;

- An explanation of modifications made to the proposal responding to any of the feedback provided;
- Identification of outstanding issues raised in the Formal Consultation that may need to still be assessed or addressed through the application process; and,
- A summary of recommendations of all technical studies required through the Formal Consultation Document and how the recommendations have been addressed and reflected in the proposal, or an explanation of why technical study recommendations have not been incorporated. This may be included as part of the Planning Justification Report.

OTHER INFORMATION:

Formal Consultation Information

Formal Consultation | City of Hamilton

Urban Hamilton Official Plan – Schedule I – Other Information and Materials

Urban Hamilton Official Plan | City of Hamilton

Rural Hamilton Official Plan – Schedule H – Other Information and Materials

Rural Hamilton Official Plan | City of Hamilton

REVIEWED AND APPROVED BY:

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