Planning Justification Report

PURPOSE:

This document provides guidance 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 shall follow the guidelines referenced in this document.

A Planning Justification Report provides information about an application and establishes a planning rationale for the application. A Planning Justification Report is intended to provide the applicant direction in organizing 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 the planning considerations related to a proposal have been balanced appropriately based on good planning principles.

PREPARED BY:

The Planning Justification Report must be prepared by a Registered Professional Planner (RPP) or a Certified Planning Technician (CPT).

CONTENTS:

Planning Justification Reports must follow the City's approved Planning Justification Report Guidelines. Reports are expected to vary in content and detail according to the nature and complexity of the application; however, all reports shall 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; and,
- 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 and/or a preliminary consultation meeting may be required with Development Planning staff to confirm a terms of reference prior to preparing a report.

OTHER INFORMATION:

Combining Other Information and Materials within a Planning Justification Report

Other studies and reports required as part of a complete application may be included within a Planning Justification Report as its own 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;
- Transit Assessment;
- Transportation Assessment;
- Land Use Compatibility Study;
- Public Consultation Summary and Comment Response Report;
- Right of Way Impact Assessment; and/or,
- Summary Response to Formal Consultation Comments.

Guidelines for Planning Justification Reports:

Guidelines for Planning Justification Reports | City of Hamilton

REVIEWED AND APPROVED BY:

Development Planning, Planning and Economic Development Department

CONTACT:

Development Planning, Planning and Economic Development Department

pdgeninq@hamilton.ca