

COLLABORATIVE APPLICATION PROCESS (CAP) OPA/ZBA

Phase 1 and 2

Phase 3

90 Day (ZBA) 120 Day (OPA/ZBA) Deadline for start of refunds



Submission Requirements

Current pre-sub process with added provision for more detailed concept plan and studies as necessary.

Pre-submission Letter prepared and issued with TOR for studies.

Optional pre-sub follow up mtg. takes place at PARC.

Applicant prepares **Phase 2** submission.

Pre-Application Submission

Pre-Application package submitted in accordance with Phase 1 Pre-Submission Response Letter.

Review quality of submission: TOR adhered to?

Application circulated by staff.

Pre-Application Review commences.

Applicant holds Public Consultation: can be coordinated with Councillor.

Staff prepares and issues Comment summary.

Revised Submissions (goal is 3 submissions): (PARC mtgs as req'd).

Optional: Resolution Meeting.

Sign off letter issued.

Planning Act Application

Application deemed complete: letter issued with instructions to post sign on property – Public Meeting scheduled by staff.

Combined Notice of Complete Application and Public Meeting is mailed out and posted on the city's website.

Planner circulates the Application: confirmation of approved drawings/studies issued in sign off letter through **Phase 2** of process.

Council Public Meeting

COW and Council Meetings: (Recommendation Report)
Note: Implementing instruments should be brought forward with Recommendation Report: approval of these stops the clock.