



Municipality of Casselman

Zoning By-law Amendment Guide

2 Weeks	Step 1 Complete & Submit Pre-Consultation Form	<ul style="list-style-type: none"> Applicant completes pre-consultation form and submits to staff Staff arranges for pre-consultation meeting to discuss proposal
	Step 2 Pre-Consultation Meeting	<ul style="list-style-type: none"> Pre-consultation meeting held with Applicant, Municipal staff, and any commenting agencies such as Ministry of Transportation, Conservation Authority, or County, depending on the nature and location of proposal Feedback provided to Applicant, and requirements for complete application identified. Staff prepares letter to Applicant summarizing meeting.
Applicant	Step 3 Application Preparation & Submission	<ul style="list-style-type: none"> Applicant prepares application and any supporting information or reports required for a complete application (as identified in the pre-consultation) Applicant submits to the Municipality via email at urbanisme-planning@casselman.ca or in-person at 751 St-Jean Street, Casselman, ON, and pays application fee
30 Days	Step 4 Application Review (Complete/Incomplete)	<ul style="list-style-type: none"> Staff review application for completeness (commenting agencies may also be asked to review) If complete, Applicant will be notified within 30 days of submission If incomplete, Applicant will be notified within 30 days of submission and instructed on requirements for a complete application (Repeat Step 3)
90 Days	Step 5 Public Meeting Scheduled & Application Circulated	<ul style="list-style-type: none"> Public Meeting date will be scheduled by Municipality within 15 days of complete application (meeting itself will fall on later date) Application is circulated to commenting departments and agencies for review (Building Department, Conservation Authority, County, etc.)
	Step 6 Notice of Application & Public Meeting	<ul style="list-style-type: none"> At least 20 days before the Public Meeting, Notice will be sent via regular mail to the Applicant, all landowners within 120 metres of the lands, and the required agencies outlined in the Planning Act A sign will also be posted at the property providing notice of the hearing
	Step 7 Review of Proposal & Site Visit	<ul style="list-style-type: none"> Proposal and supporting information reviewed and site visit may be conducted by staff or commenting agencies Staff prepares a report and recommendation to Council Staff may contact applicant to discuss recommendation before hearing
20 Days	Step 8 Public Meeting & Council Decision	<ul style="list-style-type: none"> A Public Meeting is hosted by the Municipality Applicant and members of the public may attend and provide feedback or ask questions. Council considers feedback, as well as staff's recommendation before deciding to approve or refuse the amendment
	Step 9 Appeal Period	<ul style="list-style-type: none"> Once a decision is made, a Notice of Decision is provided to the Applicant and to anyone who requested a copy There is a 20-day appeal period for decisions - a Council decision may generally be appealed by the Applicant, commenting agency, or anyone else who made a submission prior to Council's decision
	Step 10 Decision Final	<ul style="list-style-type: none"> If no appeals are received by the Municipality within the 20-day appeal period, Council's decision is final and the amendment comes into force If an appeal is received, the file will be reviewed and processed by the OLT for a decision. The OLT's decision is final.

Application Fee
 \$2,000.00 +
 \$3,000 deposit if requested

Time to Decision (complete application)
 120 days* +
 20-day appeal period

The Planning Act outlines various timelines for the different steps in the application process. The timelines shown on the left side of the page are aligned with the maximum amount of time permitted under the Planning Act. Please note that a decision may be issued sooner, depending on the complexity of proposal and/or volume of applications being processed by department.

• If an appeal is received within the 20-day appeal period, the Municipality forwards the appeal and administration of the file is taken over by the Ontario Land Tribunal (OLT)

• The Applicant, Appellant, and any other party to an appeal before the OLT is responsible for arranging their own arguments and positions, and are responsible for all costs.

• All appeal and hearing timelines are determined by the OLT.