

**Stage 1  
Preconsultation  
with the City**



**Stage 2  
Preconsultation  
with the City**



**Applicant's Consultation  
Strategy** (Open House for  
major, infill developments) with  
requirement for a Sign to be  
posted on the property

120 days max. (90 days for ZBLA)

**Statutory Public Meeting &  
Council Decision** Notice of  
Statutory Public Meeting  
mailed a minimum of 20  
days in advance of meeting  
to all property owners  
within 120m of the subject  
property and published in  
the newspaper



**Application  
Deemed Complete**  
Notice sent to  
applicant and  
published in paper  
with a copy sent  
to Council

30 days  
max.



**Receive  
Application  
and review  
to determine  
complete**



15 days  
max.



**Notice of  
Decision**



**20-day Appeal Period  
Starts from date of  
Notice of Decision**

**Note:** Council must make a decision within 120 days for OPA and/or combined ZBLA or 90 days for a standalone ZBLA from date of receipt of a "complete application". The City requires applicants to reapply if any applicant-initiated revisions to the application occur after the application has been deemed complete in accordance with City Policy 8.3.1.3.