

### **Basic Application**

- Applications that are simple and/or straight-forward
- Minimal circulation is required.
- In-house agreement can be prepared.
- Examples of a Basic Application may include:
  - Parking Lot Expansions;
  - Small Additions to Existing Buildings;
  - Conversion of an Existing Building.
- Stage 1 Preconsultation Required; Stage 2 Preconsultation unlikely to be required.
- Target Timeline: The City is expected to grant Conditional Approval within 60 days of receiving a Complete Application. It will take approximately 2 months to fulfill Conditions of Approval before a Building Permit can be issued.

### **Standard Application**

- Applications that are more complex than the Basic application but still relatively small in scope.
- Standard circulation required.
- Examples of a Standard application may include:
  - Large additions to existing buildings;
  - New stand-alone buildings.
- Stage 1 and Stage 2 Preconsultation will be required.
- Target Timeline: The City is expected to grant Conditional Approval within 60 days of receiving a Complete Application. It will take approximately 4 - 6 months to fulfill Conditions of Approval before a Building Permit can be issued.

### **Complex Application**

- Applications that may also involve complex legal issues such as land transfers, right-of-way dedications to the City, and easements.
- The City Solicitor will prepare the Site Plan Agreement.
- Potential approval required from other approval authorities (i.e. Hydro One, Ministry of Transportation, Ministry of Environment Conservation and Parks, etc).
- Stage 1 and Stage 2 Preconsultation Required.
- Target Timeline: The City is expected to grant Conditional Approval within 60 days of receiving a Complete Application. It will take approximately 6 - 12 months to fulfill Conditions of Approval before a Building Permit can be issued.