

# Terms of Reference: Planning Justification Report

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## **Description:**

A Planning Justification Report (PJR) provides the planning analysis and justification for a proposed development. This document is intended to provide a background context, an overview of the purpose and effect of an application and establish a professional planning rationale for the application by demonstrating how a proposal conforms to applicable planning policy documents and good planning principles.

## **Development Application Stream(s):**

Unless an exemption is granted by the Commissioner of Planning and Development Services, a Planning Justification Report is required for the following applications:

- Official Plan Amendment
- Zoning By-law Amendment
- Main Street North Development Permit System
- Draft Plan of Subdivision
- Draft Plan of Condominium (For Condo conversion files only)

A Planning Brief, or Covering Letter, may be required on a site-by-site basis for the following applications:

- Site Plan Control
- Exemption from Part Lot Control
- Committee of Adjustment

## **Prepared By:**

It is strongly recommended that a Planning Justification Report should be prepared by or through direct supervision of a Registered Professional Planner (RPP). A Candidate Member (defined by the Professional Standards Board) or a Certified Planning Technician (CPT) may also prepare the report, however it is required to be signed and reviewed by an RPP.

## **Rationale:**

A PJR is meant to provide a clear description and background context of the proposal, an overview of the purpose and effect of the application(s) and to provide a professional planning opinion and rationale for the application(s). The PJR should demonstrate how the proposal is consistent with provincial policy and conforms to applicable planning policy documents and good planning principles. Additional information such as history of the site and any previous application(s) related to the development of the site should also be included as preliminary information for the City Planner to conduct their analysis.

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## Content:

The PJR shall contain, but not limited to, the following:

### 1. Introduction

- A high-level overview or description of the proposal
- Who was retained to write the report
- Date of the Pre-consultation meeting
- Planning history including previous use of site and if there are any previous planning approvals associated with the site (previous variances, site plan agreements, site-specific by-laws, OMB/LPAT decisions, etc.)
- Process steps/approvals required (i.e. Zoning, Site Plan Control, Condominium, etc.)

### 2. Site and Area Context

- A description of the location and existing condition of the subject lands Legal description
- A description of surrounding land uses Identification of constraints affecting the site (including a description of any easements)
- Identification of other development proposals and land uses in the vicinity of the proposal
- Identification of any lands on the site regulated by a Conservation Authority

### 3. Detailed Description of the Proposal (Based on the Latest Submission)

- Major development statistics (i.e., height, density, parking, FSI, No. of units)
- Details about proposed uses and gross floor area of each use
- Phasing if applicable
- Include any drawings or tables that may assist an understanding of the proposal

### 4. Planning Rationale

- Demonstrate consistency and conformity with applicable land use policies including:
  - Relevant policies from Provincial Legislation, including: Planning Act, Provincial Policy Statement, and Provincial Growth Plan
  - Relevant Official Plan and Secondary Plan policies and designations
  - Existing and proposed Zoning By-law analysis
- Discussion of how the proposal will address any other relevant City planning studies or guidelines, for example: Vision 2040, Brampton Housing Needs



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Assessment, Age Friendly Strategy, Sustainable Community Development Guidelines, Urban Design Guidelines.

- A Housing Analysis that includes information on tenure, number of units by bedroom type, proposed prices / rents, phasing, planning rationale and any other details identified at a pre-consultation stage. This analysis will only be required for development applications proposing 50 or more residential units.
- Planning Analysis that demonstrates how the proposal meets the intent of the relevant policy framework and how the proposal represents good planning and how compatibility matters are addressed.
- If applicable, a section regarding the Growth Management Staging and Sequencing Strategy and how the proposal is addressing any related conditions.

## 5. Supporting Documents

- Provide an outline and summary of the supporting studies submitted (i.e. traffic studies, urban design briefs)

## 6. Summary and Conclusions

## 7. Appendices, Figures, Maps and Plans

The following visual aids and/or appendices are commonly included in Planning Justification Reports and should be included where applicable:

- Maps, including aerial photographs, land parcel mapping or legal surveys
- Site Area Context map – overview of surrounding uses
- Street level pictures of the land subject to proposed development
- Official Plan maps of land use designations or other designations
- Secondary plan maps and designations
- Zoning mapping
- Concept Plan or Preliminary
- Site Plan Draft Plan of Subdivision
- Pre-consultation Letter from the City

## Notes:

- If the submitted study is incomplete, or does not contain adequate analysis, the application will be considered incomplete and returned to the applicant.
- Any changes to the proposal may require an update to the Planning Justification Report.

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- For less complex proposals, a Planning Justification Brief may be requested instead of a full report, which may be included as a covering letter with a formal application, or as a short report. Briefs do not need to include a detailed policy analysis or detailed Appendices, Maps and Plans. The requirement for a Planning Justification Brief will be determined on a case-by-case basis, through the Formal Consultation process.

## Additional Resources:

- For more information, please contact: [Planning.Development@brampton.ca](mailto:Planning.Development@brampton.ca)

