# From Idea to Occupancy: Guide to a Common Development Process

The purpose of this guide is to assist developers with a common development process that is understandable, transparent and used by all municipalities in Huron County.

Municipal and County staff, working together, aim to provide coordinated guidance and support to developers, from idea to occupancy. This includes navigating the approval process, helpful problem solving, and clear and timely communications. All staff members strive to provide a high level of service and encourage feedback that will help improve the process.

The common development process is shown on the next page. Certain timelines are set by legislation and cannot be changed. Staff will make every effort to keep development applications moving through the process as quickly as possible.

Thank you for working to enhance the community with your development. We wish you every success with your plans.

## **Application Forms**

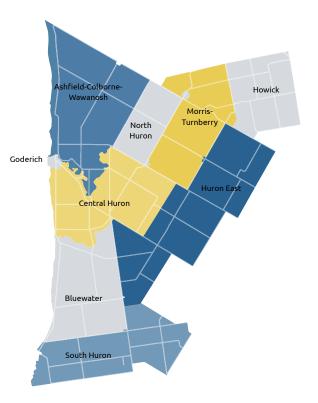
Planning application forms are available online <u>https://www.huroncounty.ca/plandev/</u> *forms* or at the local municipal office. Completed applications and fee(s) are submitted to the local municipal office; except for Plans of Subdivision / Condominium and Severance/Consents applications, which are submitted to the County.

## **Further Information**

For more specific information about the development process, please contact the Huron County Planning and Development Department at 519-524-8394 ext. 3 and ask for the Planner for your local municipality.

# Huron County Planning & Development Department

57 Napier St., 2nd Fl Goderich, ON, N7A 1W2 519-524-8394 ext. 3 E-mail: *planning@huroncounty.ca* 



Municipality	Phone Number
Ashfield-Colborne-	519.524.4669
Wawanosh	
Bluewater	519.236.4351
Central Huron	519.482.3997
Goderich	519.524.8344
Howick	519.335.3208
Huron East	519.527.0160
Morris-Turnberry	519.887.6137
North Huron	519.357.3550
South Huron	519.235.0310



This guide is intended to provide preliminary information only. Last updated: December 29, 2023

County of Huron | Common Development Process www.HuronCounty.ca/Plandev

# Guide to a Common Development Process

### **Initial Contact from Developer**

• With proposal, plans, and sketch

#### Staff Assessment

- Complex applications proceed using Development Team (large investment, unique attributes, potential for significant public interest/opposition, etc.).
- Routine applications proceed with the appropriate subset of the Development Team (small scale, few planning issues, etc.).

# Pre-consultation Meeting with Developer and Municipal Development Team

- Developer's advisors may include architect, engineer, lawyer, planner, real estate, etc.
- Municipal Development Team may include CAO/Clerk, building official, economic development, fire chief, public works, planning coordinator, County planner, municipal engineer, municipal lawyer.
- Use Pre-consultation Checklist to outline possible study requirements
- Written summary to developer with required studies, terms of reference, agencies to contact, next steps, requirements for complete application(s).

### Development Team Meetings

(Regular schedule at process milestones or as appropriate for the application)

- Monitor development process, determine required applications, timelines, study requirements, costs
- A lead staff person identified for the file

## **Regular Communications**

Meeting Notes provided to developer with clear outline of next steps / actions to be taken

### **Application Process**

Development Team oversees and guides the application process

### Planning Applications (if necessary)

- Official plan, zoning, minor variance, consent, subdivision, condominium, other
- Complete

   application,
   supporting studies
   (if necessary),
   municipal staff /
   consultant review,
   public notice, public
   meeting, decision
   (municipal / county),
   appeal period (LPAT
   if appealed), clearing
   conditions

### Development Applications

- Site plan, development agreement, building permit, occupancy permit, other applicable law
- Supporting studies (if necessary), municipal staff / consultant review
- Council decision (site plan / agreement); staff decision (building and occupancy permit)

Site Development, Building Construction & Occupancy

### **Project Completion**

Applicant Survey, and Development Team Debrief to learn from experience and identify improvements.



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