



Hamilton

DEVELOPMENT APPLICATION GUIDELINES

Summary Response To Formal Consultation Comments

PURPOSE:

This document explains the guidelines for the preparation of a Summary Response to Formal Consultation Document Comments, which may be required for the submission of an application under the *Planning Act*. All Summary Responses shall follow the guidelines referenced in this document. Failure to adhere to the guidelines may result in a submission being considered unsatisfactory and a submitted application being deemed incomplete.

The purpose of a Summary Response document is to demonstrate how feedback received through the Formal Consultation Document has been considered and addressed in a formal development application. If a Planning Justification Report is being submitted with an application, a summary response to the Formal Consultation Document should be included within the Planning Justification Report.

PREPARED BY:

Summaries should be prepared by a Licensed Architect, a Registered Professional Planner (RPP) or a Certified Planning Technician (CPT).

CONTENTS:

- Formal Consultation File Number;
- Formal Consultation Meeting Date;
- Formal Consultation Summary of Comments (including a copy of the signed Formal Consultation Document);
- An explanation of modifications made to the proposal responding to any of the feedback provided;
- Identification of outstanding issues raised in the Formal Consultation that may need to still be assessed or addressed through the application process; and,
- A summary of recommendations of all technical studies required through the Formal Consultation Document and how the recommendations have been addressed and reflected in the proposal, or an explanation of why technical study recommendations have not been incorporated. This may be included as part of the Planning Justification Report.

Summary Response To Formal Consultation Document Comments – Development
Application Guidelines

OTHER INFORMATION:

Formal Consultation Information - <https://www.hamilton.ca/build-invest-grow/planning-development/planning-applications/formal-consultation>

CONTACT:

Development Planning - pdgeninq@hamilton.ca