

# Planning Justification Report

## Terms of Reference

### **PREAMBLE**

The Planning Justification Report (PJR) provides an overall planning framework for understanding the proposal from the applicant's point of view. This document should demonstrate how the development has regard for applicable legislation, consistent with or conforms to the applicable provincial, county, and municipal policy documents, and provide an analysis/opinion as to the appropriateness of the proposed amendments.

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### **REQUIRED BY LEGISLATION**

- Planning Act, R.S.O. 1990, c. P.13
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### **WHO SHOULD PREPARE THIS REPORT?**

The Planning Justification Report should be signed by Registered Professional Planner (RPP) with the Ontario Professional Planners Institute (RPP) and/or a full member of the Canadian Institute of Planners (MCIP).

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### **WHEN DO WE NEED THIS REPORT?**

To support the following applications:

- Official Plan Amendment
  - Zoning By-law Amendment
  - Draft Plan of Subdivision
  - Draft Plan of Condominium
  - Site Plan Approval
  - Consent
  - Minor Variance
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### **HOW SHOULD THIS REPORT BE PREPARED?**

At a minimum, the Planning Justification Report shall contain the following:

#### **Site Description**

A description of the current designation and use of the site and the existing site conditions (topography, historical significance, potential contamination, and natural features).

#### **Planning History**

An overview of the previous use of the site and if there are any previous planning approvals associated with the site (previous variances, site plan agreements, site-specific by-laws, OLT decisions, etc.).

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### Contextual Analysis

A description of the local context specifically the built form, land uses, services (e.g. transit routes, community facilities) and features of the surrounding area.

### The Proposal

A detailed explanation of the development concept should address the proposal per the type of application. This can include but not be limited to change in land use designation (e.g., Official Plan Amendment), building design and orientation, landscaping (e.g., Zoning By-law Amendment), creating lots and blocks (e.g., Draft Plan of Subdivision) streetscaping, access points, and both pedestrian and vehicular circulation (e.g., Site Plan Approval). Key development statistics—including building height, density, gross floor area (GFA), floor space index (FSI), and parking (existing, required, and proposed)—must be clearly outlined, along with any phasing plans.

A conceptual site plan must be provided in accordance with the Town's Terms of Reference, illustrating all relevant site details. Additionally, a summary table should be included to identify all proposed policy or zoning by-law changes, comparing existing and proposed standards with justifications for each. The planning process should also be outlined, specifying all required applications such as Official Plan or Zoning By-law Amendments, Plans of Subdivision or Condominium, and Site Plan Approval.

### Policy Justification

Demonstrate how the proposed development is consistent and/or conforms to the relevant policies in:

- Planning Act
- Provincial Planning Statement
- County of Simcoe Official Plan
- Greenbelt Plan
- Lake Simcoe Protection Plan
- South Georgian Bay Lake Simcoe Source Protection Plan
- Town of Bradford West Gwillimbury Official Plan
- Town of Bradford West Gwillimbury Zoning By-law 2010-050
- Town-Wide Urban Design Guidelines
- Any other applicable policy documents, studies or guidelines/standards

### Planning Analysis

Provide an analysis/opinion as to why the proposal is considered appropriate and is good planning, including addressing any issues of impact and compatibility with the surrounding area.

### **Supporting Studies and Key Findings**

Outline the supporting studies submitted with the applications for the proposed development and provide a summary of the key findings or outcomes of the assessments.

### **Community Engagement Plan**

Provide a summary of any public resident/ward meetings planned or undertaken and the feedback received with respect to the development proposal, if required.

### **Summary and Conclusions**

Summarize the main points of the justification for consideration.

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### **SUBMISSION INSTRUCTIONS**

- Follows the Digital File Naming Convention
- Follow Accessible Document Standards

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### **WHAT OTHER RESOURCES ARE THERE?**

- To hire a Registered Professional Planner (RPP), please review the Hire a Planner section of the [Ontario Professional Planners Institute \(OPPI\)](#) website
- [Planning Act, R.S.O. 1990, c. P.13](#)
- [Provincial Planning Statement](#)
- [County of Simcoe Official Plan](#)
- [Greenbelt Plan](#)
- [Lake Simcoe Protection Plan](#)
- [South Georgian Bay Lake Simcoe Source Protection Plan](#)
- [Town of Bradford West Gwillimbury Official Plan](#)
- [Town of Bradford West Gwillimbury Zoning By-law 2010-050](#)
- [Town-Wide Urban Design Guidelines](#)
- All masterplans prepared by/for the Town of BWG as applicable

# Planning Justification

## Terms of Reference

### **About these Terms of Reference:**

These Terms of Reference were developed by the Town of Bradford West Gwillimbury.

### **Notes:**

If the proposed development is revised, the study/report shall reflect the revisions by an updated report or letter from the author indicating the changes and whether the recommendations and conclusions are the same (Note: this is subject to the extent of the revisions).

A peer review may be required.

If the submitted study is incomplete, is authored by an unqualified individual or does not contain adequate analysis, the applications will be considered incomplete and may be returned to the applicant.